



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 10 February 2022**

## 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](mailto:jobs@act.gov.au)

#### **Professional Services**

Corporate Services Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 48715)

Closing Date: 02 March 2022

**Details:** The Corporate Services Officer, Professional Services is a key position in the ACT Audit Office, providing a range of financial and administrative support to ensure the efficient and effective operations of the ACT Audit Office.

The Corporate Services Officer works under the general guidance and direction of the ACT Audit Office's Director, Professional Services, while also regularly working directly with the Finance Officer and Chief Finance Officer, and providing support to the Chief Operating Officer, as required.

In this role you will be responsible for supporting financial management, human resources, information technology, accommodation, and the general administration of the ACT Audit Office.

The role requires experience of financial management (including accounts payable, accounts receivable, reconciliations and month-end journals), demonstrated abilities in office administration and the ability to manage competing priorities to meet deadlines. The role also requires well-developed communication and interpersonal skills to work and liaise with colleagues and external clients, at all levels.

**Eligibility/Other requirements:** Relevant tertiary qualifications in accounting or progress towards obtaining such qualifications would be an advantage. Experience with financial management systems, such as MYOB, would be an advantage.

All Audit Office 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 an Australian Government Security Vetting Agency clearance at 'Baseline' level while employed at the ACT Audit Office. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. For employees who are permanent residents and not citizens, the Office undertakes an internal security assessment to assess against this criterion.

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

**How to Apply:** Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two single sided A4 pages) addressing the Selection Criteria and listing two referees and their contact details.

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

Contact Officer: Erika Hudleston (02) 6205 4075 [erika.hudleston@act.gov.au](mailto:erika.hudleston@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>

**Executive Branch Manager, Public Health Operations  
Temporary Vacancy (28 February 2022 to 3 April 2022)  
ACT Health Directorate**

## Health Systems, Policy and Research

**Position: E1211**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 17 February 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

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

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

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

To apply: Applicants should submit a 'two page pitch' and curriculum vitae addressing their suitability and availability for the role to Robyn Walker via email, [robyn.walker@act.gov.au](mailto:robyn.walker@act.gov.au) by COB Thursday 24 February 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

Contact Officer: Robyn Walker (02) 5124 3330 [robyn.walker@act.gov.au](mailto:robyn.walker@act.gov.au)

## Office of the Director-General

**Ministerial and Government Services**

**Administration Officer – Health Ministerial Liaison Unit**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 24325)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

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

ACTHD develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

Ministerial and Government Services (MAGS) provides operational and strategic support to the health and mental health Ministers' Offices, the Director-General and the Deputy Director-General, and ACT Health executive and staff on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests. MAGS also coordinates reporting on government commitments and provides executive support coordination to the Director-General and the Deputy Director-General.

### **Eligibility/Other requirements:**

Knowledge and understanding of HP Records Management system (TRIM) or Objective would be desirable.

Knowledge and/or experience in a Government Business Unit in the management and coordination of ministerial processes would be desirable.

**How to apply:** Applicants should provide a curriculum vitae, the contact details for two current referees, and a two-page pitch detailing how your experience and skills align with the Selection Criteria.

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

Contact Officer: Dee Chicco on [dee.chicco@act.gov.au](mailto:dee.chicco@act.gov.au) or (02) 5124 9820

## Preventive and Population Health

**Executive Branch Manager, Preventive Health Coordinator**

**Executive Level 1.3 \$242,735 - \$253,218 depending on current superannuation arrangements, Canberra (PN: E711)**

Gazetted: 15 February 2022

Closing Date: 22 February 2022

Details: ACT Health is seeking an experienced senior executive with a strong commitment to providing high quality population health services and programs to help implement the ACT Government's preventive health agenda as part of the Preventive and Population Health Division.

The Preventive and Population Health Division enables transformational change to better manage the demand on health services, to help control health costs to governments and to improve long term health outcomes. The Division leads and coordinates all strategic population health policy and stakeholder engagement activities for ACT Health.

Reporting to the Executive Group Manager Population Health, the Executive Branch Manager is a critical leadership role in the Division and is responsible for a systematic approach to Health Promotion and Preventive and Population Health Policy. As the Preventive Health Coordinator, the occupant has a critical role in the implementation of the Preventive Health Plan.

**Remuneration:** The position attracts a remuneration package ranging from **\$242,735 - \$253,218** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$209,671**.

**Contract:** The successful applicant will be placed on a short-term contract until 30 June 2023 with possibility of extension up to two years.

**How to Apply:** Applicants should submit a 'two page pitch' and curriculum vitae addressing their suitability and availability for the role.

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

Contact Officer: Fiona Barbaro 0435 572 241 [fiona.barbaro@act.gov.au](mailto:fiona.barbaro@act.gov.au)

**Policy, Partnerships and Programs**

**Health policy and Strategy Branch**

**Aged and Palliative Care**

**Director**

Senior Officer Grade B \$133,552 - \$150,347 , Canberra (PN: 37743)

Closing Date: 25 February 2022

**Details:**

Are you interested in a dynamic role that is responsible for helping to shape strategic health policy across the ACT public health system? If you are an excellent communicator and strategic thinker who is interested in leading and facilitating progressive health policy reform, this may well be the job for you.

The Health Policy and Strategy Branch has an opportunity for a temporary Director role to work collaboratively in the Aged and Palliative Care team. The Aged and Palliative Care team supports the delivery of home and community health support services that meet community needs. The role and functions of the unit are to provide authoritative policy advice to the Minister and the Executive Team on aged and palliative care matters, coordinate program development to improve support and care for older Canberrans, and manage and implement Service Funding Agreements, including National Partnership Agreements.

The Director provides strategic policy advice to the ACT Government and ACT Health Directorate Executive. The role is required to identify and critically analyse input from a range of sources, to create policy advice and program design that best meet the needs of the community. The role operates with a high degree of independence and has responsibility for staff management. The Director is required to engage with a range of stakeholders across government and the community, both Territory-wide and nationally.

The ideal candidate will have the ability to lead a team within a remote working environment, provide high level strategic health policy advice, prepare complex strategic policy documents, and have experience in building stakeholder relationships to deliver high quality outputs.

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

**Note:** This is a temporary position available from 28 February 2022 until 30 September 2022 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports

only. This position is required to work mainly from home, with occasional meetings in the ACT Health Directorate office at 2-6 Bowes St, Phillip.

**How to apply:** Interested candidates are requested to provide a written statement of no more than two pages, addressing the Capabilities listed under 'What You Require' in the Position Description, along with your curriculum vitae, and contact details of two referees.

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

Contact Officer: Rowan Ford 0404404868 [rowan.ford@act.gov.au](mailto:rowan.ford@act.gov.au)

#### Digital Solutions Division

##### Office of the Chief Information Officer

##### Director, Office of the Chief Information Officer

##### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52494)

Gazetted: 10 February 2022

Closing Date: 23 February 2022

**Details:** Are you a strong leader who has extensive experience managing a busy executive office? Do you enjoy resolving issues and problems through proactive engagement?

The Office of the Chief Information Officer is seeking a highly motivated and enthusiastic leader to fill the role of Director, Executive Support. The successful applicant will be responsible for the governance functions and coordination activities for a division of over 350 staff and on top of that, will manage the very busy office of the Chief Information Officer.

It is critical that the successful applicant can put pen to paper, producing a quality outcomes and juggle multiple tasks in a high paced environment.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

##### **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 immediately until 31 May 2022 with the possibility of extension up to 12 months and/permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Caitlin Sands 02 5124 9340 [Caitlin.Sands@act.gov.au](mailto:Caitlin.Sands@act.gov.au)

#### Digital Solutions Division

##### Future Capability and Digital Health Record

##### Digital Health Record Program

##### Senior Information Technology Officer A Senior Director, DHR Technical Project

##### Senior Information Technology Officer Grade A \$155,107, Canberra (PN: 49470)

Gazetted: 10 February 2022

Closing Date: 1 March 2022

**Details:** The Digital Health Record (DHR) 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. The Digital Health Record Program has an opening for the Senior Director of the DHR Technical Project. This role will take on the Project Management of all Technical elements of the DHR Program and

will coordinate a team, communicate with key stakeholders and ensure the implementation progresses according to scope and schedule.

The Technical Project will be responsible for delivering security and access management, integration requirements, data conversion from legacy systems, end user device management and the architecture of the system. There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

**Note:** This is a temporary position available until 24 March 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. This role requires you to obtain and maintain an Australian Government Negative Vetting (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.

An Attraction and Retention Incentive (ARIn) may be considered for this role if the successful candidate possesses experience in health integration, data conversion and technical experience within a critical 24 x 7 ICT environment. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

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

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

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

### **ACT Teacher Quality Institute**

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

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

#### **Assistant Director Professional Registration Services**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39628)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Are you interested in working with a small, collaborative team to raise the professionalism of the ACT teaching workforce? The **ACT Teacher Quality Institute (TQI)** is seeking applications for the position of Assistant Director Professional Registration Services.

This position plays a key role in the leadership of the Professional Registration Services team and oversight of their operations. Working closely with the Senior Director to ensure compliance with relevant legislation, regulations and local practices and procedures.

Located in Bruce, the team at TQI is looking for someone who will identify opportunities and ensure best practice business systems and processes **that support ACT teachers to meet their legislative requirements.**

An ability to think critically will be vital in providing informed advice to the Senior Director to minimise risks, ensure compliance 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.

Responsibility for leading, mentoring and managing staff within the Professional Registration Services team falls within the expectations of this role.

#### **Eligibility/Other requirements:**

Demonstrable experience in Microsoft CRM Dynamics.

Experience or significant knowledge in the assessment of professional qualifications.

Experience or significant knowledge in the assessment of professional applications against legislated requirements.

Relevant tertiary qualifications and experience.

**Note:** 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 four 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: Shelley Jacobs (02) 6207 7643 [shelley.jacobs@act.gov.au](mailto:shelley.jacobs@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

##### **Clinical Governance and Quality Unit**

##### **Clinical Performance and Risk Coordinator**

##### **Senior Officer Grade C \$113,397, Canberra (LP7413)**

Gazette Date: 11 February 2022

Closing Date: 20 February 2022

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

Reference Number: 17972

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

Contact Officer: Louise Botha (02) 6201 6513 [louise.botha@calvary-act.com.au](mailto:louise.botha@calvary-act.com.au)

#### **Calvary Public Hospital Bruce**

##### **Learning and Development**

##### **Advanced Life Support/Compass Clinical Nurse Educator**

##### **Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (LP8663)**

Gazette Date: 11 February 2022

Closing Date: 27 February 2022

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

Reference Number: 17700

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

Contact Officer: Jessica Thorncraft [jessica.thorncraft@calvary-act.com.au](mailto:jessica.thorncraft@calvary-act.com.au)

#### **Calvary Public Hospital Bruce**

##### **Perioperative Department**

##### **Wardsperson- Perioperative Department**

##### **Health Services Officer Level 4 \$56,388 - \$58,546, Canberra (LP8271)**

Gazette Date: 11 February 2022

Closing Date: 22 February 2022

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

Reference Number: 17710

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

Contact Officer: Julie Lee [julie.lee@calvary-act.com.au](mailto:julie.lee@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**People and Culture**

**Human Resources Business Partner**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (LP6941)**

Gazette Date: 11 February 2022

Closing Date: 22 February 2022

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

Reference Number: 18001

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

Contact Officer: Violet Taylor 0476 787 529 [violet.taylor@calvary-act.com.au](mailto:violet.taylor@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Continuity of Midwifery Care Service**

**Registered Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (LP8717)**

Gazette Date: 11 February 2022

Closing Date: 20 February 2022

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

Reference Number: 18024

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

Contact Officer: Jane Debaecker (02) 6201 6306 [jane.debaecker@calvary-act.com.au](mailto:jane.debaecker@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Perioperative Department**

**Registered Nurse - Perioperative Department**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP8249)**

Gazette Date: 11 February 2022

Closing Date: 22 February 2022

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

Reference Number: 17708

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

Contact Officer: Julie Lee [julie.lee@calvary-act.com.au](mailto:julie.lee@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**People and Culture – ACT Region**

**Injury Management Advisor**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (LP6920)**

Gazette Date: 16 February 2022

Closing Date: 28 February 2022

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

Reference Number: 17823

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

Contact Officer: Juliana Symonds (02) 6201 6193 [juliana.symonds@calvary-act.com.au](mailto:juliana.symonds@calvary-act.com.au)



## **Canberra Health Services**

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

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

### **ACT Pathology**

#### **Medical Services**

#### **Administration Support Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 27059 - 020V9)**

Gazetted: 16 February 2022

Closing Date: 23 February 2022

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 be fully vaccinated against COVID-19.

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/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Under general direction, the Administration Support Officer will provide administrative assistance to the Executive Office, Clinical Directors and Managers of ACT Pathology. The role will be required to undertake duties such as recruitment, performance planning, contract management support and general administrative functions.

#### **DUTIES**

The Administration Support Officer will provide a key support role to the executive of ACT Pathology. You will: Provide efficient and quality administrative support to the ACT Pathology Executive Office, Clinical Directors and Managers.

Undertake reception duties including acting as first point of contact, arranging meetings, preparing agendas and action lists and taking minutes for meetings.

Track incoming and outgoing correspondence using TRIM, liaise with other staff and stakeholders and ensure deadlines are met.

Prepare draft correspondence, reports and statistical data and undertake minor research project tasks.

Provide administrative assistance including the provision of general office services including typing and use of Dictaphone, diary maintenance, filing, photocopying, maintenance of records and stationary inventory.

Perform routine tasks in Pathology Accounts and other Departments and be responsible for defined functions in the area as directed.

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

**Note:** This position does NOT attract typing allowance.

#### **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**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Strong communications skills, with demonstrated capability to effectively communicate with a diverse range of staff across the organisation and external stakeholders.

Strong organisational skills with a high degree of initiative and drive.

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

**Position Requirements/Qualifications:**

Administrative, secretariat and word processing skills are highly desirable.

Previous employment in a 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.

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

Undergo a pre-employment National Police Check.

**WHAT YOU REQUIRE**

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Proven experience in providing high level administrative, reception and secretarial support and an understanding of confidentiality requirements in a clinical environment.

Proven ability to work effectively both individually and as a member of a team including the ability to exercise initiative, set priorities and meet deadlines.

Demonstrated high level keyboard skills with experience in the use of Microsoft Suite and experience with or an ability to learn TRIM correspondence tracking system.

Clear and accurate oral and written communication skills with the ability to prepare routine correspondence and liaise with others.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

**HOW TO APPLY / OR WANT TO KNOW MORE?**

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A summary of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under "what you require" when drafting your response.

Where possible include specific relevant examples of your work.

This is a temporary vacancy of 12 months with the possibility of extension. A merit list will be established for any future similar positions that become available.

The successful applicants may be selected based on written responses and referee reports only.

CHS Contact: Sally Smith – COVID-19 Response Coordinator ACT Pathology, (02) 5124 7082 or

[sallyj.smith@act.gov.au](mailto:sallyj.smith@act.gov.au)

Contact Officer: Sally J Smith (02) 5124 7082 [Sally.j.smith@act.gov.au](mailto:Sally.j.smith@act.gov.au)

**Clinical Services**

**Women, Youth and Children**

**Community**

**Administration Service Officer**

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 17233, several - 020J1)**

Gazetted: 14 February 2022

Closing Date: 24 March 2022

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 Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

- Women's Health Service
- Maternal and Child Health Program
- School Team – High School Immunisations and Health Checks
- Children at Risk Health Unit
- Community Paediatric and Child Health Service

#### 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

1. Ability to collaborate with team members to share appropriate information to achieve shared goals.
2. Adaptability to accommodate change and new ideas.
3. Willingness to go the extra distance in delivering services to our clients.

#### Position Requirements/Qualifications:

- Ability to type with speed and efficiency.
- Experience in Microsoft applications; in particular Excel, Word and Outlook.
- 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.

Note: There are several positions available, permanent and temporary for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Full-time and part-time positions are available and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Danielle Treloggen (02) 5124 2776 [danielle.treloggen@act.gov.au](mailto:danielle.treloggen@act.gov.au)

#### CHS Chief Operating Officer Clinical Services

##### CHS Surgery

##### Medical Emergency Team (MET)/ Outreach Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 21167, several - 020VF)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

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

ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). The Division of Critical Care also has a dynamic Research and Service Development Units that supports research and project initiatives. The Medical Emergency Team (MET) as part of the Acute Clinical Care Services works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, 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 inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

#### **ABOUT YOU**

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

##### **Example:**

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 patient assessment 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).

##### **Highly Desirable:**

Experience in a critical care area and or resuscitation

Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications.

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

Undergo a pre-employment Police check.

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

Contact Officer: Jo Lindbeck 0466507934 Jo.Lindbeck@act.gov.au

#### **Acute Allied Health Services**

##### **Aboriginal and Torres Strait Islander Liaison Service**

##### **Aboriginal and Torres Strait Islander Liaison Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 45149 - 020WX)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

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 be fully vaccinated against COVID-19.

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works across all inpatient Canberra Health Service areas including Women's and Children's, Emergency Department, Intensive Care Unit, Cancer Services, Medical and Surgical inpatient areas and the University of Canberra Hospital as well as provide support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

This position is based at the Canberra Hospital; however, duties are required across Canberra Health Service sites, including the University of Canberra Hospital. Home visits to patients may also be required.

#### **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 work ethic and ability to adapt to a constantly changing environment.

2. Commitment to achieving positive results for the department.
3. Ability to apply judgement, critical thinking and common sense.

#### **Position Requirements/Qualifications:**

Relevant knowledge and understanding of Aboriginal and Torres Strait Islander culture, health and welfare issues. Experience working professionally with Aboriginal and Torres Strait Islander people and/or within a health setting is preferred.

The successful applicant may be required to participate in overtime, on call and rotation roster. Some weekend and public holiday duty will be required.

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.

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

**Note:** This is a temporary position available for six months with the possibility of extension and/or permanency. This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

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

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

## **Pathology**

### **Anatomical Pathology**

#### **Specialist 1-5/Senior Specialist – Anatomical Pathologist**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 44949 - 020PR)**

Gazetted: 11 February 2022

Closing Date: 23 February 2022

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 be fully vaccinated against COVID-19.

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/>

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

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, flow cytometry, molecular pathology, cytogenetics, and liquid cytology are available on site.

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program. Currently there are 12 Anatomical Pathologists and 6 Registrars.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

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

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

#### **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

Strong attention to details, reliable and punctual

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

#### **Position Requirements/Qualifications:**

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal College of Pathologists Australasia (FRCPA)

Hold a current driver's licence

Knowledge of compliance obligations for Pathology under Medicare legislation and the NPAAC/NATA accreditation processes is highly desirable

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

9. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

10. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

11. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

12. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

13. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

14. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Professor Jane Dahlstrom (02) 5124 2867 jane.dahlstrom@act.gov.au

## Medicine

### Gastroenterology and Hepatology

#### Specialist 1-5/Senior Specialist – IBD Specialist

#### Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 21786 - 020TE)

Gazetted: 11 February 2022

Closing Date: 22 February 2022

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 be fully vaccinated against COVID-19.

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 Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and



liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions.

This is an excellent opportunity for a gastroenterologist with IBD experience. The successful candidate will be well supported in the IBD clinic by two other IBD consultants, an advanced trainee, and two IBD clinical nurse specialists. The IBD service encompasses a weekly IBD meeting, a monthly surgical multi-disciplinary meeting and running IBD clinical trials and research.

In addition to IBD, the GEHU at Canberra hospital offers a broad range of services including advanced endoscopic, pancreato-biliary and hepatology services.

Participation in the on call and weekend arrangements for the GEHU roster is expected.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

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

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

#### 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.

Professional with excellent communication, organisational and time management skills, while adhering to ACT Health confidentiality policies and procedures.

Ability to liaise effectively with staff at all levels.

#### Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian College of Physicians (FRACP) in Gastroenterology or equivalent specialist qualifications.

Gastrointestinal endoscopy certification in upper and lower GI endoscopy.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:



8. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
9. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
10. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
11. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
12. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
13. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Dr Vipul Aggarwal (02) 5124 2195 vipul.aggarwal@act.gov.au

## **Surgery**

### **Medical Staff**

#### **Specialist 1-5/Senior Specialist – INR Neurosurgeon**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 55797 - 020L8)**

Gazetted: 11 February 2022

Closing Date: 22 February 2022

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 be fully vaccinated against COVID-19.

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 outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, , ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Department of Neurosurgery is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 4 full time staff specialists and 4 Neurosurgical Registrars (2 SET trainees and 2 non-accredited) and 3 junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room – which has an intraoperative MR Scanner.

The CHS Stroke Service provides a comprehensive stroke service, including Endovascular Clot Retrieval, for the ACT and southern NSW. Between 60 and 100 endovascular stroke procedures are performed annually.

A position is available for a neurosurgeon with CCINR-recognised training and experience in endovascular neurosurgery, to jointly provide elective and acute neurosurgical services as well as participate in the 24/7 Endovascular Clot Retrieval service (1:3 on-call provision required).

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

Note: This is a Permanent Part time position 0.5 FTE

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$463,743

#### 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

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:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian College of Surgeons or equivalent specialist qualifications.

Post Fellowship training / qualifications in complex Spinal Surgery.

Expertise and an interest in instrumented spinal surgery.

Post Fellowship training / qualifications in interventional neuroradiology and endovascular clot retrieval.

Listed on the CCINR register of practitioners with recognised INR training

Hold a current driver's licence.

Hold a current ACT radiation 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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

13. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

14. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

15. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

16. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

17. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

18. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Tonia Sydney 0468 663 425 [tonia.sydney@act.gov.au](mailto:tonia.sydney@act.gov.au)

## **Finance and Business Intelligence**

### **Billing and Debt Recovery Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 21668 - 020QE)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

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/>

This position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as the ACT Patient Administration System (ACTPAS).

#### **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

High level of data integrity skills

Strong communication, negotiation and networking skills

#### **Position Requirements/Qualifications:**

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: David Horton (02) 5124 9023 david.horton@act.gov.au

## **Surgery**

### **Medical Staff**

#### **Specialist 1-5/Senior Specialist - Oral and Maxillofacial Surgery**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 50536 - 020FX)**

Gazetted: 11 February 2022

Closing Date: 15 February 2022

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 be fully vaccinated against COVID-19.

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 to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Oral and Maxillofacial Surgery Unit (OMFS) of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 1100 patient separations per annum. The OMFS faculty currently consists of 3 staff specialists and 2 Accredited Registrars and junior medical officers. The unit covers trauma for a population base of 700,000 along with contributions to Head and Neck Cancer, oral pathology, and dentoalveolar surgery.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services/Canberra Health Services for clinical/research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

Remuneration: \$288,138- \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$463,743

#### 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

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:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Hold a current ACT driver's licence.

Fellowship of the Royal Australian and New Zealand College of Surgeons in OMFS or equivalent specialist 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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

8. Have demonstrated advanced clinical experience outlined in a curriculum vitae that clearly and comprehensively outlines the applicant's professional history.

9. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

10. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

11. Have gained demonstrable advanced experience and attained such ability in the relevant specialty that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

12. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

13. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Melissa Warylo (02) 5124 0931 [melissa.warylo@act.gov.au](mailto:melissa.warylo@act.gov.au)

#### Medicine

#### Nursing

#### Registered Nurse Level 2

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 52048, several - 020RN)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

#### **About You**

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#### **Behavioural Capabilities**

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

#### **Position Requirements/Qualifications:**

- eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post experience.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases
- Undergo a pre-employment National Police check
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

**Note:** This is a temporary position available for up to 12 months.

Contact Officer: Jo Lewis 0422414169 [jo.lewis@act.gov.au](mailto:jo.lewis@act.gov.au)

### **Rehabilitation Aged and Community Services team**

#### **Social Work**

#### **Health Professional Officer**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 16899 - 0206X)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

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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/> Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings: The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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

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

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

The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

#### About You

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#### Behavioural Capabilities

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

#### Position Requirements/Qualifications:

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

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

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:

#### Reference checks

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police check.

Contact Officer: Natasha Synnott 5124 0075 [natasha.synnott@act.gov.au](mailto:natasha.synnott@act.gov.au)

## Medicine

### Ambulatory

#### Registered Nurse, Gastroenterology and Hepatology Unit

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 52595 - 020SQ)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients.

The GEHU performs approximately 20,000 occasions of service per year and provides an outpatient clinical service for patients with inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

#### 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

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

#### Position Requirements/Qualifications:

Relevant Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Sharon Chambers (02) 5124 3488 [sharon.chambers@act.gov.au](mailto:sharon.chambers@act.gov.au)

## Medical Services

### Medical Imaging

#### Medical Imaging Clinical Educator

**Medical Imaging Level 4 \$124,735 (Up to 134,267 for positions designated in clause 20.1 of the EA), Canberra (PN: 28818 - 020RD)**

Gazetted: 11 February 2022

Closing Date: 2 March 2022

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/> Medical Imaging provides state of the art diagnostic imaging and interventional radiology services for patients in Canberra and the South East Region of NSW. The Canberra Hospital site consists of 2 CT scanners, 2 MRI scanners, 2 angiography suites, 5 ultrasound rooms, 5 general x-ray rooms, OPG, Mammography, radiography services for theatre, mobile x-ray to the entire hospital, 3 gamma cameras (2 with SPECT/CT) and 1 PET/CT scanner with 3 uptake rooms. A satellite x-ray room also operates at the University Canberra Hospital. Upcoming projects may see medical imaging expand into the proposed Clinical Services Building to be built on the Canberra Hospital campus, and a proposed satellite outpatient clinic to be located in Weston Creek. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Clinical Educator is a fulltime position dedicated to the effective coordination and delivery of continuing education across the Medical Imaging department. Primarily this is focussed on Continuing Professional Development and support for allied health staff across the department, including Ultrasound, MRI, Nuclear Medicine, PET, General and Advances Radiography. The role is also responsible for the overall co-ordination of University student placements. Canberra Health Services has close links with Charles Sturt University, University of Canberra, University of Newcastle, and University of Sydney – with students undertaking placements in radiography and nuclear medicine in years 1, 2, 3 and 4 of their studies. Fourth year radiography students have access to placement scholarships when they attend Canberra Hospital for extended placements. Positional responsibilities include effective utilisation of available resources to support education in the Medical Imaging Department, the provision of leadership, management, and supervision to junior staff and students to ensure high quality clinical service, and timely patient care.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a strong work ethic and ability to work within a multi-disciplinary team.  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.  
Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent.  
Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with AHPRA.  
As required, hold or be eligible for an ACT Radiation licence.  
Eligible to be registered under *the Working for Vulnerable People Act 2011*.

##### **Desirable**

Experience in a trauma and teaching hospital.  
Experience teaching and/or mentoring medical imaging staff and students.  
Qualification and/or experience in a relevant education field eg. Certificate IV Workplace Training and Assessment (or similar) and/or willingness to work towards relevant education qualifications.  
5 years post-graduate experience.

##### **Other:**

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

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

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

Comply with CHS credentialing 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.  
Contact Officer: Ross Bevan (02) 5124 2111 [Ross.Bevan@act.gov.au](mailto:Ross.Bevan@act.gov.au)

## Allied Health

### Acute Allied Health Services

#### Social Worker

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 21509 - 020RI)**

Gazetted: 10 February 2022

Closing Date: 1 March 2022

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

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

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

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

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

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

#### ABOUT YOU

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

1. Good organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient's needs.
3. Effective communication and interpersonal skills.
4. Willingness to critically reflect on and develop practice skills and framework.

#### Position Requirements/Qualifications:

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

- Degree in Social Work (or equivalent).
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
  - Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.
  - The successful applicant will need to be available for occasional weekend and after-hours work.
  - Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
  - Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Prior to commencement successful candidates will be required to:
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
  - Undergo a pre-employment National Police Check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Contact Officer: Patrice Higgins (02) 5124 2316 [patrice.higgins@act.gov.au](mailto:patrice.higgins@act.gov.au)

## **Finance and Business Intelligence**

### **Supply Services**

#### **Driver**

#### **Health Service Officer Level 5 \$59,380 - \$62,328, Canberra (PN: 21725 - 020MQ)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

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

This is an essential front-line position, picking, packing, loading and distributing stock across the ACT including both Public and Private Hospitals, Community Health Centres and COVID Response Centres. This is a customer facing role and requires a person with previous driving and delivery experience.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell and the Canberra Hospital.

#### **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.
- Strong understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

#### **Position Requirements/Qualifications:**

#### **Mandatory:**

- Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Rob Swain (02) 5124 3100 [Rob.Swain@act.gov.au](mailto:Rob.Swain@act.gov.au)

## Medicine

### Assistant Director of Nursing Flow

**Registered Nurse Level 4.3 \$147,398, Canberra (PN: 55544 - 020RS)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

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

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**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 Assistant Director of Nursing (ADON) Flow holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Flow reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants and Clinical Care Coordinator's within Medicine to create capacity and a seamless flow from the Emergency Department, Acute Medical Unit, the inpatient wards and discharge into the community or other care facility. The ADON will also work in collaboration with the other ADONs in the Division, Unit Directors, multidisciplinary team, Bed Management and other Divisions to deliver high quality person-centred care that provides access to care at the right time and in the right location.

#### 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

A strong commitment to improving patient care and experience

#### Position Requirements/Qualifications:

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

Relevant post graduate qualifications or equivalent.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Kellie Noffke 51242012 [Kellie.Noffke@act.gov.au](mailto:Kellie.Noffke@act.gov.au)

## Medicine

### Ward 6A

#### Registered Nurse Level 2

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22259 – 020RP)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

Details: 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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

#### ABOUT YOU

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#### Behavioural Capabilities

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

#### Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post registration experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Note:** This is a temporary position available up to three months.

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

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Cathy Clift (02) 5124 4217 [catherine.clift@act.gov.au](mailto:catherine.clift@act.gov.au)

## Medicine

### Registered Nurse Level 2

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 27849 - 020RO)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Renal Service and Division of Medicine and coordinate education and promote a learning culture within the Renal Ward.

#### 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

Experienced Medical nurse.

Strong organisational skills and ability to work within a team environment.

Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

#### Position Requirements/Qualifications:

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

Minimum three years post registration experience including acute care and previous experience in Cardiac Catheter Laboratory nursing.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Cathy Clift 51244217 [cathy.clift@act.gov.au](mailto:cathy.clift@act.gov.au)

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

#### **Management and Administration**

#### **Program Support Officer**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 55817 - 020OR)**

Gazetted: 10 February 2022

Closing Date: 28 February 2022

Details: 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.

Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 020OR. Please ensure you apply for the appropriate classification to meet your qualification and experience.

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families and women including early pregnancy, child and



family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context and often by a multidisciplinary team.

The Program Support Officer works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

#### 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, communication and interpersonal skills with a high degree of drive.
- Ability to work autonomously, monitoring task completion against milestones.
- An ability to work respectfully in partnership with a range of stakeholders.
- Able to contribute positively to team culture, demonstrating kindness to colleagues and clients.

#### Position Requirements/Qualifications:

- Tertiary qualifications as a health professional and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers; and a minimum of five years' experience working professionally in a relevant clinical area is preferred.
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- 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.

Note: This is a temporary part-time position available at 27 hours per week for a period of 11 months with possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 0200R. Please ensure you apply for the appropriate classification to meet your qualification and experience.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carolyn Thomas Carolyn Thomas (02) 5124 1607 Carolyn.Thomas@act.gov.au

#### Clinical Services

#### Rehabilitation, Aged and Community Services

#### Oral Health Services

#### Dental Assistant

#### Dental Assistant Level 1 \$50,194, Canberra (PN: 25924, several - 020TK)

Gazetted: 10 February 2022

Closing Date: 1 March 2022

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

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

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

These services are delivered in the community to:

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

The successful applicant will be required to work at all OHS service delivery locations..

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Compassion
2. High level of customer service
3. Be proactive, enthusiastic and a strong communicator
4. Reliability

#### **Position Requirements/Qualifications:**

- Preferred to have Certificate III in Dental assisting or Certificate IV in Dental assisting, Or
- Two-plus years of equivalent dental assisting experience and either enrolled in or committed to complete Certificate III in Dental assisting or Certificate IV in Dental assisting from a registered training organisation.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Driver's 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.

**Note:** These are temporary positions available for 11 months with the possibility of extension and/or permanency.

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

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

Contact Officer: Sarah Shore 0479 175 932 [sarah.j.shore@act.gov.au](mailto:sarah.j.shore@act.gov.au)

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

##### **Justice Health**

##### **Custodial Health**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 39571, several - 020U8)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

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/>

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

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

This role will be required to work across Justice Health facilities at the Alexander Maconochie Centre and Bimberi Youth Justice Centre as well as other sites as required by the service.

#### **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**

- Non-Judgemental
- Reliable
- Kind

#### **Position Requirements/Qualifications:**

Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 3 years' experience working professionally in Primary Health is preferred.

#### **Highly Desirable**

Post graduate qualifications (or working towards) in relevant field.

Current Driver's licence.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

## **Cancer and Ambulatory Support**

### **Radiation Oncology**

#### **Radiation Oncology Patient Liaison Officer**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 14458 - 02106)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

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/>

The Patient Liaison Officer (PLO) position is a permanent part time role of 21.5 hours per week, with working days and hours able to be negotiated by the successful applicant.

The PLO responsible for the coordination of Radiation Therapy treatment services for patients requiring Radiation Therapy. The role includes maintenance and monitoring of electronic triage systems, scheduling of appointments, referral to other care providers and provision of general advice to patients needing access to the Radiation Therapy service.

High performance in this role will require:

Sound communication and interpersonal skills, with a focus on delivering patient centred care.

An ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands

#### **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**

- Sound communication and interpersonal skills, with a focus on delivering patient centred care.
- An ability to develop and maintain strong, positive working relationships with internal and external stakeholders.
- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate competing demands

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications in a recognised AHPRA or self-regulated Allied Health Profession.

Experience working professionally in a Radiation Oncology service preferred.

- 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:**

- Comply with ACT Health credentialing requirements for allied health.
- If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.
- 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 position available at 21.5 hours per week, the full time salary noted will be pro-rata.

Contact Officer: Brett Fittler (02) 5124 2214 [brett.fittler@act.gov.au](mailto:brett.fittler@act.gov.au)

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

**Cancer and Ambulatory Support**

**Radiation Oncology**

**Radiation Therapist**

**Radiation Therapist Level 2 \$72,681 - \$100,455, Canberra (PN: 12115, several - 020X1)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

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/> The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

**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**

1. High order interpersonal skills with a focus on delivering high quality patient care.
2. Good time management and organisational skills.
3. Ability to work in a busy environment with a multidisciplinary team.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

**Position Requirements/Qualifications:**

- A recognised tertiary qualification in Radiation Therapy.
- Unconditional registration as a Radiation Therapy Practitioner with the
- AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.
- The successful applicant will need to be available for occasional weekend on-call 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.
- 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.

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

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

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

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

**Adult Acute Mental Health Services (AAMHS)**

**Specialist 1-5/Senior Specialist - Adult Psychiatrist**

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 020H5)**

Gazetted: 16 February 2022

Closing Date: 24 March 2022

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 be fully vaccinated against COVID-19.

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 support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

**Services include:**

Adult Mental Health Unit (AMHU) provides a safe and supportive environment for person receiving short term individualised care with acute mental illness or disorder to return to the community.

Mental Health Short Stay Unit (MHSSU) provides a safe environment for persons experiencing a mental health crisis.

Mental Health Consultation and Liaison (MHCL) provides as mental health triage, crisis and risk assessment, treatment, education and management planning to patients at the Emergency Department, Canberra Hospital.

The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post

graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

Note: There are three permanent full-time positions available.

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$463,743

#### 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

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

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

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

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

#### Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

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

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Dr Florian Wertenauer (02) 5124 1700 Florian.Wertenauer@act.gov.au

## **Clinical Services**

### **Cancer and Ambulatory Support**

#### **Nursing**

##### **McGrath Breast Care Nurse**

##### **Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 41602 - 020Y3)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The McGrath Breast Care Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of non-metastatic breast cancer across the cancer journey.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Ability to prioritise workloads
4. Well-developed negotiation skills

#### **Position Requirements/Qualifications:**

Relevant qualifications and a minimum of three years' experience working professionally in a Breast Cancer Care nursing role is preferred.

- Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
- Holds or is working towards a post graduate qualification in Breast Care Nursing or Cancer Nursing.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.



Note: This is a temporary position available for three years. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. The Breast Care Nurse role is a partnership with the McGrath Foundation and under the funding agreement is offered four days per week under a three year contract. Prior to commencement successful candidates will be required to:

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

Contact Officer: Cathy Young 0412 501 716 [cathya.young@act.gov.au](mailto:cathya.young@act.gov.au)

## **Clinical Services**

### **Cancer Ambulatory Support**

#### **Walk in Centres**

#### **Nurse Practitioner**

#### **Registered Nurse Level 4.2 \$138,255, Canberra (PN: 33354, several - 020RV)**

Gazetted: 16 February 2022

Closing Date: 8 March 2022

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres.

The Walk in Centre is a nurse-led primary health service with Advance Practice Nurses and Nurse Practitioners that provides episodic care for minor injury and illness to the community. Nurse Practitioners provide autonomous care to our clients, using advanced clinical assessment skills and are guided and supported by protocols, medication standing orders and clinical decision making.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive and ability to critically think.
- Adaptability and flexibility to accommodate change and provide responsive services to meet service and clients' needs.
- Demonstrate leadership and the ability to work respectfully in partnership with a range of stakeholders.
- Capacity to work a rotating roster with weekend, Public Holidays and evening work.

#### **Position Requirements/Qualifications:**

- Be registered or be eligible for registration as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Extensive clinical experience in primary health care or within a Walk-in Centre or relevant acute and/or primary care area.
- Tertiary level qualification OR Post Graduate course work or study.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.



Note: There are several positions available permanent, temporary or casual roles. Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee is mandatory prior to employment and the successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program. Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE).

Prior to commencement successful candidates will be required to:

- Undertake primary health care clinical benchmarking with seven objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the probation period for permanent appointment.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.
- Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Contact Officer: Cheryl Cuthbertson 0418 494 458 Cheryl.Cuthbertson@act.gov.au

## **Finance and Business Intelligence**

### **Procurement and Supply**

#### **Director Supply Chain**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53795 - 0202P)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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/> Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Director Supply Chain (SOGB) is a critical role within our organisation that reports to the Senior Director who leads the Procurement and Supply Branch within FBI. The role has responsibility for the delivery of procurement support services for CHS including governance, compliance, policy, FOH customer service, inventory catalogue and contract management, goods and services purchasing, reporting and analysis.

As part of the Procurement and Supply Branch Management team, the role will ensure that:

- Supply chain activities are consistently managed across the organisation.
- Compliance with all relevant legislation is achieved.
- Best practice procurement processes are implemented.
- Value for money is achieved for CHS.

We are seeking a supply chain professional with a strong customer centric approach to their practice. You will be familiar with supply chain principles and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences, engendering trust in your leadership with both clients and team members.

In addition to supply chain management skills, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. It is important that you can balance and deliver a program that has competing priorities and limited resources.

#### **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

1. A high-level communicator, with demonstrated capability to effectively engage with staff at various levels, including executives, clinicians, operational staff across the organisation and external stakeholders.
2. Effective and positive leadership of a team that delivers a range of high standard and efficient supply chain management solutions responsive to a variety of business requirements.
3. Ability to work with a high degree of autonomy, make decisions and provide advice to enable decision making at the Senior Director and the Executive level.
4. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

#### Position Requirements/Qualifications:

A Degree or Diploma in a relevant technical/commercial field (Examples of relevant fields of interest include procurement, law, project management, business administration/management) and/or demonstrated relevant experience of at least five years successful leadership management are highly desirable.

- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Andrew Murphy (02) 5124 4385 Andrew.P.Murphy@act.gov.au

## Clinical Services

### Rehabilitation, Aged and Community Services

#### Community Care Program - Nursing

##### Assistant In Nursing

**Assistant in Nursing \$55,182 - \$57,050, Canberra (PN: 32429, several - 020ZW)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

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.

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#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

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

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

#### ABOUT YOU

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**Personal Attributes:**

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

- Attention to detail
- Well-developed communication and interpersonal skills
- The ability to work independently and as a team player
- Organisational ability and time management skills
- Understanding of their scope of practice

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

- Recent experience in the care of ventilated patients is highly desirable

Note: These positions are part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

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.

• Registered under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**Clinical Services**

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

**Justice Health Services**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 17293 - 020ZN)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

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**POSITION OVERVIEW**

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

Justice Health Services (JHS) is part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). JHS provides high quality primary and forensic mental health care and people can access these services through City Health Centre, AMC and young people at BYJC. You may be required to work at various JHS sites providing administrative support including front office duties.

As the Administration Support Officer, you will report to the Administration and Data Manager JHS, and be expected to provide high level administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers and support when required to the AMC. This also includes the provision of high-quality customer service to the consumers and staff of MHJHADS.

This position is currently based at the AMC however may be required to work across multiple sites including 1 Moore Street, CHS, and BYJC.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform.

#### ABOUT YOU

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#### Behavioural Capabilities

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

#### Position Requirements/Qualifications:

- Knowledge of Canberra Health Service internal software packages is preferred but not mandatory.
- A current driver's licence is preferred but not mandatory.
- 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: This is a temporary position available for six months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Casey Shaw (02) 5124 7706 Casey.Shaw@act.gov.au

### Chief Finance Officer, Finance and Business Intelligence

#### Procurement and Supply

#### Director Procurement

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 29237, several - 02102)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

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/> Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Director Procurement (SOGB) is a critical role within our organisation that reports to the Senior Director who leads the Procurement and Supply Branch within FBI. The role has responsibility for the delivery of procurement services for CHS including program management, governance, compliance, reporting and analysis.

As part of the Procurement and Supply Branch Management team, the role will ensure that:

- Supply chain activities are consistently managed across the organisation.
- Compliance with all relevant legislation is achieved.
- Best practice procurement processes are implemented.
- Value for money is achieved for CHS.

We are seeking a supply chain professional with a strong customer centric approach to their practice. You will be familiar with supply chain principles and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences, engendering trust in your leadership with both clients and team members.

In addition to supply chain management skills, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. It is important that you can balance and deliver a program that has competing priorities and limited resources.

#### ABOUT YOU

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#### Behavioural Capabilities

1. A high-level communicator, with demonstrated capability to effectively engage with staff at various levels, including executives, clinicians, operational staff across the organisation and external stakeholders.
2. Effective and positive leadership of a team that delivers a range of high standard and efficient supply chain management solutions responsive to a variety of business requirements.
3. Ability to work with a high degree of autonomy, make decisions and provide advice to enable decision making at the Senior Director and the Executive level.
4. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

#### Position Requirements/Qualifications:

A Degree or Diploma in a relevant technical/commercial field (Examples of relevant fields of interest include procurement, law, project management, business administration/management) and/or demonstrated relevant experience of at least five years successful leadership management are highly desirable.

- 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.

Note: There are two permanent positions available. Appointment may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Andrew Murphy (02) 5124 4358 [Andrew.P.Murphy@act.gov.au](mailto:Andrew.P.Murphy@act.gov.au)

#### Chief Executive Officer

#### Nursing and Midwifery and Patient Support Services

#### Personal Classification Enrolled Nurse Level 2

#### Enrolled Nurse Level 2 \$70,621, Canberra (PN: 020W4, several)

Gazetted: 16 February 2022

Closing Date: 2 March 2022

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.

This Personal Upgrade is only available to eligible Permanent Staff at the EN 1 Level in Canberra Health Services. External Candidates are not eligible for this process.

#### 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/>. In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Enrolled Nurses (EN) Level 1 to apply for personal reclassification to EN Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

#### Position Requirements/Qualifications:

Relevant Enrolled Nurse qualifications and a minimum of five years' post graduate nursing experience is required.

- 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: This Personal Upgrade is only available to eligible Permanent Staff at the EN 1 Level in Canberra Health Services. External Candidates are not eligible for this process.

To be eligible to apply for a promotion to EN Personal Classification Level applicants must be:

- an Australian citizen or permanent resident.
- a permanent employee of Canberra Health Services.

In addition, applicants must have:

- attended an information session regarding Level 2 Career advancement within the two years prior to application.
- completed 100% of their mandatory training.
- a current Performance Plan which includes Level 2 Career advancement goals.
- minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework

- participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)

If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Christopher Harris (02) 5124 7130 [Christopher.harris@act.gov.au](mailto:Christopher.harris@act.gov.au)

#### Finance and Business Intelligence

#### Revenue and Hospital Financial Services

#### Administrative Support

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 02248 - 020YA)

Gazetted: 16 February 2022

Closing Date: 2 March 2022

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

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

As part of the Revenue and Hospital Financial Services team you will be part of a small team that provides secretariate support to multiple committees relating to Private Practice Funds and the administration of Medical Education Expenses (MEE) in conjunction with the Medical Practitioners Enterprise Bargaining Agreement (EBA).

#### 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

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

- Strong organisational skills with a high degree of drive
- High level of data integrity skills
- High level of skills in oral and written communication
- 'A team player' who is not afraid to seek advice and assistance when required

#### Position Requirements/Qualifications:

Relevant is preferred:

- Experience in using Microsoft Office suite applications, in particular Excel and the use of spreadsheets.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Shannon Reeves (02) 5124 9075 [Shannon.reeves@act.gov.au](mailto:Shannon.reeves@act.gov.au)

#### Chief Executive Officer

#### Nursing and Midwifery and Patient Support Services

#### Personal Classification Registered Nurse Level 2

#### Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 020W0, several)

Gazetted: 16 February 2022

Closing Date: 2 March 2022

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.

This Personal Upgrade is only available to eligible Permanent Staff at the RN1 Level in Canberra Health Services.

External Candidates are not eligible for this process.

#### 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/>

In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Nurses (RN) Level 1 to apply for personal reclassification to RN Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.



## 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

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

### Position Requirements/Qualifications:

Relevant Registered Nurse qualifications and a minimum of five years' post graduate nursing experience is required.

- 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: This Personal Upgrade is only available to eligible Permanent Staff at the RN1 Level in Canberra Health Services. External Candidates are not eligible for this process.

To be eligible to apply for a promotion to RN Personal Classification Level 2, applicants must be:

- an Australian citizen or permanent resident.
- a permanent employee of Canberra Health Services.

In addition applicants must have:

- attended an information session regarding Level 2 Career advancement within the two years prior to application.
- completed 100% of their mandatory training.
- a current Performance Plan which includes Level 2 Career advancement goals.
- minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework.
- participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)
- If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Christopher Harris (02) 5124 7130 Christopher.harris@act.gov.au

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

### **Forensic Mental Health Services**

#### **Specialist 1-5/Senior Specialist - Psychiatrist Forensic Mental Health Service**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 47568, several - 020H4)**

Gazetted: 15 February 2022

Closing Date: 24 March 2022

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 be fully vaccinated against COVID-19.

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 support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Forensic Mental Health Services provides services to:

Alexander Maconochie Centre (AMC) adult correctional centre via Acute Response and Case Management Teams in the Custodial Mental Health settings.

Bimberi Youth Justice Centre

Dhulwa Mental Health Unit a secure mental health unit with 10 acute and 15 subacute beds

Gawanggal Mental Health Unit a community transition rehabilitation and reintegration unit with 10 beds

The successful applicant will have accredited forensic psychiatry or equivalent training, and specialist experience and skills relevant to both inpatient and community services, including custodial mental health skills and experience and the provision of Electroconvulsive Therapy (ECT) services.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

Note: There are two full-time permanent vacancies available.

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$463,743

About You

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Behavioural Capabilities

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

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

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

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

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

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred

Sound computer skills is preferred

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Dr Ahmed Mashhood (02) 5124 1811 [ahmed.mashhood@act.gov.au](mailto:ahmed.mashhood@act.gov.au)

## Medicine

### Emergency Department

#### Clinical Development Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 24599 - 020MB)**

Gazetted: 15 February 2022

Closing Date: 4 March 2022

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 be fully vaccinated against COVID-19.

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/>

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.

A Permanent position is 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 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.

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

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

Contact Officer: Jennifer Rochow [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au) (02) 5124 3753 or Nicole Slater Phone: 0478302219

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

#### **Chief Executive Officer**

#### **Nursing and Midwifery and Patient Support Services**

#### **Personal Classification Registered Midwife Level 2**

#### **Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 50827, several - 020VZ)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

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.

**This Personal Upgrade is only available to eligible Permanent Staff at the RM1 Level in Canberra Health Services.**

**External Candidates are not eligible for this process**

#### **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/>

In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Midwives (RM) Level 1 to apply for personal reclassification to RM Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

#### **Position Requirements/Qualifications:**

Relevant Registered Midwife qualifications and a minimum of five years' post graduate midwifery experience is required.

- 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:** This Personal Upgrade is only available to eligible Permanent Staff at the RM1 Level in Canberra Health Services. External Candidates are not eligible for this process

To be eligible to apply for a promotion to RM Personal Classification Level 2, applicants must be:

- an Australian citizen or permanent resident.
- a permanent employee of Canberra Health Services.

In addition applicants must have:

- attended an information session regarding Level 2 Career advancement within the two years prior to application.
- completed 100% of their mandatory training.
- a current Performance Plan which includes Level 2 Career advancement goals.
- minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework.
- participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)

**If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.**

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

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

Contact Officer: Christopher Harris (02) 5124 7130 [Christopher.harris@act.gov.au](mailto:Christopher.harris@act.gov.au)

## **Clinical Services**

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

#### **Territory Wide Mental Health Services**

##### **Mental Health Consultation Liaison Clinician**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 45528 - 020L7)**

Gazetted: 15 February 2022

Closing Date: 3 March 2022

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 support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be required to participate in a seven-day twenty-four-hour roster.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Competent negotiation and influencing skills in dealing with complex situations.
- Ability to synthesise and analyse complex information and make decisions.
- Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.
- 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:**

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.
- Minimum of three years' experience (ideal five years) working professionally in related/relevant organisation/service is preferred.

- The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and night shifts
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Andi Nissen (02) 6205 2782 Andi.Nissen@act.gov.au

## **Clinical Services**

### **Surgery**

#### **Oral and Maxillofacial Surgery**

##### **Personal Assistant**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 13526 - 020XN)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

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 Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit.

These Units are supported by Administration Support Officers.

The Personal Assistant position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to the Oral and Maxillofacial Surgery clinicians.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Applicants will need to have excellent communication, organisational and time management skills, with an ability to liaise effectively with staff at all levels.

#### **Desirable**

- A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT) systems including ACT Patient Administration System (ACTPAS)
- Medical transcription experience

#### **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.



- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
  - A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Contact Officer: Rachel Sharwood (02) 5124 4175 [Rachel.h.sharwood@act.gov.au](mailto:Rachel.h.sharwood@act.gov.au)

## Allied Health

### Project Officer Spiritual Support

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55651 - 020XJ)**

Gazetted: 15 February 2022

Closing Date: 3 March 2022

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

Spiritual Support Services has traditionally been responsible for:

- Delivery of Spiritual/Pastoral Care to patients, their families and staff at the Canberra Health Services.
- Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff.
- Maintenance and organisation of sacred spaces in CHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths.

The Project Officer, Spiritual Support is responsible for a review of the Spiritual Support Services, tasked with delivering a report providing recommendation on:

- The scope of Spiritual Support Services to be delivered at the Canberra Hospital and University of Canberra Hospital campuses.
- An efficient model of care describing who and how these services will be delivered.
- How to align and ensure care is delivered in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association's Guidelines for Quality Spiritual Care in Health 2020.
- Operational governance and structure of the paid and volunteer workforce.

#### ABOUT YOU

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#### Behavioural Capabilities

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

- Strong communication skills, and capacity to develop collaborative relationships with stakeholders.
- Strong organisational skills, and ability to plan, prioritise and organise work to achieve performance objectives.
- Adaptable and flexible to accommodate changing demands.
- Self-motivated with the ability to work autonomously while being a great team player.

#### Position Requirements/Qualifications:

- Project management skills and experience – relevant qualifications are an advantage.
- Knowledge and/or experience of pastoral care, spiritual care, counselling or other related practice preferably in a clinical health 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

## **People and Culture**

### **Workforce Capability**

#### **Clinical Development Nurse - Transition to Practice Program**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 20600 - 020ZA)**

Gazetted: 15 February 2022

Closing Date: 24 February 2022

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 be fully vaccinated against COVID-19.

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, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Transition to Practice Program Coordinators, Assistant Director and Senior Director of WC.

The purpose of this role is to work in partnership with clinical teams from across the health service to support the transition of new nurses from student to graduate.

The CHS Transition to Practice Program (TPPP) for Enrolled and Registered Nurses is a 12-month structured program designed to provide a smooth transition from student to registered practitioner via orientation workshops, clinical and professional support, feedback and guidance during the first year of clinical practice in the workforce. This program is facilitated by WC.

TPPP Clinical Development Nurses (CDNs) provide one on one bedside teaching, clinical support, ongoing evaluation, and feedback for graduate nurses and team across a diversity of clinical areas within CHS.

The Level 2 CDN is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff. The role also works closely with clinical educators and managers across Divisions to support the learning, development and psychosocial needs of TTPP nurses.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains, clinical care, leadership, education, safety and communication.

#### **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 (including simultaneously managing and prioritising multiple issues) with a high degree of drive.
- An ability to work respectfully in partnership, with a range of stakeholders, while simultaneously demonstrating leadership.
- Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulatory Agency.

Extensive clinical experience, minimum of 3 years postgraduate.

Experience in the development and facilitation of education and clinical assessments including clinical debrief.

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.

A current ACT Driver's licence.

##### **Desirable:**

Current clinical experience as a CDN is highly desirable.

A postgraduate qualification in a nursing specialty, leadership or clinical education.

Experience in development, delivery, and evaluation of quality improvement projects.

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

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.

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

**Note:** This is a temporary part-time position at 24 hours per week available for a period of four months with the possibility of extension. The full-time salary noted will be pro-rata.

Contact Officer: Maxine Jordan (02) 5124 3382 [maxine.jordan@act.gov.au](mailto:maxine.jordan@act.gov.au)

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

#### **Infrastructure and Health Support Services**

##### **Facilities Management**

##### **Manager Business Operations**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 16299 - 020V0)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

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 be fully vaccinated against COVID-19.

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/> Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

- Capital project delivery.
- Facilities Management.
- Domestic and Environmental Services.
- Food Services.
- Sterilising Services.
- Security Services.
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Manager Business Operations reports to the Director of Business Operations and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory.

This position reports directly to the Director of Business Operations and works in close liaison with other directors and senior staff in the Facilities Management Branch, the broader CHS Directorate, and other Directorates.

#### **Supervising Responsibilities**

ASO4 Administrative Services Officer (1 FTE)

ASO3 Administration Support Officer (1 FTE)

ASO2 Call Centre Administration (1 FTE)

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
2. An organised approach to work, managing competing priorities with a high degree of drive.
3. High level resource and budget management skills to implement operational efficiencies.
4. Adaptability and flexibility to accommodate change.

#### **Position Requirements/Qualifications:**

##### **Highly Desirable:**

- Experience in Microsoft SharePoint.
- Experience managing budgets and financial reporting requirements.
- 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.

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

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

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

Contact Officer: Sheree Seibold (02) 5124 8106 [sheree.seibold@act.gov.au](mailto:sheree.seibold@act.gov.au)

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

### **Adult Community Mental Health Services (ACMHS)**

#### **Specialist 1-5/Senior Specialist - Psychiatrist**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 28849, 23815 - 01YEH)**

Gazetted: 16 February 2022

Closing Date: 25 March 2022

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/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Assertive Community Outreach Service

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

Note: There are two full time permanent positions available.

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$463,743

#### 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

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

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

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

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

#### Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

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

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment 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: Dr Azra Sabir, Deputy Clinical Director (02) 5124 4294 [azra.sabir@act.gov.au](mailto:azra.sabir@act.gov.au)

**Chief Executive Officer**

**Deputy Chief Executive Officer**

**Strategy and Governance**

**Policy Coordinator**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 04576 - 020Y1)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

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/>

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

Under the direction of the Senior Director, Policy Planning and Government Relations, as Policy Coordinator you will work as part of a dynamic team to inform, educate, and support policy development and governance processes to embed safety and quality across 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 particularly encouraged to apply.

**Behavioural Capabilities**

- Effectively communicate with a wide range of stakeholders.
- Ability to adapt and be flexible to accommodate change.
- Strong organisational skills and attention to detail.
- A sense of humour.

**Position Requirements/Qualifications:**

**Desirable:**

- Previous experience and advanced knowledge of Microsoft SharePoint.
- Previous experience providing secretariat support for meetings and/or committees.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Katherine Macpherson (02) 5124 9590 [Katherine.macpherson@act.gov.au](mailto:Katherine.macpherson@act.gov.au)

**Canberra Institute of Technology**

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



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

**Corporate Services**

**Finance Services**

**Finance**

**Financial Services Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 18117)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** CIT is seeking a highly motivated individual to provide administrative support in a range of office support functions including in accounts, office services, purchasing, procurement (including preparation of purchase requests and obtaining quotes) and corporate credit card purchases.

Other responsibilities include preparing journals and managing accounts payable and accounts receivable transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**How to Apply:** Please provide a written response (maximum 800 words) to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and referee reports.

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

Contact Officer: Amanda Avory-Silk (02) 6207 3171 [Amanda.Avory-Silk@cit.edu.au](mailto:Amanda.Avory-Silk@cit.edu.au)

**CIT Education and Training Services**

**CIT Business and Leadership**

**CIT Business and Leadership Management**

**Executive Assistant - Project Coordinator**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 34725)**

Gazetted: 10 February 2022

Closing Date: 17 February 2022

**Details:** We require a self starter who can coordinate or assist with a wide variety of tasks associated with running a teaching college. You will work to the Director, but also assist the teaching departments and their administrative support. The person will need to be able to work in a rapidly changing environment and take on new tasks and duties as required. It is a great opportunity to experience a role where you will be challenged, supported, encouraged to offer solutions, work with autonomy and be an integral team member.

**Note:** This is a temporary position available from 21 February 2022 up until 21 February 2023. The successful applicants may be streamlined according to CIT Streamlining procedures. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. Selection may be based on written application and referee reports only.

**How to Apply:** To apply, please submit your curriculum vitae with a statement against each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Marchant (02) 6207 4956 [Lucy.Marchant@cit.edu.au](mailto:Lucy.Marchant@cit.edu.au)

**Chief Minister, Treasury and Economic Development**

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

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

**Executive Branch Manager, Financial Controller**

**Temporary Vacancy (available 1 March 2022 to 1 April 2022 with possibility of extension up to 9 months)**

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

## Strategic Finance

### Position: E1122

#### (Remuneration equivalent to Executive Level 1.2)

Date circulated: 14 February 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Expressions of interest are sought for the position of Executive Branch Manager, Financial Controller. This temporary vacancy is from 1 March 2022 to 1 April 2022, with the possibility of extension pending the return date of the nominal occupant of the position.

The Chief Minister, Treasury and Economic Development Directorate is seeking a highly experienced candidate to fill the role of Executive Branch Manager, Financial Controller. The role's responsibilities include:

supporting the Chief Finance Officer in providing strategic and operational financial direction and services to the Directorate and its senior executives;

developing and implementing financial policy;

developing and maintaining strategic partnerships;

overseeing the management of all aspects of the Directorate's financial management, including internal and external budgeting and reporting, asset management and capital works; and

maintaining and improving the Directorate's financial systems environment.

The successful candidate will possess outstanding leadership, management, analytical and conceptual thinking skills and experience. S/he will also have a demonstrated track record of managing a team of professionals to deliver high quality outcomes within tight timeframes and in a complex and demanding environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (eg., CPA/CA) are essential.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) via email to David Morgan via email to [david.morgan@act.gov.au](mailto:david.morgan@act.gov.au) by COB Friday, 18<sup>th</sup> February 2022

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

Remuneration: The position attracts a remuneration package ranging from \$227,836 - \$237,649 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,249.

Contact Officer: David Morgan (02) 6207 6367 [david.morgan@act.gov.au](mailto:david.morgan@act.gov.au)

## Economic Development

### artsACT

#### Arts Programs

#### Assistant Director, Arts Programs

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44183)

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** artsACT is seeking an experienced Assistant Director to assist the delivery of the arts funding program for arts facilities. The successful applicant will need strong program management skills, strong communications skills as well as a history of developing productive working relationships with internal and external stakeholders.

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

**Eligibility/Other Requirements:** A sound understanding of government business and the arts sector is highly desirable.

**Notes:** This is a temporary position available immediately up until 31 January 2023 with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is under activity-based working arrangements, including that officers do not have a designated workstation/desk. At present, all officers work from home unless there are any special circumstances. Selection may be based on application and referee reports only.

**How to Apply:** Please submit an Expression of Interest of not more than two pages together with your curriculum vitae and names of two referees before the closing date.

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

Contact Officer: Robert Piani (02) 6207 2381 [Robert.Piani@act.gov.au](mailto:Robert.Piani@act.gov.au)

## Economic Development

### Business and Innovation

#### Key Sectors

#### Assistant Director, Key Sectors

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40265, several)

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Are you a skilled writer who loves to network? If you're looking at this advertisement, you'll already know that Canberra has a great quality of life and offers a wide range of stimulating work. In Business and Innovation (BandI) our job is to help ensure that this high standard of living is maintained by ensuring our brilliant, future-focussed industries can grow further.

To help achieve this, BandI are looking for up to two people who can help ACT Government drive economic development through a focus on the ACT's highly competitive industry sectors. These are the sectors we see making a real contribution to Canberra's growth, particularly cyber, space, renewable energy and agritech. You'll notice that the position description also highlights skills in Ministerial coordination and tertiary education - whilst there may be space to get involved with these sorts of roles in time, our first priority is contributing to the key sectors listed above.

The successful applicant(s) will join a friendly and high performing team able to deliver flexibly against longer term and emerging objectives. Whilst you'll have no trouble engaging in technical detail, you'll be able to work with stakeholders at all levels to ensure you are focussing on the most important things, and communicating details succinctly to Ministers and Senior Executives.

We are keen to build our capability, and so relevant industry experience in space, cyber, renewables or agritech, or close industry engagement in a public sector role would be a real plus. We'll also want to see how you approach managing competing priorities, and how you show pride in delivering quality results.

BandI spans a broad work area which means you will be well-engaged during your time here. BandI aims to ensure we focus on our people to help individuals succeed, and deliver better business outcomes. We're a supportive branch with an active social program when health restrictions allow (and virtual gatherings when they do not). We are firm supporters of providing learning and development opportunities aligned to your career development goals.

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 for up to six months, with the possibility of extension up to 12 months and/or permanency. We are happy to discuss part-time arrangements or other flexible working arrangements should this suit you and us. We hope this will help contribute to ensuring we build a wider range of skills and backgrounds into our branch structure. 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 interests you, please provide a pitch of no more than two pages responding to the Selection Criteria in the job advertisement along with your curriculum vitae.

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

Contact Officer: Guy Bromley (02) 6207 3271 [Guy.Bromley@act.gov.au](mailto:Guy.Bromley@act.gov.au)

## Economic Development

### Senior Director - Minister, Executive and Business Services

#### Senior Officer Grade A \$155,107, Canberra (PN: 39364)

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Economic Development is looking for an experienced officer to fulfil a dynamic and fast-paced position in the division. For those looking for a challenging and diverse role working with all areas of government and the minister's offices – this role may be for you!

Interested candidates should submit a two-page Expression of Interest outlining experience and/or abilities against the Technical skills and Behavioural Capabilities outlined in the Position Description and current curriculum vitae (including the contact details of two referees).

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

**Note:** This is a temporary position available from 15 March 2022 up until 10 March 2023. Selection may be based on written application and referee reports only. A Merit Pool may be established from this selection process to fill similar vacancies over the next 12 months.

**How to Apply:** Interested candidates should submit a two-page Expression of Interest outlining experience and/or abilities against the Technical skills and Behavioural Capabilities outlined in the Position Description and current curriculum vitae (including the contact details of two referees).

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

Contact Officer: Susan Hanns (02) 6207 4534 Susan.Hanns@act.gov.au

## **Economic Development**

### **Events ACT**

#### **Event Development**

##### **Event Development Officer, Event Development**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 32741)**

Gazetted: 10 February 2022

Closing Date: 2 March 2022

**Details:** Events ACT is seeking applications from motivated and organised individuals with good communication and interpersonal skills to provide administration support to the Event Development team. The applicant will contribute to the transparent and efficient delivery of the grant/funding programs managed by Events ACT and the associated stakeholder consultation. There will also be a requirement to undertake project coordination activities associated with planning and delivering event sector workshops and stakeholder meetings. This will include delivering a high standard of customer service for internal and external clients, including written and verbal interactions with the public.

If you are proficient in document production and records management, possess good time management skills, pay attention to detail and enjoy a positive working environment, you might like to consider this opportunity.

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

**Note:** This is a temporary position available immediately until 13 April 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only, interviews may not necessarily be held. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**How to Apply:** If this sounds like you - applicants should submit 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 attached 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: Vivienne Rolfe (02) 6205 4324 vivienne.rolfe@act.gov.au

## **Access Canberra**

### **Construction, Utilities, and Environment Protection**

#### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54201)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Do you have the skills and aptitude to wrangle and organise two busy executives as well as their branches and stakeholders? Are you experienced at herding multiple projects, briefings and correspondence to get to the

right milestone at the right time? Can you keep inboxes and correspondence under a tight rein while maintaining great relationships with everyone?

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Executive Assistant to support the Executive Branch Managers of the Construction, Utilities and Environment Protection Branch and the Customer Coordination Branch. In this important position, you will help them and their teams to keep everything on track and running smoothly.

You will be part of a team while also needing to operate and problem solve under your own initiative with limited direction. If you're a person who likes to keep busy, learn fast and help others with problem solving and achieving great outcomes, we welcome you to our team in Access Canberra. If you would like to know more about this role, please contact Radmila Andric, Access Canberra at [Radmila.Andric@act.gov.au](mailto:Radmila.Andric@act.gov.au).

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 permanent position. This position is in a workplace designed for activity-based working (ABW).

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

How to Apply: Please submit a two-page pitch addressing the selection criteria in the position description, a curriculum vitae, and details for two referees.

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

**Contact Officer:** Radmila Andric (02) 6207 4988 [Radmila.Andric@act.gov.au](mailto:Radmila.Andric@act.gov.au)

## **Economic Development**

### **Finance and Business Services**

#### **Director, Finance and Business Services**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 47086)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

Details: Are you able to navigate the government's budget processes? Do you have experience leading the management and delivery of budgets for complex business units? Do you know your way around grants, procurement, and human resourcing issues? If you have answered yes to these questions – you might be the person Economic Development is looking for! We're looking for a director to help lead our Finance and Business Services team, who support the division in finance, human resources, grants, procurement, systems, and health and safety functions. Sound financial knowledge, extremely strong collaboration skills, and leadership experience are absolutely essential to this role.

You'll be working with a team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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

Note: This is a temporary position available immediately until 30 September 2022 with the possibility of extension.

Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Hanns (02) 6207 4534 [susan.hanns@act.gov.au](mailto:susan.hanns@act.gov.au)

## **Chief Minister**

### **Office of International Engagement**

#### **Senior Administration Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37566)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** The Office of International Engagement (OIE) is seeking a Senior Administration Officer to manage the day to day operations of the OIE as Office Manager, provide executive support to the Commissioner for International Engagement, and support other international-engagement activities of the OIE.

Be a part of an exciting team working to further expand and diversify our economy and the ACT's international reputation. If you think strategically and tactically and have a bias for office management, and you are skilled in building relationships, 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.

**How to Apply:** Please submit an application addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the attached position description, (with a maximum of 300 words per criteria) against the What you will do. Please also submit your curriculum vitae and the contact information for at least two referees who can support your claims.

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

Contact Officer: Brendan Smyth (02) 6207 8976 [brendan.smyth@act.gov.au](mailto:brendan.smyth@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.

## Treasury

### Shared Services

### Payroll Services

### Payroll Officer

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 09441, several)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

**Details:** Do you love operating in a fast-paced service environment, working with a dynamic and diverse group and are adaptable to change?

Payroll Services are looking to recruit Payroll Officers to assist with administering pay and conditions. These temporary positions will be for up to a period of 12 months. Our ideal candidates will have exceptional organisation skills and be able to handle competing priorities.

You will be responsible for processing the payment of salaries, salary variations, allowances, leave, taxation and superannuation as well as respond effectively to customer enquiries in a professional, helpful, considered and accurate manner to enhance the customer's experience. You are expected to work cooperatively with team members across Payroll, sharing knowledge and expertise to complete the daily workload, improve business outcomes and support positive change in the work environment.

We'd love to hear from positive, customer focussed individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below.

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 immediately for 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 across Payroll Services. Currently Shared Services staff are temporarily working from home.

**How to Apply:** You are required to provide:

Your curriculum vitae (2-3 pages preferred)

A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11)

Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 **prior to the close date/time**

Please review the applicant guide on the below pages for more information on developing your pitch when applying for this position.

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

Contact Officer: Melissa Dowling (02) 6207 9000 [Melissa.Dowling@act.gov.au](mailto:Melissa.Dowling@act.gov.au)

## Corporate

### Workplace Strategy, Business Support and Information Governance

#### Information Management

##### Senior Records Officer

##### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 43226)

Gazetted: 14 February 2022

Closing Date: 28 February 2022

**Details:** Workplace Strategy, Business Support and Information Governance has an opportunity for an experienced and passionate senior records officer to join the Information Management Team.

As the successful candidate you will possess a sound working knowledge of recordkeeping requirements and how they relate to government records management principles, practice, and tools. You will be self-motivated, able to use your initiative to solve problems, have a good customer service focus, along with an understanding in the importance of attention to detail around the controlling of government records. Ideally, you will have a high level of proficiency in the use of EDRMS, have a familiarity about government administrative practice, and possess strong research skills.

Your ability to carry out appraisal, conduct effective records sentencing and disposal, control metadata, and provide expert records management advice will all contribute to achieving compliance against the directorate's Records Management 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.

**Eligibility/Other Requirements:** Tertiary qualifications in a related field and/or previous experience working in an information access role is highly desirable.

**Note:** This is a full-time permanent position. 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 in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed within the Position Description.

Please submit the following:

A two-page pitch detailing your ability to carry out the advertised role and why you are the best person for the position. This should include that you have the outlined capabilities in "What you Require" as well as demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do".

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

Contact details of at least two referees.

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

Contact Officer: Lynda Weller (02) 6205 3955 [Lynda.Weller@act.gov.au](mailto:Lynda.Weller@act.gov.au)

## Digital, Data and Technology Solutions

### Customer Engagement Services Branch

#### Education ICT

##### Finance and Administration Officer

##### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 05262)

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Applications are invited from suitably experienced candidates to join the Education ICT team as the Finance and Administration Officer. In this role you will be responsible for undertaking a range of support services and processing functions in an Operations environment. This will include, managing accounts payable and receivable, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals and processing supplier invoices for payment. This position will be required to liaise closely with a range of external and internal stakeholders including ACT government schools. You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with



exceptional time management skills. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational 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:**

Tertiary qualifications in Accounting or Commerce are highly regarded.

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

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

**How to Apply:** Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills, Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided with details of two referees.

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

Contact Officer: Nipa D'Costa (02) 6207 2430 Nipa.D'Costa@act.gov.au

**Policy and Cabinet**

**Senior Director**

**Senior Officer Grade A \$155,107, Canberra (PN: 04828)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

**Details:** An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch as Senior Director. If you enjoy being at the forefront of government decision making and supporting the passage of Government Business through its various channels this position will be of interest. The role will be required to support the provision of policy and procedural advice on matters coming before Cabinet and the Legislative Assembly and ensure the integrity of good governance for Cabinet and Assembly business.

To undertake this role successfully, you will have an excellent understanding of the ACT Government's Cabinet, Assembly and Government Business activities. This diverse and interesting role leads a high functioning branch, who willingly support each other in meeting critical timeframes.

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

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

a two-page pitch (maximum) outlining their suitability for the position and addressing the Selection Criteria; and a current curriculum vitae with details of at least two referees.

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

Contact Officer: Sam Tyler (02) 6205 4365 Sam.Tyler@act.gov.au

**Chief Minister**

**Technology Services Branch**

**Networks, Communications Services and ICT Facilities**

**ICT Infrastructure Manager**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 14250)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

**Details:** Are you a people manager with ICT network facilities and Uninterrupted Power Supply (UPS) experience? Do you have a can-do attitude, strong problem-solving skills and a customer service focus? We're looking to fill the newly created ICT Infrastructure Manager role. The successful candidate will lead a medium sized team that maintains ACT Government fibre networks, ICT network facilities, data centre operations and power resilience capability across the Territory.

This position supports and reports to the Senior Director Networks, Communications Services and ICT Facilities in Technology Services Branch.

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. Current and former ADF members are encouraged to apply.

**Eligibility/Other Requirement:** A tertiary qualification in an ICT related field is highly regarded.

Technical skills in Data Centre design, ICT Network Facilities Infrastructure, Business Continuity and Disaster Recovery processes, and UPS are highly regarded. Experience with maintaining a fleet of UPS units would be an advantage.

An ACT Government CMTEDD NV1 clearance is required for this position.

**Notes:** Selection may be based on application and referee reports only. Due to the current nature of COVID-19, interviews may be conducted virtually via WebEx or Microsoft Teams.

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

**How to Apply:** Interested? Submit a 'pitch' (no more than two pages) addressing why you're the best candidate for this role. Please attach a current curriculum vitae and contact details for two referees.

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

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

## Economic Development

### Skills Canberra

#### VET Education Promotion and Support

#### Engagement and Events Coordinator

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 31376)

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** Skills Canberra is seeking a highly motivated and enthusiastic individual to fill the role of Engagement and Events Coordinator, within the Vocational Education and Training (VET) Promotion and Support Team. As the Engagement and Events Coordinator, you will work with multiple teams in Skills Canberra to implement engagement and events for the ACT VET sector, including the coordination of the ACT Training Awards. The role also involves close collaboration with the Skills Canberra Field Officer Team to support their engagement efforts to Australian Apprentices, including Trainees and Australian School-based Apprentices.

Experience in events management and strong communication skills are key to succeeding in this role. You will be part of a small team that regularly engages with internal and external stakeholders of the ACT VET sector and delivers a range of written communication materials to inform the senior leadership team of engagements and events.

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

**Eligibility/Other Requirements:** Experience in events management and/or project management in a government setting is desirable.

**Notes:** This position is in a team with flexible working arrangements, including working from home or via an activity-based work environment, located at 220 London Circuit.

**How to Apply:** Please submit a written application of no more than two pages, responding to the Professional/Technical Skills and Behavioural Capabilities in the Position Description. Applicants are also required to provide a current curriculum vitae, and details of at least one referee.

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

Contact Officer: Kris McCreath (02) 6205 9065 KrisX.McCreath@act.gov.au

**Economic Development**

**VisitCanberra**

**Marketing**

**Senior PR and Media Visits Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49124)**

Gazetted: 15 February 2022

Closing Date: 19 February 2022

**Details:** The primary objective of this position is to work collaboratively with the Assistant Director, PR Outreach and Social Media to develop and implement targeted public relations, promotions and media strategies as part of the overall marketing strategy.

The Senior Public Relations Officer is required to undertake the following duties:

In line with the marketing strategy and broader marketing team objectives; proactively identify and develop relationships with key media (local, national and international). Duties include creating, pitching and distributing content and the co-ordination of promotional activities such as events and activations.

Co-ordinate a program of media familiarisation visits which contribute to and enhance the achievement of VisitCanberra's marketing strategy and broader marketing team objectives. Working with the broader PR team to research and develop specific story lines and plan media visits that support the delivery of relevant, quality experiences resulting in positive media coverage.

Host media programs for visiting journalists, including supporting media family demands during key major event periods such as autumn and spring.

Develop and implement a detailed annual communications plan highlighting opportunities to work co-operatively with key local industry stakeholders (i.e. event suppliers and tourism industry partners) and external stakeholders (i.e. Tourism Australia, aviation partners etc.) to deliver extensive owned and earned media coverage in line with the marketing strategy.

Manage requests from partners (media, industry, internally) in a timely and professional manner by providing appropriate support such as co-ordinating familiarisations, hosting and spokesperson duties as required.

Support the wider marketing team and senior managers in preparing and distributing consumer content for publications, websites, media kits, marketing collateral, e-newsletters, press releases, social media content and other requests as required.

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

**Eligibility/Other requirements:**

Sound knowledge of Canberra and region tourism products, experiences and events (or desire to quickly acquire). Australian Driver's licence.

Flexibility to work weekends and evenings on occasion.

**Note:** A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** If this sounds like you, please submit your curriculum vitae and a supporting statement.

Applications should clearly address the Selection Criteria 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: Cassie Dunchue on [cassie.dunchue@act.gov.au](mailto:cassie.dunchue@act.gov.au) or (02) 6207 9426

**Economic Development**

**Skills Canberra**

**VET Program and Support**

**Senior Director, Program Operations and Support**

**Senior Officer Grade A \$155,107, Canberra (PN: 45613)**

Gazetted: 15 February 2022

Closing Date: 4 March 2022

**Details:** Skills Canberra is seeking a motivated and highly-capable Senior Director to lead the Vocational Education Training (VET) Programs and Support section. This critical role leads and manages key VET-related functions, including, but not limited to, national partnership and grants programs, Registered Training Organisation (RTO) compliance, Group training Organisation (GTO) registration, the field officer program and the ACT Training Awards. Prospective applicants are strongly encouraged to discuss the role with the Contact Officer.

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

**How to Apply:** Applications should address each capability in the Position Description separately (up to 400 words per capability), and attach a curriculum vitae and contact details of two referees.

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

Contact Officer: Josephine Andersen (02) 6207 4791 Josephine.Andersen@act.gov.au

## Economic Development

### Events ACT

#### Assistant Director Event Delivery (Operations)

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49713)

Gazetted: 16 February 2022

Closing Date: 7 March 2022

**Details:** Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark on our Operational Delivery team. You will need to be an expert at project planning, prioritising, communications, and team management as you lead the team that take the creative direction and turn the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget.

You need to be able to problem solve, be an agile thinker and calm under pressure, you will lead the operational team on site during the events and manage all things safety including the emergency management plan (and COVID-19 requirements), your team has responsibility to manage people, parking, power and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same and you're given the opportunity to sample this role, then this is for you.

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 successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable.

**Notes:** This is a temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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:** To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your skills, knowledge and behaviours make you the best fit for the role.

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

Contact Officer: Melanie Eldred 0404 875 338 Melanie.Eldred@act.gov.au

## Workforce Capability and Governance

### Professional Standards Unit

#### Director, Operations

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 08511)

Gazetted: 16 February 2022

Closing Date: 4 March 2022

**Details:** The Professional Standards Unit (PSU) is seeking a high performing, values driven and results-orientated investigation manager to join our team. The role of the PSU is to provide support to the statutory appointment of the Public Sector Standards Commissioner (PSSC) in the context of misconduct investigations and support the PSSC to provide advice to the Chief Minister and Head of Service about the public sector values, principles and the conduct in the ACT Public Service (ACTPS). You will contribute to the PSU leadership team and lead an investigation team that is responsible for providing ACT Government with administrative misconduct investigation services, in conjunction with broader advice and support in accordance with relevant legislation and industrial instruments. The PSU Director – Operations will be an experienced leader and strategic thinker who will contribute to the strategic direction of PSU by leading and mentoring a high-performance team, to facilitate the delivery and continuous improvement of high-quality investigative services. You will need relevant experience managing workplace performance and misconduct issues and/or relevant investigative experience, excellent analytical skills and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes.

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:**

Relevant qualifications in law, human resources, investigations, or a related field, or significant study towards gaining such qualifications, are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

**Notes:** This is temporary position available immediately up until 5 August 2022 with the possibility of permanency.

A merit pool will be established and may be used to fill future similar vacancies over the next 12 months.

**How to Apply:** Please submit a two page pitch outlining your skills and experience as they relate to the capabilities that form the criteria for the advertised position.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Collins (02) 6207 6736 [davidj.collins@act.gov.au](mailto:davidj.collins@act.gov.au)

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

### **Strategic Business Branch**

#### **Business Enablement and Advisory Services Team**

#### **Procurement, Contracts and Licensing Administrator**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 00016)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

**Details:** Digital Data and Technology Solutions, Strategic Business Branch is seeking a highly motivated Procurement, Contracts and Licensing Administrator to contribute to a multi-disciplinary team. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. This role requires a commercial focus, ability to identify commercial opportunities for innovation, and high-level customer service skills. You will be responsible for facilitating the administration of Information and Communication Technology (ICT) contracts, procurement, software licensing and associated support services.

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:**

Results oriented, accepting accountability for delivering quality business outcomes and solutions.

Capacity to leverage resilience and determination to achieve outcomes

Able to communicate and collaborate effectively within teams across all levels to create trust and authenticity.

Possess representational, negotiation, and liaison skills including demonstrated ability to present to key stakeholders.

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

**Highly Desirable:**

You should possess strong communication and customer service skills.

Experience working within an ICT environment and culture.

Attention to detail and understanding of financial processes.

**Desirable:**

Relevant knowledge and experience in Software Asset Management (SAM), contract management and procurement processes will be an advantage.

**Note:** COVID-19 arrangements: Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. An order of merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months.

**How to Apply:** Applications should submit a two-page pitch (maximum) outlining your suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description; a current curriculum vitae with details of at least two referees.

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

Contact Officer: Seon ae Lockie (02) 6207 5982 seonae.lockie@act.gov.au

**Access Canberra**

**Licensing and Registrations**

**Liquor and Gaming Licensing**

**Team Leader**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 19153, several)**

Gazetted: 16 February 2022

Closing Date: 23 February 2022

**Details:** Do you have the desire and drive to deliver outcomes? Do you enjoy leading a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Team Leader. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. 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.

The Liquor and Gaming Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the team leader roles. The successful applicants will lead and create a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change.

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 in this role you will need to be a self-starter who possesses good organisational skills, be able to manage multiple tasks and display a commitment to providing quality customer service.

You will communicate with all levels of management while leading a multi-disciplinary team.

Relevant tertiary qualifications and/or managerial and leadership experience in a complex work environment are highly desirable.

**Notes:** This is a temporary position available for a period of six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future temporary identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Interested candidates are requested to submit a pitch of no more than two pages detailing how you are the right person for this opportunity and providing examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suited to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Miles (02) 6207 9364 [Matthew.Miles@act.gov.au](mailto:Matthew.Miles@act.gov.au)

### **Policy Cabinet**

#### **Cabinet, Assembly and Government Business**

##### **Coordination and Support Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 45726)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

**Details:** The Cabinet, Assembly and Government Business branch has an exciting opportunity at the ASO 5 level. This position would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

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

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

##### **Eligibility/Other requirements:**

Knowledge and understanding of Assembly, Cabinet and Ministerial procedures or the ability to quickly gain such knowledge.

Sound administrative and organisational skills, including the proven ability to organise workloads, set priorities and demonstrate resilience in a high-pressure environment with competing priorities, tight deadlines and minimal supervision.

Proven oral and written communication skills, including the ability to use software applications to produce accurate high quality documents. Demonstrated experience of TRIM (HPE Content Manager) or a similar electronic document management system would be desirable.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

**Note:** This is a temporary position available immediately until 1 February 2023 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 working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applicants should submit:

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

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

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

Contact Officer: Pam Darville on [pam.darville@act.gov.au](mailto:pam.darville@act.gov.au) or (02) 6205 0543

### **Economic Development**

#### **VisitCanberra**

##### **Marketing**

##### **Senior Content Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49125)**

Gazetted: 16 February 2022

Closing Date: 7 March 2022

**Details:** As the Senior Content Marketing Officer at VisitCanberra you will produce quality content to showcase the destination's experiences and stories to our target market audience as well as tailor content for our industry and government stakeholders.

You will have experience interviewing, researching and producing copy for a wide range of audiences and marketing channels. As part of the Content and Media team, you will be able to move seamlessly between writing compelling articles for travellers to corporate speeches and media releases.



Your content will be shared across VisitCanberra's digital and other channels and you will also play a key role in the content direction of the organisation's content partnerships with external companies and publishers. Ideally you will have a journalistic background, a great eye for a compelling angle and be able to hit the ground running. Short video production skills earn bonus points.

You will have the opportunity to attend networking functions and events, build and maintain relationships with industry and produce quality content.

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

**Eligibility/Other Requirements:**

Tertiary qualifications in marketing communications, journalism, public relations or related disciplines are highly desirable.

Sound knowledge of Canberra and region tourism products, experiences and events (or desire to quickly acquire). Australian driver's license.

Flexibility to work weekends and evenings on occasion.

**Notes:** This is a temporary position available immediately until 23 February 2023 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a curriculum vitae in addition to a two-page pitch response addressing the Selection Criteria. Please also provide names and contact details of referees. Supporting examples of work are most welcome.

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

Contact Officer: Brodie Fleming (02) 6205 5397 [Brodie.Fleming@act.gov.au](mailto:Brodie.Fleming@act.gov.au)

**Digital Data and Technology Solutions  
Customer Engagement Services Branch  
CMTEDD and JACS ICT Embedded Team  
ICT Support Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 52586, several)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

**Details:** The role of the ICT Support Officer is to provide first and second level ICT support for the Chief Minister, Treasury and Economic Development and Justice and Community Safety Directorates. You will also contribute to ICT projects along with lifecycle management and technical support for business systems. Specifically you will: Provide technical support in coordinating, actioning, authorising and monitoring of ICT service requests. Provide support, maintenance, fault diagnosis, identification and implementation of remedial action including, and monitoring and reporting for business application systems.

Analyse and implement improvements to existing business systems and processes, by creating and maintaining quality management processes, documentation and procedures.

Work as a senior team member, providing training to staff and assisting team members to ensure that the quality of service delivered to clients meets or exceeds expectations.

Liaising with both internal and external stakeholders to ensure services are provided to the standard required.

This position does not involve direct supervision of staff, but does include working in a very awesome small team.

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

**Eligibility/Other Requirements:**

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

**Notes:** This is a temporary position available for six 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. This position will be moving to a new workplace designed for activity-

based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please provide a copy of your curriculum vitae which should demonstrate your practical experience in providing ICT support. These are described in the Position Description document under "Professional/Technical Skills and Knowledge".

Please provide a response to the following questions (no more than 1 page):

1. Tell us about a time where you have had to explain something technical to a customer.

- What was the situation?
- What was your role in the situation?
- How to you explain the technical thing to the customer?
- What was the outcome?

2. Tell us about a time you have solved a problem for a customer.

- What was the problem?
- What was your role in the situation?
- What actions did you take?
- What was the outcome?

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

Contact Officer: Mia Richter 0407 538 235 Mia.Richter@act.gov.au

### **Community Services**

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

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

#### **Corporate Services**

##### **People Management**

###### **Director**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 33242)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** The Community Services Directorate, People Management Branch are seeking a Director to lead the Facilities and Employee Relations team. The team encompasses the coordination, management and planning of various tasks associated with employee and industrial relations, behaviour and conduct, employment policy and workforce planning.

The Director will provide high-level advice regarding policy and strategic human resource issues and direction on recruitment, employee relations and employment condition. They will also assess the current challenges of human resource planning and identify and develop strategies and policy to address these issues.

The successful applicant will have extensive experience in the human resources field and a demonstrate ability to lead a large team to deliver in a dynamic and fast paced environment.

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

**How to Apply:** If the above role sounds like you and you want to be a part of a dedicated and high performing team, please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Maggie Drejer-White (02) 6205 2436 Maggie.Drejer-White@act.gov.au

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

###### **Bimberi Residential Services**

**Program and Services Manager, Bimberi Youth Justice Centre**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 02344)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

**Details:** Bimberi Residential Services is seeking an experienced, committed suitably qualified applicant to permanently fill the Program and Services Manager role.

The Program and Services Manager is a key youth justice leadership role and works as part of the senior management team of Bimberi Residential Services to deliver high quality outcomes for young people in detention. The Program and Services Manager is responsible for the overall coordination of rehabilitation, case management, recreational and educational programs of the Bimberi Youth Justice Centre.

The position reports to the Principal Practitioner, Bimberi Youth Justice Centre. 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. 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.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention 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 (NHISRF).

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, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

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:**

Demonstrated experience in a management role developing or delivering youth custodial or residential services.

Must be prepared to actively participate on the on-call manager's roster.

Must be prepared to participate in mandatory training

Proficiency with Microsoft Office products and database systems.

*Working With Vulnerable People (Background Checking) ACT 2011* will be required

For further information on Working with Vulnerable People registrations refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Senior First Aid Certificate

Current driver's licence

**Desirable qualifications and experience:**

Relevant tertiary qualifications e.g: in Social Work, Psychology, Social Welfare, Social Science, Youth Justice/Criminology, or related discipline.

Three years' experience working with children, youth and /or families.

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

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

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

Contact Officer: Kate Spencer (02) 6207 0016 [Kate.Spencer@act.gov.au](mailto:Kate.Spencer@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Manager, Bimberi Community Residential Services**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09101)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** Bimberi Residential Services is seeking an experienced, committed and suitably qualified applicant to temporarily fill the Manager, Bimberi Community Residential Services position for 8 months with the possibility of permanency.

The Manager of BCRS, using an evidence-based approach, will manage and lead a team of Youth Workers to provide residential based programs and supervision to young people, on community-based orders. This position will be required to develop and maintain high level productive working relationships with key stakeholders.

The Manager, BCRS is responsible for the ongoing management of the community residential properties managed by Bimberi Residential Services, including responsibility for delivery of program management, relationship management, and key partnerships with government, non-government and community. The position will also be responsible for undertaking reviews of the effectiveness of the programs.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention 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 (NHISRF).

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 people, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

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:**

Demonstrated experience in a management role developing or delivering youth custodial or residential services.

Must be prepared to actively participate on the Bimberi on-call manager's roster.

Must be prepared to participate in mandatory training

Proficiency with Microsoft Office products and database systems.

*Working with Vulnerable People (Background Checking) Act 2011.* For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Senior First Aid Certificate

Current driver's licence

**Desirable qualifications and experience:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science, Youth Justice / Criminology or related discipline.

2 years' experience working with children, youth and / or families.

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

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

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

Contact Officer: Alison Grace (02) 6207 9963 [Alison.Grace@act.gov.au](mailto:Alison.Grace@act.gov.au)

## **Housing ACT**

### **Assistant Director, Portfolio Planning and Alignment**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44221)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Assistant Director to join the busy Portfolio Planning and Alignment team.

The Assistant Director leads the Sale and Acquisition function of the Portfolio Planning and Alignment team, as well as supporting the Directors and Senior Director to implement the annual capital program and prepare reports and recommendations on purchases, auction sales, sales to tenants and shared equity applications, in the context of the ACT Housing Strategy and Growing and Renewing Public Housing. The position works closely with various

teams throughout the Division to ensure the portfolio aligns to the needs of current and future tenants. We are looking for someone with demonstrated experience in managing property portfolios, and maintaining systems and databases to support decision making and analysis.

The position occupant will be responsible for the Sale and Acquisition team and is expected to demonstrate management and leadership capability, the ability to think strategically and analytically in an operational environment and possess sound interpersonal, organisational and communication skills. The position occupant will deliver portfolio outcomes consistent with the ACT Housing Strategy and the Growing and Renewing Public Housing within a human services environment.

Building and maintaining relationships, both within Government and outside, is an important part of the position's responsibilities. 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. More details can be found in the position description.

**Note:** This is a temporary position available immediately until 31 October 2022 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should apply as if writing to an Expression of Interest, addressing the Selection Criteria, no more than two A4 pages, plus curriculum vitae and referees.

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

Contact Officer: Taylor Beaton (02) 6207 2411 [taylor.beaton@act.gov.au](mailto:taylor.beaton@act.gov.au)

## Strategic Policy

### Policy and Service Design

#### Human Services Policy

##### Policy Officer

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 38407)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Have you always wanted to make a difference? Now is your chance. Policy and Service Design Branch is looking for a Policy Officer who wants to make a difference.

Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice.

If you are skilled in research, analysis and administration, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of children, young people and families in the community, we want to hear from you.

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

Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch.

**Notes:** This is a temporary position available for up to 12 months with the possibility of permanency. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a two-page written response to the Selection Criteria in the Position Description and attach your current curriculum vitae and contact details of least two referees.

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

Contact Officer: Sarah Goodwin (02) 6207 9995 [Sarah.Goodwin@act.gov.au](mailto:Sarah.Goodwin@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](mailto:jobs@act.gov.au)

**ACT Director of Public Prosecutions**

**Legal**

**Prosecutor Grade 1-2**

**Prosecutor Grade 1 - 2 \$81,709 - \$127,728, Canberra (PN: 10870, several)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

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 Grade one-two prosecutor role is a broadband position, where the duties of such can include prosecuting summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests; prepare advice of a routine nature; appear in Supreme Court bails, sentences and simple appeals from the Magistrates Court; conducting research and drafting policy advice for the Executive. However, the primary duty of a prosecutor Grade one-two will be the conducting summary hearings.

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 National Police 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 four pages in length (12 point, single spacing).

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

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

**ACT Director of Public Prosecutions**

**Legal**

**Prosecutor Associate Crown**

**Prosecutor Associate \$75,239 - \$77,544, Canberra (PN: 51828)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

Details: The Office of the Director of Public Prosecutions is an 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. We are seeking applicants to join one of our teams, either in Crown Chambers, a specialist unit (Family Violence / Sex unit) or a projects team working to the Executive. We seek applicants who have completed or are in the final year of a Bachelor of Laws. Applicants must be willing to rotate between teams. Depending on what team you attach to, the role will see you either act as instructors to counsel in the Supreme Court, assist in the preparation of trials and general litigation, prepare basic advice and engage in file management, prepare legal resources for the office and engage in other administrative duties as directed. The successful applicants need to demonstrate a high level of organisation, analysis and communication skills. 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: Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment. The successful applicant will be required to undergo a National Police Check. How to apply: Applicants are asked to please provide your resume and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing). Applications should be submitted via the 'Apply Now' button below.

Contact Officer: Joel Hiscox on joel.hiscox@act.gov.au or (02) 6207 5399

**ACT Director of Public Prosecutions**

**Legal**

**Prosecutor Associate List Team**

**Prosecutor Associate \$75,239 - \$77,544, Canberra (PN: 40044, several)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** The Office of the Director of Public Prosecutions is an 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.

We are seeking applicants to join our List team who are either admitted as a Legal Practitioner or will meet the criteria prior to appointment. As a part of the list team, you will assist in the preparation of the Magistrates Courts lists, appear in mentions and sentence lists and prepare basic advices. To be successful in this role you will have demonstrated high level organisational skills and the ability to manage a busy workload.

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:**

Admitted as a Legal Practitioner or meet the criteria prior to appointment.

The successful applicant will be required to undergo a National Police Check.

**Note:** This recruitment process is being conducted simultaneously with a Prosecutor Associate Crown team round. Accordingly, the interview process for PAC and PAL may be conducted together. However, if you seek to be considered for both positions (PAC and PAL), you will need to submit two applications, one for each position. This round is to establish a merit list for the role of Prosecutor Associate List Team for the next 12 months.

**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 four pages in length (12 point, single spacing).

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

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

**ACT Director of Public Prosecutions**

**Legal**

**Prosecutor Grade 1-2 Criminal Confiscation of Criminal Assets**

**Prosecutor Grade 1 - 2 \$81,709 - \$127,728, Canberra (PN: 16893)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**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 act as instructing solicitor in complex Criminal Confiscation of Criminal Assets (COCA) litigation as part of a team as well as appear as counsel in less complex matters in the various courts in particular COCA matters.

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 four pages in length (12 point, single spacing).

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

Contact Officer: Rory McCrone (02) 6205 3756 rory.mccrone@act.gov.au

**ACT Director of Public Prosecutions**

**Legal**

**Paralegal Grade 2**



**Paralegal Grade 2 \$69,465 - \$75,239, Canberra (PN: 04164, several)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** The ODPP was established by the Director of *Public Prosecutions Act 1990* (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

This position requires the ability to handle competing priorities, demonstrated attention to detail include adhering to deadlines and being able to prioritise workloads at short notice, be able to adapt to new roles within the paralegal stream and other administrative support services as directed. You may also be required to attend court.

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:**

Certificate IV in Legal Services Desirable

Willingness to participate in staff rotation

Understanding of the legal process would be an advantage

It is desirable that the successful candidate hold a Certificate IV in Legal Services and understands the legal process. A willingness to participate in staff rotation would also be an advantage. The successful candidate will be required to undergo a criminal record check. Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day-to-day business.

**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 three pages in length (12 point, single spacing).

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

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)

**Education**

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

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

**Service Design and Delivery**

**Student Engagement**

**Clinical Practice**

**Administration Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 44370)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

**Details:** Clinical Practice are seeking an experienced enthusiastic Administrative Support Officer to join their team for a period of 12 months. Clinical Practice is responsible for the management of the school psychology service in all ACT public schools and contributes to the strategic direction of the Student Engagement branch.

The Administrative Officer's role provides administrative support to the Clinical Practice team who deliver services which enhance student learning, engagement and wellbeing.

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

It is highly desirable that applicants hold a current Australian drivers' licence.

**Notes:** This is a temporary position available for a period of 12 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.

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 application addressing the Selection Criteria (no more than four pages), a current curriculum vitae, two referees and a copy of your *Working with Vulnerable People* card if available.

**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

### Arts Programs

### Telehealth Administration Officer

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 07278)

Gazetted: 14 February 2022

Closing Date: 28 February 2022

Details: We are seeking a Telehealth Administration Officer to join the Clinical Practice team.

Clinical Practice delivers the ACT Education Telehealth Service and is responsible for the management of the school psychology and allied health services in all ACT public schools to enhance student learning, engagement and wellbeing. The Telehealth Administrative Officer provides customer service and administrative support to the telehealth service and Clinical Practice team which enhance student's learning, engagement and wellbeing.

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

Eligibility/Other requirements: Prior to commencing in this role applicants require a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

It is highly desirable applicants hold a current Australian drivers' licence.

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

How to apply: Please submit your written expression of interest (two-page pitch) and a current resume, and one referee and a copy of your *Working with Vulnerable People* card if available.

**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

### Clinical Practice

### Business Coordinator

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 24519)

Gazetted: 14 February 2022

Closing Date: 21 February 2022

**Details:** We are seeking a Business Coordinator to join the Clinical Practice team from 28 February to 2 May 2022. Clinical Practice is responsible for the management of the school psychology and allied health services in all ACT public schools to enhance student learning, engagement and wellbeing and contributes to the strategic direction of the Student Engagement branch. The Business Coordinator's role provides high level administrative management and support to Clinical Practice including the psychology and allied health services. This position may supervise staff. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

It is highly desirable applicants hold a current Australian drivers' licence.

**Note:** This is a temporary position available from 28 February 2022 until 2 May 2022 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Please submit your written Expression of Interest (two-page pitch) and a current curriculum vitae, and details for one referee.

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

Contact Officer: Amie Corrigan (02) 6205 1310 [amie.corrigan@act.gov.au](mailto:amie.corrigan@act.gov.au)

## School Improvement

### North Canberra/ Gungahlin

#### Margaret Hendry School

#### School Leader C

#### School Leader C \$130,338, Canberra (PN: 41318)

Gazetted: 10 February 2022

Closing Date: 17 February 2022

**Details:** Margaret Hendry School is a P-6 school experiencing rapid growth. Our learning neighbourhoods are all K-6 and have a small school within a big school setting with each learning community being made up of approximately 150 K-6 learners. Margaret Hendry School is innovative in its approach to learning as we bring to life the Education Directorates Future of Education Strategy. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>

<http://www.margarethendryschool.act.edu.au>

We are seeking a highly motivated, innovative, dynamic and experienced School Leader.

The successful applicant will demonstrate expert knowledge and proven ability to bring together a community of learners - inclusive of children, educators, families and the wider community. Demonstrated success in working alongside others to implement whole-school initiatives is desirable e.g. Positive Behaviour for Learning, Cultural Integrity, Early Years Literacy Initiative. The successful applicant will be a leader of learning with a deep knowledge of curriculum and high-level skills in supporting staff to implement a rigorous inquiry-based personalised learning pedagogy P-6.

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

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status. Applicants for this position will be required to be fully vaccinated against COVID-19. A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognized school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

**Notes:** This is a temporary position available from 28 February 2022 with the possibility of extension up to 12 months and/or permanency.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Selection Criteria, together with your curriculum vitae and contact details of two referees before

the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Shannon Birch (02) 6142 2800 Shannon.Birch@ed.act.edu.au

### **School Improvement**

#### **North Canberra/Gungahlin School Network**

#### **Palmerston District Primary School**

#### **Building Service Officer 3**

#### **Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 52368)**

Gazetted: 10 February 2022

Closing Date: 24 February 2022

**Details:** Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and best practice processes in line with organisational policies and relevant legislation some of your strengths? If you answered yes to those questions, we have an exciting opportunity for you. Palmerston District Primary School is looking for a well-organised, highly motivated and experienced person for the Building Services Officer role. The successful applicant will support the Business Manager in managing and leading the building works undertaken at the school, maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students and staff in providing a safe and aesthetically pleasing environment for the whole community. Following Directorate policies and in consultation with the Business Manager, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The position will possess excellent communication skills to provide effective building service to different stakeholders. They may also coordinate, mentor and supervise other BSOs to complete tasks.

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

##### **MANDATORY**

1. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804);
2. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status. Applicants for this position will be required to be fully vaccinated against COVID-19;
3. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra;
4. Evidence of General Construction Induction Card (White Card); and
5. Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

##### **DESIRABLE**

1. An industry recognized trade qualification or equivalent work experience; and
2. A current First Aid certificate or willingness to obtain.

**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 as outlined in the Selection Criteria, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Kirsty Brown (02) 6142 1440 [Kirsty.Brown@ed.act.edu.au](mailto:Kirsty.Brown@ed.act.edu.au)

#### **Business Services Division**

#### **Communications and Engagement Branch**

#### **Creative Content Senior Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46281)**

Gazetted: 10 February 2022

Closing Date: 17 February 2022

**Details:** Are you looking for an exciting opportunity to deliver creative services, including graphic design, and contribute to the promotion of public education in the ACT? The Education Directorate is seeking to fill a key role in our dynamic Communications and Engagement team.

You will be responsible for delivering innovative and engaging design and collaborating within and across teams in the ACT Education Directorate, including ACT public schools.

The ACT Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across 90 public schools educating over 50,000 students from early childhood through to college. We also regulate the early childhood sector in the ACT and register non-government schools in the ACT. Our [Strategic Plan 2018-21: A Leading Learning Organisation](#) explains what we do, what we want our organisation to become, what we want to achieve, how we will achieve it and how we will hold ourselves to account.

We are seeking someone who has the ability to:

Develop and implement creative solutions that cover a mix of advertising, digital and content activities.

Provide advice and direction to stakeholders on design solutions based on best practice principles.

Maintain productive working relationships with internal and external stakeholders, providing specialist advice to ensure successful outcomes.

Undertake on-call responsibilities and be available after hours for work related tasks as needed

Participate in whole-of-government communications in conjunction with relevant directorates

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

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

You will have excellent interpersonal and communication skills, with the ability to engage effectively with a range of stakeholders and audiences, manage multiple tasks and determine priorities, in a dynamic, complex and diverse environment.

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

**Qualifications/Other requirements:** Relevant tertiary qualifications in Graphic Design or Multimedia Design are desirable. This position requires a Working with Vulnerable People Check.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A merit pool may 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 (dependent on number of suitable applicants). 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. 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:** To apply refer to the relevant Selection Criteria (attached) and submit a two-page Expression of Interest addressing the Selection Criteria and detailing your relevant skills and experience, and reason for applying, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Nance Obrien 0415 112 177 nance.obrien@act.gov.au

## Office for Schools

### Tuggeranong Network

#### Lake Tuggeranong College

#### Information Technology Officer

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 44993)**

Gazetted: 10 February 2022

Closing Date: 17 February 2022

**Details:** Lake Tuggeranong College seeks a motivated and innovative officer who has an interest in education, learning and IT in classrooms to provide high level ICT support to the college staff, students and community. The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across the college. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and devices. The position has a focus on the integration of ICT into classrooms and how it can be applied to effective communication both within the college and beyond.

Duties also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

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

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

Completion or near completion of an associate diploma or higher qualification in computing/ information science or significant relevant work experience (two or more years)

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

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 addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Letitia Edwards (02) 6142 3665 Letitia.Edwards@ed.act.edu.au



## **Environment, Planning and Sustainable Development**

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

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

### **Environment and Planning**

#### **Environment, Heritage and Water**

#### **Conservation and Water Planning and Policy**

#### **Water Policy**

#### **Assistant Director, water compliance policy**

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43111)

Gazette Date: 17 February

Closing Date: 03 March 2022

**Details:** The Water Policy Section is responsible for the development and coordinated implementation of strategies and policies within the ACT. The Section is engaged in national and regional water policy and programs. We are seeking applications to fill a new position that will work in collaboration with the ACT Environment Protection Agency to review and develop policies and practices for water metering and compliance within the ACT. The successful applicant will be engaging with other government agencies to implement Murray-Darling Basin water reforms.

The position will work to the Director Water Policy to provide strategic advice on water metering and compliance issues in relation to the ACT national standards and best practice.

Build and manage stakeholder engagement on water compliance policy.

Manage projects that support development and application of water metering and compliance policy.

Manage reporting and policy input including briefs, ministerial correspondence, reports, and legal instruments as required

Well-developed knowledge of water management issues within the ACT is highly desirable but not essential.

Successful applicants must be highly motivated, have good communications skills and willing to work collaboratively across multiple agencies.

**Eligibility/Other requirements:** Your suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and Requirements as listed in the Position Description.

**Note:** This is a temporary position available immediately until 28 June 2024.

**How to apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

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

Contact Officer: Ryan Breen 02 6207 8268 [ryan.breen@act.gov.au](mailto:ryan.breen@act.gov.au)

### **Business, Governance and Capability**

#### **Finance, Information and Assets**

#### **Strategic Finance**

#### **Finance Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 17218)**

Gazetted: 16 February 2022

Closing Date: 23 February 2022

**Details:** Strategic Finance, Financial Reporting, is responsible for delivering high quality financial reports to the Directorate with the preparation of the Annual Financial Statements. The team's responsibilities include: Quality assurance of financial information for month-end reporting through the preparation of balance sheet reconciliations.

Preparation of the financial statements to meet the Directorates statutory reporting requirements.

Manage the tax functions to ensure tax responsibilities are met.

Analyse consolidated financial statements for YTD variances: actuals to budget; and actuals to prior period.



Provide support and advice to the Directorate on accounting related issues.

Manage the asset register to ensure that assets are being accounted for in accordance with the accounting standards.

Manage the accounts receivable function, including 30 year loans and the land rent program.

Manage the accounts payable function, including managing APIAS, provide training as required, and promote timely payment of invoices.

Coordinate follow up action in relation to unacquitted credit cards.

Coordinate salary pay approvals within the required timeframe and undertake salary corrections.

Cash management, including cash forecasting and fortnightly drawdowns.

Maintain security bonds and deeds.

To be successful in this role you will have a strong background in assisting with the preparation of monthly and annual financial statements and providing high quality monthly balance sheet reconciliations. You will have good communication skills and the ability to assist in developing policies and procedure papers.

The primary responsibilities for the position are to:

Assist in the coordination and preparation of the Directorate's monthly reporting in Oracle/TM1, external reporting to Treasury and the annual financial statement process.

Develop and maintain complex spreadsheets for use in monthly/annual financial reconciliations.

Provide accurate and timely financial analysis to senior management and other stakeholders.

Preparation of the fortnightly cash drawdown and assisting with the cash management functions of the Directorate.

Assists in the daily management of the finance team and contributes to the goals and business improvements.

Maintain records in accordance with the *Territory Records Act 2002*.

**Eligibility/Other Requirement:** Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable.

Experience with TM1 and the Oracle financial management information system would be an advantage.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the office is anticipated, but with the flexibility to continue working from home some days. Please note, this position is in the new Dickson Office Building that is designed for activity-based working. Under ABW arrangements, officers will not have designated workstation/desk.

**How to Apply:** Please provide a two-page statement addressing your suitability for the role based on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities and Selection Criteria listed in the Position Description and a current curriculum vitae.

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

Contact Officer: Helen Barton (02) 6207 0750 [Helen.Barton@act.gov.au](mailto:Helen.Barton@act.gov.au)

## Development and Implementation

### Implementation and Coordination

#### Project Officer

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 53886)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

**Details:** Would you like to play a role in shaping our city through significant urban renewal projects?

The Development and Implementation Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an experienced Project Officer to assist with the delivery of significant urban planning and land development projects.

This exciting role is temporary position until December 2022, with the possibility for extension.

The role requires someone who:

Provides high-level support in the preparation and coordination of complex documentation including correspondence, briefs, submissions and ministerial papers.

Manages multiple projects and work under pressure to achieve competing deadlines independently and cooperatively in a team environment under general direction.

Shows initiative and drive to achieve high standards of performance and builds productive networks and relationships with team members and stakeholders.

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

**Eligibility/Other Requirements:**

Relevant tertiary and/or professional qualifications in engineering, planning, architecture, landscape architecture, environmental and sustainability and/or project management are highly desirable.

**Notes:** This is a temporary position available immediately for 10 months with the possibility of extension up to 12 months

**How to Apply:** Applicants should provide their curriculum vitae, including contact details of two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description – covering skills, knowledge and behaviour.

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

Contact Officer: Nyah Donaldson (02) 6205 9216 Nyah.Donaldson@act.gov.au

**Corporate Services and Operations**

**Governance, Compliance and Legal**

**Performance Reporting and Assurance.**

**Assistant Director Assurance**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 38032)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems and solutions that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational and information governance, business resilience, strategic performance, enterprise reporting and assurance and risk management.

We are seeking to fill a position in our Performance, Reporting and Assurance team at the SOGC Assistant Director level. We are looking for an experienced assurance and compliance coordinator who is also organised, logical and an analytic thinker. The successful applicant will be responsible for managing the Directorate's assurance reviews and internal compliance and audit program and coordinating Audit and Risk Committee meetings.

Check out the position description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! This role is unique and challenging, yet very rewarding and has a strong coordination focus, so we are interested in people who are willing to step up and take on a new challenge.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

The advertised position will fill a full-time temporary vacancy for 12 months, with the possibility of permanency, dependant on work and operational requirements.

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

**How to Apply:** The online application form requires a written response to the Selection Criteria (max 2 (two) pages) and a curriculum vitae to be provided as a minimum.

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

Contact Officer: Ian Phillips (02) 6205 1225 Ian.Phillips@act.gov.au

**Environment**

**ACT Parks and Conservation Service**

**Volunteers and Visitor Experience**

**Manager Tidbinbilla Visitor Centre**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37172)**

Gazetted: 15 February 2022

Closing Date: 10 March 2022

The ACT Parks and Conservation Service manage an extensive suite of natural land tenures in the Australian Capital Territory including national parks and reserves. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity. The ACT's natural areas are highly valued and used by the regions 425,000 residents who are proud of their 'Bush Capital'.

As Manager of the Tidbinbilla Visitor Centre, you will:

Manage services provided to visitors at Tidbinbilla Nature Reserve Visitor Centre and lead innovative and strategic improvements, including coordinating input for marketing, communication and promotion.

Respond to a range of enquiries and bookings for Tidbinbilla Nature Reserve activities such as tours, ranger guided activities, events, experiences, memberships and general admissions.

Develop and Implement systems to collect data on park usage and to collate and analyse the material to ensure informed decisions on seasonal employment requirements, future facility planning and periodic reporting.

Manage the Tidbinbilla Visitor Services team by setting goals, monitoring performance, developing capability and coordinating training.

Manage the Tidbinbilla Nature Reserve Visitor Services budget including salaries and wages and rostering across the Visitor Centre team.

Manage retail and kiosk areas, manage stock and inventory including stocktake and food safety requirements.

Manage building maintenance including scheduling and working with building contractors.

Liaise with operational staff at Tidbinbilla Nature Reserve and assist during emergency situations such as firefighting or search and rescue activities, by operating the radio system and organising basic logistic support.

Other duties as appropriate to the position and provide support to the broader Volunteer and Visitor Experience Team.

**Eligibility/Other Requirements:**

Be prepared to wear a uniform.

Possess a manual drivers' licence

Be prepared to work some shift work for key events.

**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 addressing the Selection Criteria limiting responses to 350 word per criteria including a short statement against the eligibility/requirements, 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: Lisa Testoni 0422069693 [Lisa.Testoni@act.gov.au](mailto:Lisa.Testoni@act.gov.au)

## **Environment Heritage and Water**

### **Conservator Support and Partnerships**

#### **Traditional Custodian Engagement**

##### **Coordinator Traditional Custodian Engagement**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42225)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** The Traditional Custodian Engagement (TCE) unit is responsible for shaping the future of and improving how Government works in partnership with the Ngunnawal people to better manage the environment and protect Ngunnawal culture and heritage. The Coordinator Traditional Custodian Engagement works collegiately as part of a team with limited supervision and has the responsibility for the coordination and management of the Dhawura Ngunnawal Caring for Country Committee.

The position will also support the development and coordination of strong and respectful relationships and partnerships with the ACT Aboriginal and Torres Strait Islander community and organisations to support EPSDD in the development and implementation of culturally appropriate programs on EPSDD managed lands to support improved outcomes under the ACT Aboriginal and Torres Strait Islander Agreement 2019 - 2028.

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

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

#### **Desirable:**

Relevant qualifications are desirable in Communications, Community Development, Governance or similar; otherwise extensive work experience applicable to the position is essential.

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

**How to Apply:** Provide a written response to the Skills, Experiences and Behaviours outlined in the Position Description and outline why you are suitable for the role and also include your curriculum vitae.

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

Contact Officer: Mary Mudford 0434 679 804 Mary.Mudford@act.gov.au

## **Development and Implementation**

### **Implementation Coordination**

#### **Project Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53996)**

Gazetted: 14 February 2022

Closing Date: 7 March 2022

**Details:** Would you like to play a role in shaping our city through significant urban renewal projects?

The Development and Implementation Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an experienced Project Officer to assist with the delivery of significant urban planning and land development projects.

This exciting role requires someone who can coordinate multiple activities and manage procurement and contractual processes associated with the preparation, development and delivery of significant urban renewal projects. The role also requires someone who can assist with the preparation of complex planning documentation and undertake community and stakeholder engagement activities.

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 and/or professional qualifications in planning, environmental and sustainability, architecture, landscape architecture, and/or project management are highly desirable. Progress towards or the completion of relevant qualifications will also be highly regarded.

**How to Apply:** Applicants should provide their curriculum vitae, including contact details of two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description – covering Skills, Knowledge and Behaviour.

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

Contact Officer: Ben Riches (02) 6207 1836 Ben.Riches@act.gov.au

## **Environment, Heritage and Water**

### **Conservation and Water Planning and Policy**

#### **Water policy**

##### **Senior Policy Officer - Urban Water Planning**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15431)**

Gazetted: 14 February 2022

Closing Date: 10 March 2022

**Details:** The Water Policy Section is responsible for the development and coordinated implementation of strategies and policies within the ACT. The Section is engaged in national and regional water policy and programs, and work across the ACT water sector on urban water management.

We are seeking a motivated and experienced Senior Policy Officer to drive the adoption of best practice urban water sensitive design and water management within the ACT. If you are looking for a job that will leave a legacy in creating a healthy and sustainable Canberra city, this could be the one for you!

To be successful in this role you must have good communication and stakeholder management skills to collaborate with government and industry stakeholders. You must be able to write concisely and effectively for a broad range of audiences, capable of engaging with technical information to inform policy and planning and experienced with project management.

This is a vacant position looking for the right person to fill the role.

Eligibility/Other Requirements: Significant experience in urban planning, water resource planning, water sensitive urban design or environmental engineering.

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

How to Apply: If you're interested in the above role and want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Ryan Breen (02) 6207 8268 [ryan.breen@act.gov.au](mailto:ryan.breen@act.gov.au)

## **Environment, Heritage and Water**

### **Conservation and Water Planning and Policy**

#### **Water Policy**

##### **Senior Policy Officer - Hydrological analyst**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54375)**

Gazetted: 14 February 2022

Closing Date: 3 March 2022

**Details:** The Water Policy Section is responsible for the development and coordinated implementation of strategies and policies within the ACT. The Section is engaged in national and regional water policy and programs. We are seeking applications to fill a new position that will provide analytical support for review and development of new policy initiatives, strategy and water resource planning. The scope of work will be diverse and include, but not limited to environmental and cultural flows, climate vulnerability and integrated urban water planning. The applicant must be familiar with hydrological models (particularly SOURCE) and capable of analysing and communicating technical information for a range of different audiences. The position will involve working closely with government agencies and stakeholders across the ACT and will be involved in Murray-Darling Basin water reforms.

Well developed knowledge of water management issues within the ACT is highly desirable but not essential.

Successful applicants must be highly motivated, have good communications skills and willing to work collaboratively across multiple agencies.

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

Your suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and Requirements as listed in the Position Description.

**Notes:** This is a temporary position available immediately until 28 June 2024. An order of merit will be established from this position and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

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

Contact Officer: Ryan Breen 02 6207 8268 [Ryan.Breen@act.gov.au](mailto:Ryan.Breen@act.gov.au)

## **Justice and Community Safety**

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

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

### **Corporate**

#### **Strategic Finance**

##### **Finance Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56630)**

Gazetted: 16 February 2022

Closing Date: 23 February 2022

**Details:** Applications are sought for an ASO5 Finance Officer role within Strategic Finance commencing ASAP for a period of six months with the possibility of extension.

Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of Finance Officer and will provide support across the financial reporting and capital works reporting teams. The successful applicant will possess:

Demonstrated experience in public sector financial management processes and financial frameworks.

Demonstrated experience in reconciliations, experience in financial systems e.g. Oracle and TM1 and the ability to undertake financial analysis and prepare data and management information.

Strong communication skills with the ability to develop positive relationships with stakeholders.

Contribute to the goals and business improvements of the Strategic Finance team.

**Note:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months.

**How to Apply:** Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with referees should also be provided.

All enquiries regarding the role can be directed to Jing Jyh Wong at [JingJyh.Wong@act.gov.au](mailto:JingJyh.Wong@act.gov.au) or 6205 4756.

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

Contact Officer: Jing Jyh Wong (02) 6205 4756 [jingjyh.wong@act.gov.au](mailto:jingjyh.wong@act.gov.au)

### **ACT Emergency Services Agency**

#### **Commissioner's Office**

##### **Office Manager**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53224)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** The Office Manager's primary role is to provide high level operational and administrative support to the ESA Commissioner and will be responsible for the day to day management of the office.

The Office Manager will work collaboratively in a fast-paced, demanding and high pressure environment while building and maintaining relationships across the Government and non-Government sector. The Office Manager requires the ability to make quick and accurate decisions under pressure, and plan and prioritise in line with business requirements.

The Office Manager will be a vital asset during Emergency Incidents, effectively and smoothly transitioning from business as usual to crisis management in support of the Commissioner's legislative responsibilities.

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

**Eligibility/Other Requirements:**

Previous experience supporting senior government executives in a high-paced, dynamic environment is desirable.

Driver's license is essential.

This position requires a Working with Vulnerable People Check.

Experience in Emergency Management is desirable.

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

**How to Apply:** Please submit a two page pitch outlining your skills and experience as they relate to the capabilities that form the criteria for the advertised position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Wheatley (02) 6205 4713 [Janelle.Wheatley@act.gov.au](mailto:Janelle.Wheatley@act.gov.au)

### **ACT Courts and Tribunal**

#### **Registrar's Office (Supreme Court)**

##### **Executive Assistant to the Chief Justice**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35346)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

**Details:** The ACT Courts and Tribunal is seeking a well organised and professional person who enjoys a fast-paced environment to perform the role of Executive Assistant to the Chief Justice of the ACT Supreme Court. As Executive Assistant you will be required to provide timely, accurate, confidential and comprehensive high-level executive support to the Chief Justice, in a pressured working environment with competing priorities. You will have strong

organisational skills and attention to detail, adaptability and flexibility to accommodate change, and have highly developed interpersonal and communication skills.

Key responsibilities of the position are to support the Chief Justice, which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers, responding to stakeholder enquiries and processing of pay claims and invoices, while maintaining efficient and effective procedures and processes.

In addition, the Chief Justice's EA acts as Chambers Manager, with supervisory responsibilities and managing administrative functions effecting Chambers staff such as onboarding and offboarding, leave management, etc. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available from 01 April 2022 until 16 January 2023. Selection may be based on application and referee reports only.

**How to apply:** Applicants are required to provide a written response in the form of a pitch of no more than two pages, providing evidence of your capacity to meet the required capabilities (What you require). In addition to your response please attach a current Curriculum Vitae and contact details of at least two referees (one of whom should be your current manager).

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

Contact Officer: Grant Kennealy (02) 6205 9236 [grant.kennealy@courts.act.gov.au](mailto:grant.kennealy@courts.act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

### **Business Services**

### **Senior Finance Officer**

### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 44667)**

Gazetted: 15 February 2022

Closing Date: 1 March 2022

ACT Corrective Services (ACTCS) is seeking an experienced, motivated and conscientious person to fill the position of Senior Finance Officer (ASO5), within the Business Services Unit.

The successful applicant will be responsible for undertaking a range of accounting and financial activities, including assisting in the preparation, operation and management of various financial reporting, compliance and business services for ACTCS.

In addition, you will supervise and manage the accounts payable process of ACTCS, within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud, TM1 reporting and accounts receivables.

Further to this, you will be required to assist in the preparation of accrual based financial management reports, prepare financial and non-financial information such as monthly accrual accounting, capital works reports, contract analysis, budget initiative and variance reports, fringe benefit tax expenditure and monthly journals.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

### **Eligibility/Other requirements:**

Relevant tertiary qualifications in Accounting are desirable.

The successful candidate may be required to undergo a National Police Check.

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary vacancy available for up to six months, with the possibility of extension and/or permanency.

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

Contact Officer: Shanez De Silva (02) 6205 5341 [Shanez.DeSilva@act.gov.au](mailto:Shanez.DeSilva@act.gov.au)



## ACT DPP

### Legal

#### Prosecutor Associate COCA

**Prosecutor Associate \$75,239 - \$77,544, Canberra (PN: 51827)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

**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 a part of the Confiscation of Criminal Assets team (COCA) you will assist in the preparation of COCA court lists, appear in summary COCA matters in the Magistrates court and prepare basic advice. Demonstrated high level organisational skills and the ability to manage a busy workload is essential. The successful applicant will be required to undertake research, analysis and perform administrative tasks.

The role requires the applicant to maintain complete confidentiality regarding the functions, roles, and cases within the COCA unit.

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:**

Admitted as a Legal Practitioner or meet the criteria prior to appointment.

The successful applicant will be required to undergo a criminal record check.

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

**How to Apply:** Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The statements addressing the Selection Criteria must be submitted in size 12 font, single spaced and not more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rory McCrone (02) 6205 3756 [Rory.McCrone@act.gov.au](mailto:Rory.McCrone@act.gov.au)

## ACT Courts and Tribunal

### ACT Sheriff's Office

#### Sheriff's Assistant

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 24524, several)**

Gazetted: 11 February 2022

Closing Date: 25 February 2022

**Details:** ACT Courts and Tribunal is seeking proactive and enthusiastic Sheriff's Assistants. These positions will start immediately.

The Sheriff's Assistant engages with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills.

The role has responsibility for:

Undertaking court orderly duties within the Courts,

Preparation of Court rooms and jury rooms for hearings and managing exhibits,

Providing support and guidance to jury panels placed in your charge,

Executing and service of court process and preparation of correspondence and reports including updating and maintaining relevant databases,

Operation of court-based technology (remote witness equipment, radios, audio visual systems),

Providing assistance and information to members of the legal profession and the public,

Conducting tours and lectures for schools and members of the public, and

Assist in maintaining the safety and security of ACT Courts and Tribunal premises.

The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer.

**Eligibility/Other Requirements:**

Sheriff's Assistants are required to wear a uniform and conform to dress code and personal appearance guidelines.

The occupant of this position is required to hold a current driver's licence.

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

**How to Apply:** Please submit a written application of no more than two pages, answering the following questions: What motivates you to work within the Sheriff's Office?

Please provide an example of when you excelled at client services.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description.

You will also need to provide a current Curriculum Vitae and contact details of at least two referees.

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

Contact Officer: Peter Robertson (02) 6205 1855 Peter.Robertson@courts.act.gov.au

### **ACT Emergency Service Agency**

#### **ACT State Emergency Service and ACT Rural Fire Service**

#### **Volunteer Management Section**

#### **Assistant Director - Volunteer Learning and Development**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48024)**

Gazetted: 11 February 2022

Closing Date: 1 March 2022

**Details:** Do you have experience in the design, develop and co-ordination of diverse learning and development programs, including skills acquisition, skills maintenance and professional development?

Are you a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative and sound judgement, displaying integrity and professionalism at all times.

You would be required to work with the Volunteer Management Team to build effective and collaborative relationships that support an operationally ready Emergency Services, have superior communication and negotiation skills which will enable them to develop and maintain positive and productive working relationships across the teams and membership as well as the broader ESA.

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

Experience in design and delivery of adult education and an understanding of the Vocational Education and Training (VET) sector is highly desirable.

Qualifications in training design, development and assessment related to adult education and training are highly desirable.

An understanding of Emergency management is desirable.

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

Background and Security clearance checks will be conducted including National Police Records Check.

A minimum of a C class drivers' licence.

A fitness test may be required if performing fireground activities

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

**How to Apply:** Applicants are required to submit a two-page written response outlining how you meet the professional/technical skills, knowledge, behavioural capabilities, and experience outlined in the position description. A current curriculum vitae and contact details of two referees (one being a current Supervisor/Manager).

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

Contact Officer: Trish Malone 62077289 trish.malone@act.gov.au

### **Legal Aid Commission**

#### **Legal Aid ACT**

#### **General Practice**

#### **Experienced Lawyer (Supervising) - General Practice**

**Legal 3 \$100,669 - \$117,496, Canberra (PN: 1258)**

Gazetted: 16 February 2022

Closing Date: 27 February 2022

Details: Legal Aid ACT is seeking suitably qualified persons to fill a supervising lawyer vacancy in the Family Violence Team (FVT) of our General Practice. The FVT provides Family Law, Family Advocacy and Support Services and Family Violence and Personal Protection Services.

The General Practice is a diverse legal practice also providing the Older Persons Legal Service, Civil Litigation, Helpdesk, and the Youth Law Centre. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

This is a 12-month vacancy with a possibility for extension.

Legal Aid ACT offers attractive salary packaging benefits. Legal Aid ACT is currently negotiating a new Enterprise Agreement that will result in salary increases being applied.

Eligibility/Other Requirements:

Eligibility to hold a restricted Practising Certificate in the ACT is required.

Covid/Booster vaccination is a condition of employment.

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

Contact Officer: Amy Begley (02) 6243 3442 amy.begley@legalaidact.org.au or Derek Schild (02) 6243 3403 derek.schild@legalaidact.org.au

**Legal Aid ACT**

**Community Liaison Unit**

**Disability Justice Liaison Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: DJLO)**

Gazetted: 10 February 2022

Closing Date: 20 February 2022

Details: Legal Aid ACT is seeking a suitably qualified person to fill the Disability Justice Liaison Officer role as part of our commitment to partner in the Disability Justice Strategy. The successful applicant will work with legally impacted persons with a disability and their families to navigate and support them through the legal system, including building organisational capacity to better meet the needs of persons living with a disability.

Legal Aid ACT provides 15.4% employer superannuation. Attractive salary packaging benefits are also available.

Legal Aid ACT is currently negotiating a new Enterprise Agreement that will result in salary increases.

Eligibility/Other Requirements:

COVID/Booster Vaccination is a condition of employment.

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

A current driver's licence is desirable

Note: This is a temporary position available immediately until June 2023 with the possibility of extension and/or permanency.

How to Apply: Applications should address the Selection Criteria, include a curriculum vitae, and be forwarded to hr@legalaidact.org.au or the HR Manager, GPO Box 512, Canberra, ACT 2601 by 11:59pm on 20 February 2022.

For more information on this position "click here"

Contact Officer: Yasmin Elferkh (02) 6173 5413 hr@legalaidact.org.au

**Legal Aid ACT**

**Community Liaison Unit**

**Mental Health Liaison Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: MHLO)**

Gazetted: 10 February 2022

Closing Date: 20 February 2022

Details: Legal Aid ACT has established a dedicated mental health worker role to support persons with mental health conditions to access and navigate the justice system.

The Mental Health Liaison Officer at Legal Aid ACT will support the organisation to develop and implement training programs, adapt resources, identify, and provide for any necessary reasonable adjustments and undertake other activities that contribute to enhanced access to justice for people with a mental health condition.

Legal Aid ACT provides 15.4% employer superannuation. Attractive salary packaging benefits are also available.

Legal Aid ACT is currently negotiating a new Enterprise Agreement that will result in salary increases.

Eligibility/Other Requirements:

COVID/Booster Vaccination is a condition of employment.

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

A current driver's licence is desirable

Note: This is a temporary position available immediately until June 2023 with the possibility of extension and/or permanency.

How to Apply: Applications should address the Selection Criteria, include a curriculum vitae, and be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or the HR Manager, GPO Box 512, Canberra, ACT 2601 by 11:59pm on 20 February 2022.

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

Contact Officer: Yasmin Elferkh (02) 6173 5413 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

### **Office of the Legislative Assembly**

#### **Business Support**

#### **Finance**

#### **Financial Accountant**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 311)**

Gazetted: 16 February 2022

Closing Date: 2 March 2022

Details: The Office of the Legislative Assembly is seeking an experienced Financial Accountant to be responsible for undertaking a wide range of accounting tasks relating to budgeting, internal and external reporting, preparation of financial statements, banking, taxation, developing policies and procedures and the maintenance of an effective internal control framework.

Eligibility/Other Requirements:

Qualifications in accounting or accounting related discipline and/or extensive relevant experience.

Experience in MYOB accounting software is essential.

How to Apply: Please provide a two-page pitch addressing the selection criteria in the "What we are looking for" section of the position description, a curriculum vitae, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Prentice (02) 6205 0443 [malcolm.prentice@parliament.act.gov.au](mailto:malcolm.prentice@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](mailto:jobs@act.gov.au)**

#### **Deputy Director-General, City Services**

#### **Temporary Vacancy (21 February 2022 – 1 April 2022, with possibility of extension)**

#### **Transport Canberra and City Services**

#### **City Services**

#### **Position: E868**

#### **(Remuneration equivalent to Executive Level 3.2)**

Date circulated: 14 February 2022

Circulated to: ACTPS Senior Executive List

Transport Canberra and City Services are seeking an experienced leader to fill the position of Deputy Director-General City Services, commencing 21/2/2022 – 1/4/2022 with possibility of extension, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for road operations, capital works delivery, city maintenance and services, ACT NOWaste, Yarralumla Nursery, Canberra cemeteries, Capital Linen Service and Libraries ACT.

The Deputy Director-General will demonstrate an excellent customer service record and the financial and asset management skills to operate under a limited budget. The successful applicant will have the ability to deliver outcomes using innovative solutions to root problems that may impede success.

The Deputy Director-General must have thorough understanding and knowledge of the ACT Government's longer term strategic ambition.

He/she will have the ability to appeal to the community to provide the comfort that projects and decisions have a sound rationale behind them. They will also be able to conceptualise the necessary steps and work required for projects in order to prioritise effectively and meet timeframes.

Extensive staff and financial management of such elements as city amenity maintenance and the delivery and management of road infrastructure

Performing duties in the midst of heightened public expectations for amenities and services in Canberra as well as limited funding

Ensuring target levels of customer satisfaction are met for city services whilst advocating transformative strategies and public safety

Liaising with the Minister for Transport and Municipal Services to address amenity complaints

Minimising media scrutiny directed at the Minister by ensuring city services are managed to a quality standard

To apply: Applicants should submit a 'one page pitch' and resume addressing their suitability and availability for the role to Jim Corrigan via email, [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au) by COB Friday 18 February 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$369,749 - \$385,954 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$324,098.

Contact Officer: Jim Corrigan (02) 6207 5819 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

## **City Services**

### **City Presentation**

### **Place Management**

### **Depot Support Officer**

### **General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 13189, several)**

Gazetted: 14 February 2022

Closing Date: 28 February 2022

**Details:** The Depot Support Officer (DSO) is a dynamic role that is pivotal in the operations of a Place Management depot, supporting staff that undertake horticultural maintenance and cleaning services across a region of Canberra. It comprises data input, record keeping, payroll and other administrative functions. This position does not involve direct supervision of staff.

If you're a natural people person, a great communicator, you're highly organised with an amazing work ethic then this role could be for you.

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:**

### **Compliance Requirements/Qualifications**

Driver's licence C is essential.

OHS Construction Industry Induction 'White Card' is highly desirable.

Asbestos Awareness certificate is highly desirable.

This position does require a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Preparedness to wear a uniform

Be prepared to work anywhere in the ACT

Ability to undertake the physical requirements of the tasks listed in the Position Description.

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

**How to Apply:** Please provide a response of no more than 750 words to the "what you will require" section in the attached Position Description along with a current curriculum vitae and two referees including contact details.

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

Contact Officer: Tristan Adrian (02) 6207 0940 [Tristan.Adrian@act.gov.au](mailto:Tristan.Adrian@act.gov.au)

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

## City Services

### Roads ACT

#### Traffic Management and Safety / Traffic Signals

#### Assistant Director, SCATS and Signals

#### Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 56650)

Gazetted: 10 February 2022

Closing Date: 15 March 2022

**Details:** Would you like to join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We are seeking applications from candidates who would like to work with the Traffic Signals Group within Road ACT. This team is responsible for all aspects related to the Territory's traffic signal network which includes the control of the signals using the Sydney Coordinated Adaptive Traffic System (SCATS) and several Intelligent Transport System (ITS) applications.

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

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Traffic modelling skills and experience are highly desirable.

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

**How to Apply:** Potential candidates should provide:

A supporting statement outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached position description

Contact details of two referees

A current curriculum vitae (resume)

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

Contact Officer: Chris Bunnik (02) 6207 5223 [Chris.Bunnik@act.gov.au](mailto:Chris.Bunnik@act.gov.au)

## Territory and City Services

### Libraries ACT

#### Programs and Events Coordinator

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 00517)

Gazetted: 10 February 2022

Closing Date: 28 February 2022

Libraries change lives and Libraries ACT provides public library services for the community over nine public library sites, the ACT Heritage Library, online, and through a range of programs and opportunities for the community to come together. The library is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community

needs and expectations. As the Programs and Events Coordinator, you are a facilitator, networker, communicator, administrator and creator. You are the catalyst and supporter of the library's lifelong learning programs. You lead, coordinate and assist staff development of program ideas, analyse community needs to develop programs. You make sure the library offers high-quality programs that meet community needs and offer experiences. We're looking for someone to coordinate the planning, development and delivery of high-quality programs and events across our library's physical locations and online. The successful applicant will have significant experience in event management including working with a range of stakeholders.

Eligibility/Other requirements: Qualifications in event Management/Planning, OR at least three years proven experience working in a similar role are essential.

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. Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: To apply for this position, please submit your curriculum vitae and a maximum two page written pitch explaining how you meet the Selection Criteria, Professional/Technical Skills and Knowledge, Behavioural Capabilities and Qualification/Compliance requirements.

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: Sarah Steed (02) 6207 5156 Sarah.Steed@act.gov.au

## **City Services**

### **City Presentation**

#### **Urban Treescapes**

##### **Tree Worker**

**General Service Officer Level 3/4 \$53,149 - \$58,041, Canberra (PN: 54954, several)**

Gazetted: 10 February 2022

Closing Date: 8 March 2022

**Details:** Do you have a growing ambition to work with trees and nurture a greener future?

Urban Treescapes is responsible for the management and maintenance of more than 790,000 trees on parklands and streets throughout ACT. We take pride in maintaining Canberra's urban forest, and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved. We are looking for energetic team players, who enjoy working outside, to fill multiple vacancies within two separate roles across our tree planting teams and our five operations teams. Tree planting and site auditing is undertaken by the tree planting teams, while the operations teams are responsible for maintaining trees on street verges and open space and maintenance of machinery and equipment.

Please see the Position Description for further information about the role.

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

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

**How to Apply:** Applications should include:

A statement of two to four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Lachlan Taylor (02) 6207 7852 lachlan.taylor@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**

### **People and Capability**

#### **Senior Advisor, Indigenous Strategy**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53619)**

Gazetted: 10 February 2022



Closing Date: 28 February 2022

Details: About you

You're an Aboriginal and Torres Strait Islander leader who is passionate about supporting the development of Indigenous capability within the ACT Public Service and working to build more meaningful relationships with the local Indigenous community. A natural people person, you have a strong, considered, and engaging style which you use to successfully deliver on commitments and drive a culture of respect.

A champion for diversity and inclusion, you have an innate ability to draw on the right skills at the right time, and can inspire, energise, and positively influence those you work with. You model commitment to continual learning and are a strong advocate for indigenous issues that lead to positive and enduring change.

About the role

The Senior Advisor is a newly created leadership role reporting to the Executive Branch Manager, People and Capability, with accountability to the Executive Board and RAP Committee.

They will be responsible for the design and delivery of a plan to embed culture and cultural design into TCCS. *They have a real opportunity to influence and lead true cultural change.*

This includes engaging and educating key personnel on incorporating Aboriginal and Torres Strait Islander Culture, Community and Business into TCCS Operations, and driving the strategic outcomes as identified in TCCS' RAP.

For a full description of the role, please contact Pipeline Talent at [jobs@pipelinetalent.com.au](mailto:jobs@pipelinetalent.com.au).

About the Team

The People and Capability Branch sits within the Chief Operating Officer Group, providing expert strategic human resource advice and services in support of the Directorate's strategic vision and mission.

The TCCS People Strategy 2019-2023 sets the direction for our people activities by identifying five people priorities: purposeful leadership; attracting the right people; a great employee experience; creating pathways to grow; and shaping a diverse and inclusive workforce.

Selection Criteria

This is an identified position and only open to Aboriginal and Torres Strait Islander people. Applicants will need to provide supporting evidence with their application package.

Relevant tertiary qualifications and well-developed research, policy, and engagement skills is highly desirable.

Strong stakeholder engagement skills, including the ability to develop and maintain productive and collaborative working relationships with internal and external stakeholders.

Demonstrated experience working with Indigenous communities and local Indigenous businesses on Indigenous policies and programs and the ability to translate this to the broader ACT community context.

Advanced presentation, written and verbal communication skills.

High level research and critical analysis skills of policy and legislative frameworks to develop recommendations, policy positions, submissions, reports and correspondence.

What we can offer you

Salary packages and remuneration

Comprehensive superannuation measures

Supports workplace flexibility and balance

Career development and growth

Health and wellbeing support

Wide range of paid leave entitlements

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

Note: This position will be working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should be submitted to [jobs@pipelinetalent.com.au](mailto:jobs@pipelinetalent.com.au) with the subject line "TCCS – Senior Advisor."

Your application should include:

a cover letter (maximum four pages) responding to the six Selection Criteria as detailed above.

an up-to-date curriculum vitae of no more than five pages which clearly details your relevant skills and experience.

Shortlisted applicants will be asked to attend an interview with a selection panel and may also be asked to attend a meeting with the TCCS Director-General.

Additional information is available in the role description or by contacting the team at Pipeline Talent.

**Applications should be submitted to the following:** [jobs@pipelinetalent.com.au](mailto:jobs@pipelinetalent.com.au)

Contact Officer: Peta Harding (02) 6207 1949 [peta.harding@act.gov.au](mailto:peta.harding@act.gov.au)

## **Worksafe ACT**

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

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

### **WorkSafe ACT**

#### **Strategy and Occupational Hygiene**

##### **Assistant Director, Strategy**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56814)**

Gazetted: 16 February 2022

Closing Date: 23 February 2022

**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 Assistant Director, Strategy, within our Strategy and Occupational Hygiene team. The Assistant Director is responsible for leading the development of evidence-based regulatory strategies for work, health and safety, workers' compensation and labour hire licensing. The Assistant Director works collaboratively with the inspectorate to implement these strategies into measurable operational plans and materials.

The successful candidate will have well developed communication and policy evaluation skills and will play an important role in the development and implementation of WorkSafe ACT strategic plans.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

**Notes:** 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. Selection may be based on referee reports and written application 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:** Applications are sought from potential candidates and should include a supporting pitch of no more than two 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.**

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: Jackii Shepherd (02) 6205 4654 [Jackii.Shepherd@worksafe.act.gov.au](mailto:Jackii.Shepherd@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

#### **Registered Nurse Level 3.2 \$129,103**

Vanessa Bakker, Section 68(1), 14 February 2022

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935**

Aleksandar Surdonjic, Section 68(1), 14 February 2022

**Canberra Health Services**

**Registered Nurse Level 1 \$71,730 - \$95,818**

Kae Catral, Section 68(1), 17 February 2022

**Medical Imaging Level 2 \$69,738 - \$95,736**

Emily Clout, Section 68(1), 14 February 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Shiralee Fields, Section 68(1), 17 February 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Hannah Finlay, Section 68(1), 10 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Athukoralalage Gunasekera, Section 68(1), 17 February 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Dhwi Jayanthi, Section 68(1), 14 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Jessica Knight, Section 68(1), 17 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Omotayo Alma Majekodunmi, Section 68(1), 17 February 2022

**Health Professional Level 2 \$69,738 - \$95,736**

James Monro-Allison, Section 68(1), 16 February 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Edward Mwesigye, Section 68(1), 10 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Siobhan Nurmi, Section 68(1), 17 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Bidur Poudyal, Section 68(1), 10 February 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Sapna Rajput, Section 68(1), 7 February 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Molly Robinson, Section 68(1), 14 February 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Karma Samten, Section 68(1), 17 February 2022

**Medical Imaging Level 2 \$69,738 - \$95,736**

Esther Stitz, Section 68(1), 14 February 2022

**Assistant in Nursing \$55,182 - \$57,050**

Jasmine Yoo, Section 68(1), 14 February 2022

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Jacqueline Edgar, Section 68(1), 7 February 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Kirra Layland, Section 68(1), 17 February 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Jaco Lucas, Section 68(1), 10 February 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Angelika Mueller, Section 68(1), 10 February 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Phillip Rose, Section 68(1), 14 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Natalia Webster, Section 68(1), 14 February 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Sikang Xue, Section 68(1), 11 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Juan Yuan, Section 68(1), 16 February 2022

**Community Services**

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Manar Al Shehadeh, Section 68(1), 15 February 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Tracey Cox, Section 68(1), 15 February 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Alexandru Lupu, Section 68(1), 10 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Shaylah McClymont, Section 68(1), 15 February 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Jennifer Pereira, Section 68(1), 15 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Anurag Prasad, Section 68(1), 16 February 2022

**Director of Public Prosecutions**

**Prosecutor Grade 3 \$133,289 - \$147,390**

Lewis Etheredge, Section 68(1), 14 February 2022

**Education**

**School Assistant 2 \$50,861 - \$56,161**

Leposava Iskic-Ceko, Section 68(1), 10 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Rachael Jennings, Section 68(1), 16 February 2022

**Senior Psychologist \$141,049**

Penny Sellas, Section 68(1), 25 January 2022

**Environment, Planning and Sustainable Development**

**Infrastructure Officer 2 \$90,210 - \$103,785**

Anthony Davis, Section 68(1), 10 February 2022

**Independent Competition and Regulatory Commission**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Haidi Hong, Section 68(1), 14 February 2022

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Connor Boyce, Section 68(1), 14 February 2022

**Correctional Officer Class 1 \$68,508 - \$81,694**

Christopher Campbell, Section 68(1), 25 January 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Jennelyn Crellin, Section 68(1), 16 February 2022

**Ambulance Support Officer 1 \$62,023 - \$65,912**

Lily Cunningham, Section 68(1), 14 February 2022

**Government Solicitor 1 \$79,745 - \$119,414**

Andrew Giddings, Section 68(1), 4 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Francis Magbutay, Section 68(1), 10 February 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Jeanette Pocock, Section 68(1), 10 February 2022

**Correctional Officer Class 1 \$68,508 - \$81,694**

Gavin Stone, Section 68(1), 25 January 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Junting Wang, Section 68(1), 10 February 2022

**Suburban Land Agency**

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Nishi Raj, Section 68(1), 14 February 2022

**Transport Canberra and City Services**

**Capital Linen Service Band 9 \$133,552 - \$150,348**

Peter Bone, Section 68(1), 3 February 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Gregory Harris, Section 68(1), 14 February 2022

**Administrative Services Officer Class 1 \$53,150 - \$58,469**

Young Ju Kim, Section 68(1), 14 February 2022

**Administrative Services Officer Class 1 \$53,150 - \$58,469**

Ian Lauder, Section 68(1), 7 February 2022

**Senior Officer Grade A \$155,107**

Adolfo Pando Molina, Section 68(1), 15 February 2022

**Administrative Services Officer Class 1 \$53,150 - \$58,469**

Corey Parsons, Section 68(1), 14 February 2022

**Administrative Services Officer Class 1 \$53,150 - \$58,469**

Angela Stanhope, Section 68(1), 14 February 2022

**TRANSFERS**

**Community Services**

**Brianna McGill**

From: Senior Officer Grade C \$113,397

Office of the Legislative Assembly

To: Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 54552) (Gazetted 15 December 2021)

**Justice and Community Safety**

**Michelle Black**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 52835) (Gazetted 27 October 2021)

**PROMOTIONS**

**Canberra Health Services**

**Miriam Attard**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 12077) (Gazetted 14 December 2021)

**Karly Carter**

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 29153) (Gazetted 15 September 2021)

**Adult Acute Mental Health Services**

**Ward 12B Mental Health Unit and Mental Health Short Stay Unit**

**Anita Cregan**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 12192) (Gazetted 5 January 2022)

**Karina Dunn**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 29896) (Gazetted 19 November 2021)

**Maree Edwards**

From: Technical Officer Level 2 \$66,857 - \$76,559

Canberra Health Services

To: Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level)

Canberra Health Services, Canberra (PN. 54940) (Gazetted 11 January 2022)

**Maggie Maloney**

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23946) (Gazetted 20 May 2021)

**Amanda McLean**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 21448) (Gazetted 17 September 2020)

**Kimberley McNeice**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 46834) (Gazetted 7 January 2021)

**Stephanie Playford**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 21896) (Gazetted 12 November 2021)

**Chief Minister, Treasury and Economic Development**

**Corporate**

**People and Capability**

**Learning and Development**

**Andrea Anderson**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 48939) (Gazetted 23 December 2021)

**Revenue Management**

**Operations**

**Anu Vishali Kanth**

From: Sterilising Services Health Service Officer Level 3/4/5 \$54,613 - \$62,328

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 41590, several) (Gazetted 17 November 2021)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Practice and Performance - Performance**

**Melissa Davis**

From: Child and Youth Protection Professional Level 4 \$121,730 - \$130,613

Community Services

To: †Child and Youth Protection Professional Level 5 \$140,202 - \$157,418

Community Services, Canberra (PN. 33035) (Gazetted 18 October 2021)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Lucette Raftery**

From: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services

To: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services, Canberra (PN. 11534) (Gazetted 17 February 2022)

**Housing ACT**

**Infrastructure and Contracts**

**Infrastructure and Delivery**

**Skye Roland**

From: Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra

To: †Infrastructure Manager/Specialist 2 \$185,133

Community Services, Canberra (PN. 52407) (Gazetted 16 December 2021)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Megan Theobald**

From: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services

To: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services, Canberra (PN. 27438) (Gazetted 28 May 2021)

**Education**

**System Policy and Reform**

**Enrolments and Planning**



**Glen Howard**

From: Senior Officer Grade C \$113,397 - \$122,062

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 35389) (Gazetted 28 September 2021)

**Service Design and Delivery**

**Student Engagement**

**Disability Education**

**Murray McKay**

From: Senior Officer Grade B \$133,552 - \$150,347

Education

To: †Senior Officer Grade A \$155,107

Education, Canberra (PN. 48133) (Gazetted 17 August 2021)

**Justice and Community Safety**

**Corporate**

**Eugenia Canevski**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 13029) (Gazetted 21 January 2022)

**ACT Corrective Services**

**Operational Support**

**Organisational Capability Unit**

**Tara Hurst**

From: Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety

To: †Senior Professional Officer Grade B \$133,552 - \$150,347

Justice and Community Safety, Canberra (PN. 53880) (Gazetted 12 January 2022)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Territory and Business Services**

**Capital Linen Service**

**Jan Cilliers**

From: Capital Linen Service Band 8 \$113,397 - \$122,062

Transport Canberra and City Services

To: †Capital Linen Service Band 9 \$133,552 - \$150,348

Transport Canberra and City Services, Canberra (PN. 27265) (Gazetted 13 December 2021)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Capital Linen Service**

**Saamil Patel**

From: Capital Linen Service Band 1 \$50,322 - \$52,340

Transport Canberra and City Services

To: Capital Linen Service Band 4 \$68,154 - \$72,739

Transport Canberra and City Services, Canberra (PN. 52661) (Gazetted 9 December 2021)

