



ACT Government Gazette

Gazetted Notices for the week beginning 24 March 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

COVID-19 Response

Public Health Operations

Data and reporting

Data Officer/Senior Data Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117 , Canberra (PN: 54367)

Closing Date:

Weeks to Close: 2

Details: With the COVID-19 pandemic continuing to evolve, so too has the need to capture, report, and analyse health data that informs the ACT Government's COVID-19 response.

ACT Health is looking for data professionals to join the COVID-19 Response Division across multiple roles in data science, reporting and analysis, and databases. You will work side-by-side with staff who have been providing data to health leaders since the beginning of the COVID-19 pandemic, and you will gain valuable insights from their management of large, complex datasets.

This is a rare opportunity to fast-track your career in data while directly contributing your data skills and experience to the ACT Government's data-informed COVID-19 response.

Eligibility/Other Requirements:

Qualifications or experience in health systems, database or data science roles would be highly regarded.

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

Note: There are several temporary positions available until 31 January 2023 with the possibility of extension or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

In your application, please state which technical stream you are applying for (Data Officer – Reporting, Data Officer – Data Science, or Data Officer – Database) and your preferred level (ASO5 Data Officer or ASO6 Senior Data Officer).

Applications should be submitted via the Apply Now button below.

Contact Officer: Simone Georg (02) 5124 0000 simone.georg@act.gov.au

Office of the Director General

communication and engagement branch

strategic communication

Assistant Director, Infrastructure communications

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52829)

Gazetted: 24 March 2022

Closing Date: 12 April 2022

Details: A Northside Hospital Project Team is being established within ACT Health's Strategic Infrastructure Division to lead the planning and identification of options to support the delivery of a new Northside Hospital. The team will explore service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

The Assistant Director, Communications will support the Northside Hospital Project by developing, coordinating and implementing communications, consultation, and engagement activities associated with the project.

As a large health infrastructure project, significant stakeholder engagement will occur across government, with clinicians and the ACT community to ensure appropriate feedback is provided and considered throughout the

Project's development. This role will be critical in ensuring consistent messaging and communications throughout the ongoing consultation and engagement of the project.

We are looking for an enthusiastic and motivated communication professional with experience in providing communications advice; successfully planning and implementing contemporary community engagement strategies; and a strong focus on maintaining effective working relationships with stakeholders at all levels.

The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

Note: This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to apply: Please provide:

your curriculum vitae;

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of two referees

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

Contact Officer: Angie Drake (02) 5124 8995 angie.drake@act.gov.au

Corporate and Governance

People Strategy and Culture

People Strategy

Assistant Director Workforce Planning

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56979)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: The People Strategy and Culture Branch in the Health Directorate are seeking an experienced Workforce Planner with demonstrable experience in conducting workforce profiles, analysis and forecasting future workforce requirements. We require someone with proven management and leadership skills with the ability to monitor and manage resources.

You will be working in a small team that is responsible for developing, implementing and coordinating learning and development opportunities, leading workforce planning, diversity and inclusion practices.

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: Applicants are requested to provide a written response of no more than three pages outlining their experience and respond to the Professional/ Technical Skills, and Behavioural Capabilities described in the position description. Applicants are also requested provide two referees.

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

Contact Officer: James Harmer 0410549512 james.harmer@act.gov.au

Digital Solutions Division

Identity Access and Security Support Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 20760)

Gazetted: 24 March 2022

Closing Date: 11 April 2022

Details: Are you a tech savvy individual who understands security concepts and enjoys working in a diverse, fast-paced environment? Do you have good communications skills and the ability to build and maintain good working relationships? Do you work well in a team to achieve common goals? Would you like to build a career in Security and Cyber? Digital Solutions Division (DSD) is looking for motivated individuals to join the Cyber Security Hub's Protective Security and Infrastructure Team. The Protective Security and Infrastructure Team are responsible for implementing, maintaining and coordinating security, access, closed circuit television, Identity management and other related systems and infrastructure across the ACT Health Directorate.

In this role, you will:

liaise with service providers, vendors, and all relevant stakeholders in relation to system support, maintenance, and system enhancements.

Undertake investigation, research and audit activities relating to assigned tasks.

Provide technical support services to ACT Health project teams.

Develop and maintain relevant technical documentation and corporate policies.

Coordinate trades and system repairs

Work with and on electronic equipment.

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

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

Applications should be submitted via the Apply Now button below.

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

Strategic Infrastructure

Infrastructure Client Services

Facilities Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56917)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: Infrastructure Client Services are looking for an experienced administration and coordination team-oriented self-starter who can work independently when required, who values and respects others' and in turn contributes knowledge and ideas for the achievement of team objectives. You will be a strong administrator, process driven with an eye for detail and excellent communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Your tasks will be broadly administrative and include the coordination of a central team mailbox where you will organise and track repairs and maintenance and project activities, processing and coding invoicing ensuring all registers and databases are kept up to date, coordination and tracking of accommodation activities such as variation requests and appropriate operational setup of hot desks and workspaces and administrative support for the team to maintain administrative systems to track infrastructure projects and programs to support asset management objectives, contract and procurement 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.

Note: This is a temporary position available immediately until 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

How to apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Digital Solution Division

Information and Data Management

Information Management Hub

Senior Director, Enterprise data Capability

Senior Information Technology Officer Grade A \$155,107, Canberra (PN: 43124)

Gazetted: 24 March 2022

Closing Date: 11 April 2022

Details: Are you a Certified Senior Data Professional that's up for a challenge? Are you able to provide strategic leadership and management to the development and ongoing management of ACT Health's data capability? Do

you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team then this may be the opportunity for you. Join as and you could contribute to the transformation of our health system and make a difference to the community.

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to manage a strong energetic team of talented data professionals working to assist our territory transition our data capability as we introduce out new Digital Health Record.

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.

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

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Digital Data and Technology Solutions DDTs,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

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

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future temporary or permanent 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: Renae Dukes (02) 5124 6274 Renae.Dukes@act.gov.au

Digital Solutions Division

Information Data Management

Information Management Hub

Senior Director, Enterprise Data Capability

Senior Information Technology Officer Grade A \$155,107, Canberra (PN: 43124)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: Are you a Certified Senior Data Professional that's up for a challenge? Are you able to provide strategic leadership and management to the development and ongoing management of ACT Health's data capability? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team then this may be the opportunity for you. Join as and you could contribute to the transformation of our health system and make a difference to the community.

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the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework, statutory and intergovernmental reporting requirements, management of the relationship and services delivery by technology vendors including Digital Data and Technology Solutions DDTs, development, implementation and maintenance of technology policies and procedures, and information management and information security.

Eligibility/Other Requirements:

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

Undergo a pre-employment National Police Check.

Note: An order of merit will be established from this selection process and may be used to fill future temporary or permanent 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 located 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: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Population Health Division

Centre for Health and Medical Research

Animal Technician

Health Service Officer Level 6 \$62,328 - \$65,010, Canberra (PN: 05465)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

An exciting opportunity exists within the Centre for Health and Medical Research for a Health Service Officer level 6 to monitor and assist with the day-to-day care of the animals and assist with the maintenance of the laboratories as directed.

Eligibility/Other Requirements:

Desirable:

Certificate II in Animal Technology

A combination of education/training and experience in working in a PC2 laboratory

Current drivers' licence

Experience of small animal surgery will be considered as an advantage

Data entry and administration skills for the maintenance of relevant databases

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

Undergo a pre-employment Police check.

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

How to Apply: Interested candidates are requested to provide a written application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bee Souvannaphong (02) 5124 5092 Bee.Souvannaphong@act.gov.au

Population Health Protection and Prevention

Health Protection Service

Pharmaceutical Services Section

Canberra Script Project Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42895)

Gazetted: 25 March 2022

Closing Date: 1 April 2022

Details: The Pharmaceutical Services Section (PSS) has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community and is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion.

ACT Health is working with Commonwealth Department of Health in developing a new online, real time prescription monitoring system in the ACT, called Canberra Script to assist prescribers (including medical practitioners and nurse practitioners) and pharmacists when they prescribe or dispense monitored medicines for consumers.

We are looking for individuals who are team players, strong communicators and are able to build and maintain a professional relationship with internal and external stakeholders. This is a fast-paced role that will suit people who are comfortable with implementing change in medical community.

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

Eligibility/Other Requirements:

Desirable: Knowledge and experience with health care or government business systems. Qualifications in Pharmacy Information systems or a related discipline are desirable. Knowledge and experience working within a government regulatory or business unit. Knowledge of the ACT Controlled Medicines Prescribing Standards. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

How to apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than four pages addressing the Selection Criteria, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

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

Contact Officer: Mithun Alexander on mithun.alexander@act.gov.au or (02) 5124 9085

Corporate and Governance

People Strategy and Culture

People Strategy and Culture

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57010)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: The Executive Assistant is responsible for providing high-level administrative support to People Strategy and Culture within the Corporate and Governance Division. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing 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 highly encouraged to apply.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Selection may be based on application and referee reports only.

How to apply: Please provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience, telling us why you are the ideal candidate for this role.

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

Contact Officer: Jodie Junk-Gibson 51249923 jodie.junk-gibson@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Graduate Registered Nurse Midyear Program

Registered Nurse Level 1 \$71,730, Canberra (LP7181)

Gazette Date: 29 March 2022

Closing Date: 07 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 18390

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

Contact Officer: Jessica Thorncraft jessica.thorncraft@calvary-act.com.au

Calvary Public Hospital Bruce

General Surgical Ward

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (LP8616)

Gazette Date: 29 March 2022

Closing Date: 21 March 2022

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 18191

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

Contact Officer: June Mo (02) 6201 6986 june.mo@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

Allied Health

Brindabella Rehabilitation Services Manager

Brindabella Rehabilitation Services Manager

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 23235 - 021SZ)

Gazetted: 28 March 2022

Closing Date: 11 April 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 by 29 October and be fully vaccinated by 1 December 2021.

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

POSITION OVERVIEW

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill. Our staff are committed to the delivery of health services that reflect ACT Health's values: Reliable, Progressive, Respectful and Kind.

Brindabella Rehabilitation Services provides interprofessional rehabilitation and health promotion within a number of University of Canberra Hospital ambulatory and community-based services including Brindabella Rehabilitation Service, Rehabilitation at Home service, Vocational Assessment and Rehabilitation service and the Falls and Falls injury prevention service.

The primary responsibility of this position is to promote positive client outcomes through the leadership of the interprofessional teams, as well as the governance of these services to ensure the provision of high quality and safe person-centred service provision.

Under the limited supervision of the Director of Allied Health, the Brindabella Rehabilitation Services (BRS) Manager is responsible for the provision of outpatient and ambulatory clinical services within the Brindabella

Rehabilitation Services. This position is responsible for the strategic direction, planning and leadership of BRS to community, ambulatory and out-patients of the University of Canberra Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge and Skills in contemporary Models of Health Care, Clinical Governance, Quality and Safety framework issues and influencing factors in Allied Health.

This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work.

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 and interpersonal skills with a high degree of drive.

Strong clinical leadership and supervision skills.

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

Position Requirements/Qualifications:

Mandatory:

Hold an undergraduate or postgraduate qualification in an Allied Health Profession.

Current professional registration or eligibility for membership of the professional body pertaining to the discipline.

Extensive experience in the leadership and management of allied health outpatient sub-acute/rehabilitation services

Hold a current driver's licence.

Desirable:

Completion or working towards Graduate Certificate or Masters in relevant sub-acute/rehabilitation area of study.

Other:

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Todd Kaye 5124 0017 Todd.Kaye@act.gov.au

Division of Women, Youth & Children's

Maternity and Gynaecology Outpatients Department

Gynaecology & Cervical Screening Registered Nurse

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 44659 - 021R9)

Gazetted: 25 March 2022

Closing Date: 17 April 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/> Under the direction of the Clinical Midwifery Manager, the registered nurse is responsible for the management, coordination, and delivery of care to women across the menstrual lifespan. The role incorporates triage of referrals to the Gynaecology Outpatient Department in collaboration with a Medical Consultant; management of the referral waitlist and direct client contact within the gynaecological outpatient clinics. The nurse will be expected to perform cervical screening in line with the National Cervical Screening program.

The Maternity and Gynaecology outpatient Department is open Monday to Friday 0830-1700 and is closed on public holidays.

The successful applicant will be employed on a permanent full-time basis.

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

A strong, person-centred nurse philosophy

Strong organisational skills with a high degree of confidence, drive, and self-direction to provide the required duties

Adaptability, resourcefulness and flexibility to accommodate change and provide responsive services to meet the needs of the expanding outpatient gynaecology service within a dynamic environment

Resourcefulness and adaptability to meet these changing needs

Position Requirements/Qualifications:

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

Eligibility for membership of the Australian College of Nursing

Extensive experience as a Registered Nurse in person-centred gynaecological care

Postgraduate qualifications in relevant field e.g. family planning and sexual health (desirable)

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from 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: Julianne Nissen (+61) 0478 313 682 Julianne.nissen@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 28443, several - 021SP)

Gazetted: 29 March 2022

Closing Date: 15 April 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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.

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

Ability to work autonomously as well as part of a team.

Position Requirements/Qualifications:

Degree in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence

Applicants must have a minimum of three years (ideal five years) post-qualification 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: There are two permanent positions available full-time and part-time, the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 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.

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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Emily Peelgrane 0408 974 091 emily.peelgrane@act.gov.au

ACT Pathology

Anatomical Pathology (Mortuary)

Mortuary Assistant

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 56923 - 021H3)

Gazetted: 29 March 2022

Closing Date: 15 April 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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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 Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

The successful applicant under the supervision of the Senior Scientist and Mortuary Scientists will be required to assist in provision of operational coordination of the mortuary in accordance with Canberra Health Service policies and procedures to achieve efficient and effective service delivery. Assist in duties in relation to mortuary processes and mortuary related issues, maintain laboratory instrumentation, temperature monitoring, stock control and maintain clean work areas within the Mortuary and the Anatomical Pathology laboratory at Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

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

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

Position Requirements/Qualifications:

Certificate IV in Laboratory Practices or equivalent, or a minimum of five years relevant years' experience working professionally in Anatomical Pathology is preferred.

Highly Desirable – Knowledge of legislation relevant to Mortuary procedures.

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 may be a requirement to work out of routine hours, occasional nights, weekends, public holidays, and an on-call component. 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 recruitment process is for a permanent position, selection process will be via a desk top audit of your response to the Selection Criteria and curriculum vitae or a formal interview if required.

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: Sonja Boehm (02) 5124 2876 sonja.boehm@act.gov.au

Cancer and Ambulatory Services

Medical Oncology

Specialist 1-5 / Senior Specialist - Medical Oncology

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 21443 - 0216A)

Gazetted: 29 March 2022

Closing Date: 29 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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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/> A 0.2FTE part-time temporary (6 month) position as Staff Specialist in Medical Oncology is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will require or be able to develop a subspecialty interest in lung cancer. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit.

The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over half a million. It is a modern 600-bed hospital providing most trauma services, most medical and surgical sub-specialty services and is the principal teaching hospital for the Australian National University Medical School (ANU).

The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as the Queensland Institute of Medical Research. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be able to contribute to this as well as translational projects being conducted. Skills to be able to integrate clinical service and research are desirable.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology>

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 & 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 temporary part time position and the full-time salary noted above will be pro-rata.

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

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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 ability to manage multiple priorities.

High level of compassion, empathy, and sensitivity.

An active research interest in the any aspect of Cancer Medicine.

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 Australasian College of Physicians (FRACP) or equivalent specialist qualifications in Medical Oncology and eligibility for membership of the RACP and Medical Oncology Group of Australia.

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

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

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

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: Professor Desmond Yip, Clinical Director (02) 5124 8499 desmond.yip@act.gov.au

Women Youth and Children

Maternity and Gynaecology Department

Clinical Midwifery Manager

Registered Midwife Level 3.2 \$129,103, Canberra (PN: 22394 - 021TC)

Gazetted: 29 March 2022

Closing Date: 12 April 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary, and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager will provide midwifery leadership and support staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services.

ABOUT YOU

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Behavioural Capabilities

Strong leadership skills, including capacity to build cohesive high performing teams,

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive,

An ability to work respectfully in partnership with a range of stakeholders including consumers,

Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA), relevant post graduate qualification in midwifery practice and/or, Post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.

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.

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

Contact Officer: Wendy Alder (02) 5124 7392 wendy.alder@act.gov.au

Cancer and Ambulatory Support

Nursing

Melanoma and Skin Cancer Specialist Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 20159, expected vacancy - 021D6)

Gazetted: 29 March 2022

Closing Date: 15 April 2022

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POSITION OVERVIEW

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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 Melanoma and Skin Cancer Specialist 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 melanoma and skin cancer, across the cancer trajectory.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Relevant qualifications and a minimum of three years' experience working professionally in cancer related services is preferred.

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

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.

Notes: This position is part-time at 32 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.

Contact Officer: Erin Wells 0466 322 676 Erin.wells@act.gov.au

Renal

Administration

Renal Administration Officer - Part Time

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 57005 - 021U8)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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.

Note: This is a temporary part-time position available for three months with the possibility of extension. The part-time position is available at two days per week and the full-time salary noted will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Mental Health, Justice Health, Alcohol and Drug Service

Adult Acute Mental Health Services

Future Clinical Leaders Program

Future Clinical Leaders Program

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 45023, several - 021SS)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Our Vision: creating exceptional health care together

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

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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.

Future Clinical Leader Program – Mental Health

Mental Health, Justice Health, Alcohol and Drug Service (MHJHADS) Future Clinical Leader Program is a structured program to develop high potential talent within the existing workforce to provide a supported and structured pathway for development and succession.

The conversion program that will see clinical staff engaged and motivated to upskill in their careers, resulting in an improved delivery of mental health care and treatment within the inpatient care setting.

This program will prepare the candidate for a clinical leadership role within mental health. The program will provide support and ongoing training from senior registered nurses working within the division of MHJHADS in the ACT.

There are 10 positions available in the 2021 intake:

Six FTE at Adult Mental Health Unit (AMHU)

Two FTE at Adult Mental Health Rehabilitation Unit (AMHRU)

Two FTE at Dhulwa Mental Health Unit (DMHU)

The Program will offer:

Six-month structured and supportive development program.

Six Supernumerary days to support clinical practice with a senior nurse.

Tailored training program to develop your clinical and leadership skills.

Six Individual days to support the program objectives and deliverables. This includes access to guest speakers from across the organisation.

Opportunities to act in a Registered Nurse Level 2 (RN2) position.

On successful completion of the program, participants will have the skill and expertise to apply for promotion to the RN2 level.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. Ward 12B dedicated 10-bed inpatient acute mental health inpatient unit located within Canberra Hospital that provides assessment, treatment and therapeutic intervention for persons aged 18 years and over (unless otherwise approved for people under aged 18 years at the discretion of the Clinical Director) with mental health presentations requiring inpatient care with a lower risk of behavioural disturbance, vulnerability or other issues than persons requiring the more restrictive environment of the AMHU High Dependency Unit (HDU).

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Flexible, adaptable, and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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.

Note: These are temporary positions available for a period of six months.

Contact Officer: Anita Cregan 02 5124 0295 anita.cregan@act.gov.au

Medicine

All Care Discharge Lounge

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 44228 - 021PM)

Gazetted: 28 March 2022

Closing Date: 14 April 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The All-Care Discharge lounge (ALCD) is located on Ward 4B. Ward 4B comprises of 12 inpatient renal beds and the discharge lounge. The Discharge lounge comprises of 8 ACDL beds and 10 chairs. This position reports to the CNC of 4B and is Monday to Friday, working morning shifts only.

ABOUT YOU

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Behavioural Capabilities

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

Highly developed communication and engagement skills

Drive for ongoing personal and professional development

Good organisational skills and a positive attitude

Proactive and able to work independently and within a team

Position Requirements/Qualifications:

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

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 possibility of extension.

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.

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

Contact Officer Tracy Garratt (02) 5124 2949 tracy.garratt@act.gov.au

Medicine

Cardiology

Specialist 1-5/Senior Specialist - Cardiology

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 42847 - 021LK)

Gazetted: 29 March 2022

Closing Date: 8 April 2022

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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 Department of Cardiology is well-established with 11 consultant medical staff and 3 Advanced Trainees in Cardiology. There are 2 cardiac catheter laboratories which undertake a total of 700 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The coronary care unit is a 15-bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year. There is a close working relationship with our busy cardiothoracic surgical unit. Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024). 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 & 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 temporary position available for six months with the possibility of extension/permanency, part time/ fractional hours will be considered.

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.

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 Royal Australasian College of Physicians (FRACP) in Cardiology 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:

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.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

Experience and proficient skills in echocardiography and/or cardiac CT is required.

Significant experience with expert clinical judgement in interventional cardiology would be required for candidates who to undertake interventional cardiology procedures.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff.

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

Contact Officer: Dr Peter J Scott 02 5124 2178 peter.j.scott@act.gov.au

Medical Services

ACT Pathology

Director of Laboratory Operations

Senior Officer Grade A \$155,107, Canberra (PN: 55518 - 021RO)

Gazetted: 28 March 2022

Closing Date: 14 April 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

The Director of Laboratory Operations is a new role that has arisen from a recent restructure to support stronger leadership and clinical governance. Reporting to the Executive Director of Pathology, the Director of Laboratory Operations will provide strategic leadership for ACT Pathology, ensuring a high level of scientific and technical capability, now and into the future.

The Director of Laboratory Operations holds responsibility for the technical operations of all laboratories, including budgets, people management, procurement, safety, and business planning ensuring a safe and high-quality service, and ongoing compliance with accreditation and other standards. Additionally, the role will support the expansion of laboratory services to align with the Canberra Health Service strategic plan, and promote a reputation for scientific and service excellence, innovation, and people development.

The successful appointee will present with strong communication skills to engage effectively with internal and external stakeholders, including clinicians, suppliers, and professional peak bodies. Knowledge of the Australian Pathology sector will be essential, combined with a commercial approach and understanding of funding and regulatory requirements. The incoming Director will demonstrate prior experience in a Pathology leadership position, demonstrating a strong commitment to governance and compliance. Key to success in the position will be a collaborative approach, positive mindset, and prior knowledge of the private or public sectors. The appointee will be a values-based individual who will work proactively with the senior leadership team to build a sound future for public pathology services in the ACT, and a strong workplace culture within Canberra Health Services. As this is a multi-classified position, a tertiary qualification laboratory science and/or related discipline is essential.

The Organisation

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.

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.

This is an exciting time for CHS and the pathology team with some significant milestones ahead including the construction and opening of the new Critical Services Building and the implementation of a territory-wide Digital Health Record.

DUTIES

Under general direction and in conjunction with the senior leadership team you will:

In conjunction with the senior leadership team, provide high level leadership in development and implementation of strategy in alignment with the values and strategy of Canberra Health Services.

Provide leadership for scientific and technical operations, with line manager responsibility for senior laboratory staff, and ensure effective budget management, learning and development, recruitment, planning and procurement, safety and quality, and people management.

Work collaboratively with Department Directors, Pathologists, and clinicians to ensure effective clinical governance of ACT Pathology services.

Ensure compliance with accreditation requirements for Pathology under NATA, NPAAC and Medicare; compliance with ACHS accreditation requirements for Canberra Health Services and meet all legal and statutory obligations associated with the operation of the program.

Actively engage with clinical, industry and other stakeholders to ensure that ACT Pathology continues to provide a contemporary, innovative, efficient, and high-quality pathology diagnostic service, which is recognised nationally as a leader in public pathology.

Where required, represent ACT Pathology on peak bodies and other Territory and National professional committees.

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

ABOUT YOU

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

encouraged to apply.

Behavioural Capabilities

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

High level written and oral communication skills

Effective organisational skills with a high level of initiative, self-motivation, and a values-based work ethic

An agile and adaptive leadership style

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in laboratory science or related are essential.

Extensive operational experience in a clinical Pathology laboratory

High level management experience in a laboratory environment

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

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

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.

WHAT YOU REQUIRE

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

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. (Please note that it is not necessary to address the capabilities and behaviours individually).

Proven ability to provide high level leadership, to manage consultative processes and to formulate strategic directions within a changing environment including a proven track record in managing a complex change agenda. Demonstrated ability to manage human and financial resources within a highly sensitive and changing environment.

Extensive experience in the Pathology industry including senior laboratory operations roles with responsibility for equipment and technology, procurement, quality and safety, and the legislative framework and the regulatory environment in which Pathology services operate

Demonstrated high level interpersonal skills and written and verbal communication skills and a proven ability to successfully liaise, negotiate and communicate with a range of staff, agencies, consumers, carers and service providers within a complex health care environment.

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: Please note applications will only be accepted through Fisher Leadership

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

Contact Officer: Sally Trathen of Fisher Leadership, or call 1300 347 437 strathen@fisherleadership.com

ACT Pathology

Anatomical Pathology

Technical Officer Histology

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 37934, several - 02186)

Gazetted: 28 March 2022

Closing Date: 13 April 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 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.

Technical Officer Level 1 required in Histology, Anatomical Pathology at Canberra Health Services Pathology located at the Canberra Hospital campus.

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Anatomical Pathology laboratory at Canberra Hospital.

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.

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

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Anatomical Pathology laboratory at Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

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

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

Position Requirements/Qualifications:

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

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

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

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

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

Desirable:

An Associate Diploma or a degree in Medical Laboratory Science or equivalent.

Experience in Histology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays, and an on-call component.

This recruitment process is for permanent positions, selection process will be via a desk top audit of your response to the Selection Criteria and curriculum vitae or a formal interview if required. A merit list from this recruitment process will be used for any vacancies in the following 12-month period.

Contact Officer: Sonja Boehm 5124 2876 Sonja.Boehm@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Business Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45330 - 021EO)

Gazetted: 28 March 2022

Closing Date: 13 April 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 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

This interim temporary role will report to the Director, Oral Health Services and undertake broad range of activities to support the Director in coordination and delivery of Oral Health Services as we go through the change. The role will require working in close collaboration with the managers within the service.

ABOUT YOU

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Behavioural Capabilities

Strong Organisational skills

High level of people management skills

Sound time management and communication skills

Be proactive, enthusiastic and a strong communicator

Position Requirements/Qualifications:

Previous experience as a Personal Assistant, in a dental environment and an understanding of item numbers is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of six months with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Kireet Taneja 0251241732 Kireet.Taneja@act.gov.au

Chief Operating Office

COVID E Team

COVID E Team and DHR, Administration Support

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 53490 - 021WU)

Gazetted: 28 March 2022

Closing Date: 11 April 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 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/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

Under general direction this position provides administrative support to the COVID E Team and Digital Health Record Project. This position will action general administrative duties such as data entry, supporting risk assessments for staff, supporting liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the COVID E Team Manager.

ABOUT YOU

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Behavioural Capabilities

Being flexible and adaptable in changing environments

Efficient and detail oriented

Reliable and patient

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Ethan Sharp 0403 450 816 ethan.sharp@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Podiatry

Podiatrist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 33249 - 021SN)

Gazetted: 28 March 2022

Closing Date: 29 April 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/> RACS, Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

In this role you will be part of a friendly and engaging interprofessional program where the Podiatrist is responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This involves promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities under the direction of the Podiatry Manager. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Podiatrists within Canberra Health Services work collaboratively and are required to participate in regular clinical supervision.

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 and ability to work independently with a high degree of drive

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

Position Requirements/Qualifications:

Tertiary qualifications in Podiatry

Be registered with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver's Licence (Desirable)

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from 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.

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

Contact Officer: Amanda McLean (02) 5124 1229 Amanda.mclean@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Medical Director

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 52600 - 0211U)

Gazetted: 28 March 2022

Closing Date: 1 April 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 Quality, Safety, Innovation and Improvement Division provides strategic leadership, oversight and advice to facilitate the delivery of exceptional health care across Canberra Health Services. The Medical Director is a key senior leadership role within the Quality Safety Innovation and Improvement Division. The role is responsible for driving medical engagement to foster a culture of continuous improvement and providing high level expertise, vision and leadership on quality outcomes, patient safety and consumer/carer experience.

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 & Health Services / Canberra Health Services for their role within QSII division.

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: The holder of this role is expected to maintain clinical duties in their speciality and as a result, the position will be filled on a part time basis, the FTE is to be negotiated with the successful applicant.

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.

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.

Currently holds an Australian and or New Zealand fellowship in a relevant speciality.

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: Alexandra Collins (02) 5124 6696 alexandra.collins@act.gov.au

Finance and Business Intelligence

Accounting and Compliance

Senior Finance Officer and Asset Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50631 - 021S1)

Gazetted: 25 March 2022

Closing Date: 8 April 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/> 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.

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 attention to detail

Strong communication skills both written and oral, and the ability to develop and maintain effective working relationships

Adaptability and flexibility to accommodate change with capacity to challenge information or requests, as appropriate.

Position Requirements/Qualifications:

Relevant is preferred:

Experience in asset accounting including management of asset registers and coordination of asset stocktakes, impairments and revaluations is highly desirable.

Tertiary qualifications in accounting or related discipline and CA/CPA qualification or progress towards is desirable.

Experience with TM1 and the Oracle financial management information system would be an advantage.

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check

Contact Officer: Jessica Forshaw (02) 6207 5450 Jessica.Forshaw@act.gov.au

Medical services

ACT Pathology

Director of Pathology

Senior Officer Grade A \$155,107, Canberra (PN: 21618 - 021RK)

Gazetted: 25 March 2022

Closing Date: 14 April 2022

Details:

Director of Pathology

Canberra Health Services

High profile strategic leadership role, based in Canberra

<https://fisherleadership.com/opportunities/director-pathology-services-and-strategy/>

Canberra Health Services (CHS) is a world class tertiary health care organisation which delivers a range of high quality, patient centred services for patients and consumers across the ACT and surrounding Southern NSW region. Services are delivered through a range of health facilities and networks including Canberra Hospital, University of Canberra Hospital, Walk-in Centres and Community Health Centres. CHS has strong academic and research partnerships with the Australian National University, the University of Canberra and the Australian Catholic University and is one of the largest employers in the region, with a workforce of c8,000. CHS is now seeking an outstanding Director of Pathology.

The Position

The Director of Pathology Services and Strategy is a new role that has arisen from a recent restructure to support stronger leadership and clinical governance. Reporting to the Executive Director of Pathology, and in partnership with the Pathology executive team, the role will provide high level strategic leadership for ACT Pathology.

This is a critical role which will take the lead on strategy development for ACT Pathology, aligning with the values of Canberra Health Services (CHS), and will drive business development, stakeholder engagement and our brand. The Director of Pathology Services and Strategy works with clinicians, consumers, government, peak bodies, and other stakeholders to ensure that ACT Pathology provides high quality, value-added services while building a

reputation for excellence and innovation in a dynamic and rapidly changing health environment. The role will ensure that ACT Pathology meets health consumer expectations and has growing recognition for our contribution to the ACT community and beyond.

We seek an inspirational leader with a talent for business strategy, maturity, and a passion for leading change. In addition, you will lead teams with customer facing functions, including collection staff, patient accounts and clinical trials. The Director will have responsibility for budget management, learning and development, recruitment, procurement, safety and quality and people development for these teams.

The incoming Director is a values-based individual who will be a good fit for CHS, working collaboratively with the leadership team, laboratory managers, pathologists, and other stakeholders to build workplace culture and help ensure that work enriches our peoples' lives.

A background in Pathology is not essential, as experience gained in other health services will be well regarded.

This is an incredible opportunity in a role that will be pivotal to the success of the service in the region.

A tertiary qualification (or equivalent) in Health or related discipline is desirable.

DUTIES

Under general direction and in conjunction with the senior leadership team you will:

Provide a high level lead role in the development and implementation of corporate strategy in alignment with the values and strategy of Canberra Health Services.

Provide leadership for clinical and customer-facing functions, including collection staff, patient accounts, clinical trials and couriers, and ensure effective oversight of budget management, learning and development, recruitment, planning and procurement, safety and quality, and people management.

Work collaboratively with the leadership team, laboratory managers, pathologists and clinicians to ensure alignment of ACT Pathology services with the clinical and business requirements of customers.

Develop business reporting processes to enable informed and agile business decision making

Work with Pathologists, clinicians, business managers and other stakeholders to support ACT Pathology's leadership with projects designed to improve the clinical utilisation of pathology testing

Perform horizon scanning and work collaboratively with customers and partners to identify opportunities for innovation in pathology service delivery

Actively engage with CHS media and communications teams, clinicians, industry leaders and other stakeholders to ensure that ACT Pathology continues to build a sustainable community service with a brand that is recognised nationally for its reliability, innovation and clinical leadership, as well as values-driven patient care

Where required, represent ACT Pathology on peak bodies and other Territory and National professional committees.

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.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience: Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. (Please note that it is not necessary to address the capabilities and behaviours individually).

Demonstrated ability to provide agile and values-based leadership, to manage consultative processes and to formulate strategic directions within a changing environment

Demonstrated ability to work collaboratively with multiple stakeholders to develop and manage a sustainable business strategy

Demonstrated high level interpersonal, written and verbal communication skills and a proven ability to successfully liaise, negotiate and communicate with a range of staff, agencies, consumers, and service providers, ideally within a complex health care environment.

Demonstrated ability to lead a business and brand development strategy that successfully positions a health care organisation for leadership in an Australian environment

Demonstrated ability to manage human and financial resources within a highly sensitive and changing environment.

Sound experience in sourcing and analysing clinical and business performance data to inform strategy

Demonstrates a commitment to work, health and safety (WHS) and the positive patient experience and displays behaviour consistent with CHS values of Reliable, Progressive, Respectful and Kind

Applications close: 3rd April 2022

Please note applications will only be accepted through <https://fisherleadership.com/opportunities/director-pathology-services-and-strategy>

Do not apply through e-recruitment

Contact Officer: Glenn Edwards 51242891/0414793784 Glenn.Edwards@act.gov.au

Medical Services

ACT Pathology

Director of Laboratory Operations

Health Professional Level 6 \$155,107, Canberra (PN: 44929 - 021RP)

Gazetted: 28 March 2022

Closing Date: 14 April 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

The Director of Laboratory Operations is a new role that has arisen from a recent restructure to support stronger leadership and clinical governance. Reporting to the Executive Director of Pathology, the Director of Laboratory Operations will provide strategic leadership for ACT Pathology, ensuring a high level of scientific and technical capability, now and into the future.

The Director of Laboratory Operations holds responsibility for the technical operations of all laboratories, including budgets, people management, procurement, safety, and business planning ensuring a safe and high-quality service, and ongoing compliance with accreditation and other standards. Additionally, the role will support the expansion of laboratory services to align with the Canberra Health Service strategic plan, and promote a reputation for scientific and service excellence, innovation, and people development.

The successful appointee will present with strong communication skills to engage effectively with internal and external stakeholders, including clinicians, suppliers, and professional peak bodies. Knowledge of the Australian Pathology sector will be essential, combined with a commercial approach and understanding of funding and regulatory requirements. The incoming Director will demonstrate prior experience in a Pathology leadership position, demonstrating a strong commitment to governance and compliance. Key to success in the position will be a collaborative approach, positive mindset, and prior knowledge of the private or public sectors. The appointee will be a values-based individual who will work proactively with the senior leadership team to build a sound future for public pathology services in the ACT, and a strong workplace culture within Canberra Health Services. As this is a multi-classified position, a tertiary qualification laboratory science and/or related discipline is essential.

The Organisation

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.

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.

This is an exciting time for CHS and the pathology team with some significant milestones ahead including the construction and opening of the new Critical Services Building and the implementation of a territory-wide Digital Health Record.

DUTIES

Under general direction and in conjunction with the senior leadership team you will:

In conjunction with the senior leadership team, provide high level leadership in development and implementation of strategy in alignment with the values and strategy of Canberra Health Services.

Provide leadership for scientific and technical operations, with line manager responsibility for senior laboratory staff, and ensure effective budget management, learning and development, recruitment, planning and procurement, safety and quality, and people management.

Work collaboratively with Department Directors, Pathologists, and clinicians to ensure effective clinical governance of ACT Pathology services.

Ensure compliance with accreditation requirements for Pathology under NATA, NPAAC and Medicare; compliance with ACHS accreditation requirements for Canberra Health Services and meet all legal and statutory obligations associated with the operation of the program.

Actively engage with clinical, industry and other stakeholders to ensure that ACT Pathology continues to provide a contemporary, innovative, efficient, and high-quality pathology diagnostic service, which is recognised nationally as a leader in public pathology.

Where required, represent ACT Pathology on peak bodies and other Territory and National professional committees.

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

ABOUT YOU

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

Behavioural Capabilities

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

High level written and oral communication skills

Effective organisational skills with a high level of initiative, self-motivation, and a values-based work ethic

An agile and adaptive leadership style

Position Requirements/Qualifications:

Tertiary qualifications in Medical Laboratory Science

Progress towards a higher degree; Fellowship of the Royal College of Pathologists of Australasia (Faculty of Science) or Australian Institute of Medical Scientists, or equivalent

Extensive operational experience in a clinical Pathology laboratory

High level management experience in a laboratory environment

Knowledge of the Australian pathology sector, including funding and regulatory requirements

Knowledge of the governance and compliance requirements for public sector entities is highly desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

WHAT YOU REQUIRE

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

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. (Please note that it is not necessary to address the capabilities and behaviours individually).

Demonstrated ability to provide high level leadership, to manage consultative processes and to formulate strategic directions within a changing environment including a proven track record in managing a complex change agenda.

Demonstrated ability to manage human and financial resources within a highly sensitive and changing environment.

Extensive experience in the Pathology industry including senior laboratory operations roles with responsibility for equipment and technology, procurement, quality and safety, and the legislative framework and the regulatory environment in which Pathology services operate

Demonstrated high level interpersonal skills and written and verbal communication skills and a proven ability to successfully liaise, negotiate and communicate with a range of staff, agencies, consumers, carers, and service providers within a complex health care environment.

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: Please note applications will only be accepted through Fisher Leadership

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

Contact Officer: Sally Trathen of Fisher Leadership, or call 1300 347 437 strathen@fisherleadership.com

Surgery

Surgical Bookings

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 21961 - 021T5)

Gazetted: 30 March 2022

Closing Date: 19 April 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/>

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

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

Advanced communication and interpersonal skills

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

Advanced knowledge of surgery and the peri-operative process

Advanced problem solving skills, and leadership skills with a high degree of drive

Position Requirements/Qualifications:

Relevant tertiary nursing qualifications and a minimum of five years' experience working professionally in an acute surgical setting is preferred.

This is a Monday – Friday position working business hours and excludes public holidays.

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.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Have referee checks with two professional referees
Contact Officer: Nicole Larkin (02) 5124 2601 nicole.larkin@act.gov.au

Mental Health Justice Health Alcohol and Drug Service

Adult Community Health Service

Health Professional

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 29218 - 021HJ)

Gazetted: 24 March 2022

Closing Date: 7 April 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

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

ABOUT YOU

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Behavioural Capabilities

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

Commitment to achieving positive outcomes for persons with intellectual disability, their families, and carers.

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

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

Position Requirements/Qualifications:

For Psychology:

Mandatory

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

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

For Social Work:

Mandatory

Degree in Social Work

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

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

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

For Psychology:

Mandatory

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

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

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

Note: This is a temporary position available for 11.5 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.

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

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

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

Surgery

Trauma and Orthopaedics

Senior Research Officer

Senior Research Officer 1 \$83,620 - \$88,510, Canberra (PN: 10314 - 0219E)

Gazetted: 24 March 2022

Closing Date: 12 April 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 trauma and orthopaedic research unit is attached to the clinical department of orthopaedics. It functions to undertake original research as well as industry funded research into device performance.

ABOUT YOU

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Position Requirements/Qualifications:

A relevant degree in science or applied science, and preferably undertaking a higher degree.

Experience in clinical research is also highly regarded.

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 eight months with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Joe Lynch (02) 5124 3873 joe.lynch@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Director Infrastructure Safety and Risk

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 31530 - 021GR)

Gazetted: 24 March 2022

Closing Date: 12 April 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/> 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 Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is 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 to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each team member to grow their skills and knowledge that they share with their team and the broader community that makes up the CHS Portfolio.

Reporting to the Facilities Director of Infrastructure and Health Support Services, the Director of Infrastructure Safety and Risk is responsible for the leadership and management of high priority branch projects, Safety and Risk management and innovation and improvement activities across the group.

The Infrastructure Safety and Risk Section provides specialised advice and oversight on all areas of construction work undertaken on behalf of Canberra Health Services. This includes planned and reactive maintenance, minor and major projects undertaken on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved in all stages of construction from concept, through design, delivery, commissioning and demolition. Frequently, this is undertaken in an operating health care environment and the inherent complex challenges that come along with the environment.

The role of Director is to provide the Group with accurate and timely advice to ensure relevant safety legislative requirements are adhered to. This includes review and monitoring of the Infrastructure and Health Support Services (IHSS) Safety Management System and compliance with same by staff and contractors.

The Director, Infrastructure Safety and Risk manages a small team of four staff to work for the Group covering areas of;

Safety Management

Risk Management

Innovation and Improvement

Training Management

Process improvement

The Director is also required to attend and/or chair, senior level meetings, briefings and forums.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with the ability to manage competing priorities.

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

A thorough knowledge of project management, with a high attention to detail.

Position Requirements/Qualifications:

Mandatory:

Hold a current drivers' 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.

Highly Desirable:

Formal qualifications in safety and experience in construction safety environments is highly desirable.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo a pre-employment medical examination

Contact Officer: John Nakkan 0466 015 922 john.nakkan@act.gov.au

CHS Mental Health, Justice Health and Alcohol and Drug Services

Forensic Mental Health Services

Clinical Nurse Consultant - Custodial Mental Health

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 34421 - 0210S)

Gazetted: 24 March 2022

Closing Date: 12 April 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high-quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their careers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Custodial Mental Health (CMH) provides multidisciplinary, community equivalent, mental health care to detainees experiencing moderate to severe mental illness and those at risk of self-harm and suicide in the ACT's two custodial centres, the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). CMH operates a seven-day service including public holidays. As a specialist service, FMHS supports continuing professional development via regular access to internal and external education activities and clinical supervision. Custodial allowance applies (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions). Please note, this position is based at the AMC. The AMC currently allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

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.

Resilience and calm in the face of conflict or uncertainty.

Ability to lead others, communicate with influence, and resolve conflicts

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum five-years post-qualification experience in mental health nursing.

Desirable:

Experience of working in a custodial or similar setting

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.

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

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

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

New Graduate Occupational Therapist

Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 45211, several - 021K3)

Gazetted: 24 March 2022

Closing Date: 11 April 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 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/>

An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. *Please note the expected start date is July 2022.*

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

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

The successful applicant/s will be employed as an occupational therapist in one of our multidisciplinary teams for 12 months. You will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns.

Successful applicant/s will be part of a large network of occupational therapists. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your occupational therapy skills and professional identity.

ABOUT YOU

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

Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualification (or recognised equivalent) in Occupational Therapy.

Registered, or eligible for registration, with the Occupational Therapy Board of Australia.

Current Passenger Vehicles Driver's licence.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time. Depending on the team which the position is in, the position(s) may be required to participate.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: These are temporary positions available for a period of 12 months with the possibility of permanency.

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

Women, Youth and Children

Maternity Services

Registered Midwife Level 2

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 38112, several - 021KV)

Gazetted: 24 March 2022

Closing Date: 11 April 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 Maternity Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and southern New South Wales. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3600 women per year.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

DUTIES

Under limited direction of the Clinical Midwifery Manager, you will perform you will:

Provide clinical leadership and expertise in a chosen area of maternity including antenatal, intrapartum, or postnatal care.

Co-ordinate and provide direct midwifery care to women in antenatal, postnatal, and birthing settings utilising National Midwifery Guidelines for Consultation and Referral in accordance with the Canberra Health Services Policies and Procedures.

Liaise with other health professionals to facilitate timely, coordinated, and appropriate care of a high standard according to evidence based practice.

Promote midwives within the multidisciplinary team as valuable experts contributing to positive outcomes for women and their families and promote an environment that encourages both individual and team development. Demonstrate a high level of time management skills and ability to coordinate clinical pathways for women and Provides a supportive educational environment to enable women and their families to make informed choices about their care.

Proficient in use of computers and ability to use ACT Patient Administration System (ACTPAS), Myshift Browser Operator Self Service (BOSS) and Microsoft Office.

Maintain competence, including mandatory education and assessment and lead and participate in continuing education and supervision of new clinical staff including performance management, the commitment to lifelong learning and participate in the development of policy, procedures, quality activities and clinical meetings.

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Registered Midwife with preferably a minimum of five years of midwifery experience.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There is several positions available. Full time and part time hours considered. The salary noted above will be paid pro rata for part time positions.

Contact Officer: Wendy Alder 51247392 wendy.alder@act.gov.au

Finance and Business Intelligence

CHS Financial Management

Assistant Finance Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 01764 - 021EG)

Gazetted: 24 March 2022

Closing Date: 12 April 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 CHS Financial Management Unit within the Finance and Business Intelligence Branch, provides business management support and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day-to-day basis.

Assistant Finance Managers provide operational support to Finance Managers in a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Canberra Health Services Directorate.

As the primary contact for these Divisions for financial support, the Assistant Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

ABOUT YOU

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Behavioural Capabilities

Integrity

Kind

Reliable

Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications and a minimum of 1 year experience working professionally in a hospital or health care setting is preferred.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Reference check

Contact Officer: Craig Kellar (02) 5124 9698 craig.kellar@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Specialist 1-5 / Senior Specialist - Pre-Vocational Medical Education Officer (PMEO)

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 50503 - 021R7)

Gazetted: 29 March 2022

Closing Date: 7 April 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/>

The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), the GP Liaison Unit (GPLU) and the CHS Library.

The PMEO reports to the Director Prevocational Education and Training and has direct line management through the Executive Director of Medical Services. The position is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and 2).

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 & 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 temporary position available for 12 months with possibility of extension

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

Have a passion for adult education and training

Adaptability and flexibility to accommodate change

Strong organisational skills with a high degree of drive

Strong attention to details, reliable and punctual

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 a Specialist Medical College is highly desirable.

Postgraduate qualifications in medical education will be highly regarded
The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role
Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
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 Michael Hall Senior Specialist, Director Prevocational Education and Training 0400 086 738 michael.hall@act.gov.au

Pathology

Haematology

Haematology Scientist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 28609, several - 021MM)

Gazetted: 30 March 2022

Closing Date: 19 April 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 Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.

There is a requirement to work out of hours shifts including nights, weekends and public holidays.

ABOUT YOU

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Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

Position Requirements/Qualifications:

Relevant Medical Science tertiary qualifications and a minimum of one years laboratory experience working professionally in Pathology is preferred.

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

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

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

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 position available permanent and temporary.

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: Kelly Sliwinski (02) 5124 2034 kelly.sliwinski@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Registered Nurse Level 2

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22298 - 021PL)

Gazetted: 25 March 2022

Closing Date: 8 April 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.

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POSITION OVERVIEW

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

ABOUT YOU

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Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

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

Position Requirements/Qualifications:

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

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

Ability to work a rotating roster.

Have an understanding of how the National 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 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.

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

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

Contact Officer: Shimmy Davis (02) 514 2431 Shimmy.Davis@act.gov.au

Director of Allied Health Services - Allied Health Adult Inpatients

Adult Mental Health Unit

Psychologist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25983 - 02191)

Gazetted: 30 March 2022

Closing Date: 18 April 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the

Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10 bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities.. As a mental health psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2021-2022.

Responsibility Statement:

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

Provide individual or group therapy service delivery.

Apply knowledge, skills, and professional judgement in the delivery of routine services

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: Leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory Qualifications:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of three years (ideal five years) post qualification experience

Current Passenger Vehicles Driver's License.

Highly Desirable:

Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.

Experience working in an inpatient, acute mental 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 six months with the possibility of extension.

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.

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

Women’s Youth and Children

Community Health Programs

Adolescent CNC

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 27093 - 021US)

Gazetted: 30 March 2022

Closing Date: 13 April 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 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/>

School Youth Health Nurse Program

This program assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention, and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice, and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Kindness

The ability to manage competing priorities.

Position Requirements/Qualifications:

Relevant tertiary qualifications and comprehensive experience working professionally in Adolescent Primary Health,

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

Hold a current driver’s licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for seven months with possibility of extension and/or permanency.
Contact Officer: Catherine Whitehead 0408648945 Catherine.Whitehead@act.gov.au

Medicine

Diabetes

Diabetes Educator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22686 - 021QO)

Gazetted: 30 March 2022

Closing Date: 15 April 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 Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with diabetes and women with hyperglycaemia in pregnancy (HIP).

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes 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

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

Position Requirements/Qualifications:

Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards obtaining credentialing status.

Must hold and maintain a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Tracey Duggan 51247929 Tracey.Duggan@act.gov.au

Medicine Operational

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 13141 - 021VN)

Gazetted: 30 March 2022

Closing Date: 13 April 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 Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

This position is responsible for managing the daily activities of the Executive Director by preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

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

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

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

Previous experience providing administration support at an Executive level is highly desirable.

Previous experience working in a health-care setting is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: Selection may be based on written responses to the selection criteria and referee reports only. Please note that you must be a citizen or permanent resident of Australia to apply.

Contact Officer: Ryan Murray 5124 9898 Ryan.Murray@act.gov.au

Mental Health, Justice Health and Alcohol & Drug Services

Child and Adolescent Mental Health Services

Clinical Manager

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 57022 - 021SM)

Gazetted: 30 March 2022

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

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Occupational Therapists

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Psychologists

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable for Psychology:

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Social workers

Degree in Social Work

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

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly desirable for all disciplines:

A current Driver's Licence.

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu. Have an understanding of how the National 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 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.

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

Undergo reference checks.

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

Contact Officer: Simone Clarke (02) 5124 1407 simone.clarke@act.gov.au

Office of the Chief Executive Officer

Chief Information Officer

Director, Change Communication

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54731 - 021M1)

Gazetted: 30 March 2022

Closing Date: 6 April 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/>

STRATEGIC COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career.

This position will work with a small team to deliver communication activities to support the Chief Information Office and the eHealth and Informatics Division. The Division is responsible for delivering several transformational projects for CHS, including the roll out of a world leading Digital Health Record (DHR).

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 for change in a diverse and high-paced environment.

Well-developed organisational skills with a high degree of drive and responsiveness.

Excellent oral and written communication skills, particularly in producing high impact products and content.

Position Requirements/Qualifications:

Desirable:

Relevant tertiary qualifications and a minimum five years' experience working professionally in communications. A strong record of achievement in a similar role.

Change communication experience desired but not essential.

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

The successful applicant will:

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 eight 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: Elaine Greenaway Elaine Greenaway (02) 5124 9527 elaine.greenaway@act.gov.au

Allied Health

Allied Health

Allied Health Project Officer

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 44390 - 021UV)

Gazetted: 30 March 2022

Closing Date: 13 April 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 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.

The primary responsibilities of this position will be supporting operations of the Office of the Executive Director of Allied Health (EDAH) on a range of matters related to the CHS allied health professional workforce and service delivery.

The position will provide an opportunity for the successful applicant to implement relevant project work, support the review and development of policies and procedures, support the workforce with credentialing and defining scope of practice on the e-credential platform and other relevant activities delivered by the Office of the Executive Director of Allied Health (EDAH).

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 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:

Mandatory

Tertiary qualifications in a CHS recognised Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable

Working knowledge of the healthcare system, including knowledge about the allied health workforce.

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 eleven 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.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Felicity Martin (+61) 0417 082 200 Felicity.Martin@act.gov.au

Various

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 19513, several - 021VJ)

Gazetted: 30 March 2022

Closing Date: 18 April 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 Executive Assistant (EA) is a key role in the support team for executives across CHS. Under direction of the executive, the EA is responsible for providing a wide range of support and coordination to the executive and their teams, including diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

To be successful in the role, the EA must be responsive, able to manage changing and competing priorities, be detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

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.

Commitment to achieving positive results.

Ability to apply judgement, critical thinking and common sense.

Position Requirements/Qualifications:

Relevant experience as an executive assistant to a senior executive, especially in the health sector is preferred. In addition you should:

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: CHS is seeking suitably qualified Executive Assistants across various divisions. These are exciting and diverse roles and will contribute towards our vision of creating exceptional healthcare together.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Nicole Stevenson 0411154648 nicole.stevenson@act.gov.au

Rehabilitation Aged and Community Services

Community Care Community Nursing

Wound Management Clinical Nurse Consultant

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 33203 - 021GD)

Gazetted: 24 March 2022

Closing Date: 7 April 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

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies for the Clinical Nurse Consultant – Wound Management RN3.1 position. This full-time consultancy role provides high level clinical leadership in the specialty of wound management. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs.

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

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Position Requirements/Qualifications:

Relevant registration with the Australian Health Practitioner Regulation Agency

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health settings applicable to the position is desirable

Hold a Current Australian 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 position available for three months with the possibility of extension.

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: Nicole Shiels (02) 5124 1276 nicole.shiels@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

Canberra Institute of Technology

Corporate Finance

Business Support

Business Support Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14420)

Gazetted: 24 March 2022

Closing Date: 31 March 2022

Details: CIT is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting).

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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

Eligibility/Other Requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) will be highly regarded.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Note: This is a temporary position available immediately for a period of three years. An order of merit will be established from this selection process and the list may be used to fill future vacancies.

How to apply: Please provide a written application of no more than five pages addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Greg Tong (02) 6207 3197 greg.tong@cit.edu.au

Education and Training Services

CIT Technology and Design

CIT Information, Communication and Technology

Administrative Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 53339)

Gazetted: 24 March 2022

Closing Date: 31 March 2022

The Canberra Institute of Technology (CIT) Information, Communication, and Technology (ICT) department is seeking a highly motivated and professional individual to provide a wide range of high level administrative support to staff, students, and external stakeholders. Duties will include preparing reports, preparing briefs, correspondence, scheduling, compliance reporting, promoting programs, pastoral care, and special projects. The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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

Notes: This is a temporary position available from 08 April 2022 until 07 April 2022. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Webber (02) 6207 4916 Mark.Webber@cit.edu.au

Industry Engagement and Strategic Relations

CIT Training Initiatives

Liaison Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 38333)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: CIT Training Initiatives within CIT's Industry Engagement and Strategic Relations Division is looking for a strong communicator with excellent organisational and administrative skills to temporarily fill a Liaison Officer role for an immediate start until December 2022 with the possibility of extension. CIT Training Initiatives supports CIT's teaching departments with the administration and management of ACT Government training initiatives such as Australian Apprenticeships, Skilled Capital and Job Trainer.

Who we are looking for

As a Liaison Officer, you will be engaging with Australian Apprentices and their employers to support their training journey by providing information and advice relating to how Australian Apprenticeships work at CIT. We are looking for someone who is outgoing, customer focussed, enjoys talking to people and helping them understand how processes work. You will need to understand the ACT requirements for Australian Apprenticeships and CIT's policy and procedures. You will apply that knowledge to everything you do, identifying and working with your team to raise any anomalies in the system. You will also have good administrative and ICT skills with a keen eye for detail with the ability to use databases to process and report on student information. Sounds interesting? Great, we'd love to hear from 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:

Workplace Health and Safety Induction (White Card) or willingness to obtain to support WHS work site visit requirements.

A current Driver's Licence.

Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Note: This is a temporary position available for immediate start until December 2022 with the possibility of extension.

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 only.

How to Apply: Applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages which outlines why you would like to work in this role and demonstrates how your skills, knowledge and experience is suitable for this position as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leon Fraser (02) 6207 4894 Leon.Fraser@cit.edu.au

Education and Training Services

Library and Learning Services

eLearn Support and Course Build Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 39930)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Canberra Institute of Technology (CIT) Library is looking for a course build and help desk support officer to provide support to students and teachers in the access and use of CIT's online learning systems. The successful applicant will coordinate and assist in the design and development of online courses in line with best practice standards using course template and assist in training CIT staff in using the various online learning platforms. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels.

Training will be provided to the successful applicant in troubleshooting and using the CIT's online learning systems. 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: Strong customer service background and aptitude/interest to learn IT systems.

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

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Sheather (02) 6207 3406 Dean.Sheather@cit.edu.au

Education and Training Services

Library and Learning Services

eLearn Training, Development and Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49615)

Gazetted: 29 March 2022

Closing Date: 5 April 2022

Details: CIT is seeking an eLearn Training, Development and Support officer. The successful applicant will coordinate and provide training to CIT staff in using CIT's online learning platforms. They will also design and develop online courses in line with best practice standards using the online course template. This position is expected to coordinate and execute User Acceptance Testing (UAT), investigate and troubleshoot system issues.

They will have highly developed customer service and communication skills as well as demonstrated understanding of digital literacy skills including experience in working with a range of software, such as Microsoft Office Suite, SCORM packages and digital assets. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels.

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

Eligibility/Other Requirements: Knowledge of the CIT Online Learning Environments. At least two years' experience in a tertiary education environment.

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

How to Apply: Applicants are required to submit a two-page pitch and provide a current resume along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jyothi Jayaram (02) 6207 3158 Jyothi.Jayaram@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager, Procurement ACT

Temporary Vacancy (4 April 2022 to 6 May 2022)

Chief Minister, Treasury and Economic Development Directorate

Budget Procurement Infrastructure and Finance (BPIF)

Position: E667

(Remuneration equivalent to Executive Level 2.3)

Date circulated: 24 March 2022

Circulated to: ACTPS Senior Executive List

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Procurement ACT for the period commencing 4 April 2022 to 6 May 2022.

The Executive Group Manager (EGM) is a critical leadership role in advancing a well-articulated vision and ensuring that all branches and specialist teams within the Division, and across BPIF, are working together to deliver quality procurement services and advice across Government. Through the leadership of Procurement ACT, the EGM is responsible for providing whole of government policy advice and project level support to all directorates and agencies in the conduct of complex goods and services procurement; establishing and managing Whole of Government contracts and the provision of electronic procurement business systems such as Tenders ACT, Vendor Panel and OSQAR. The role also provides specialist advice to the Government Procurement Board informing its deliberations around endorsement of high value, high risk procurement activity across Government.

The role requires a high-level strategic understanding of the whole of government procurement environment, active program management, complex problem solving, and leading priority business plan activities to enhance service delivery and government wide capability.

To apply: Interested applicants should submit a one-page EOI and curriculum vitae addressing their suitability and availability for the role to Sue Vroombout, Deputy Under Treasurer Budget, Procurement, Infrastructure and Finance via email to sue.vroombout@act.gov.au by 10am Wednesday 30 March 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 \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

Contact Officer: Sue Vroombout, 0428 290 364 or via teams

Communications and Engagement

Assistant Director, Governance and Protocol

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55448)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies and services?

The CMTEDD Communication and Engagement division is looking for a Assistant Director, Governance & Protocol to join our team for up to 12 months with the possibility of permanency.

This position provides strategic, operational and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

If this role sounds like you, get in touch!

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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

An ACT Government CMTEDD baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

The ability to work flexibly under limited supervision is required.

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

How to Apply: If you are interested in joining our progressive team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A maximum two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kimberly Street 0488 123 443 Kimberly.Street@act.gov.au

Property and Shared Services

Executive

Executive Officer

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53640)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: The Property and Shared Services division of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a motivated and highly capable Executive Officer to manage the office of the Executive Group Manager Shared Services and Property Group.

The successful candidate must be motivated and have strong prioritisation and organisational skills, with the ability to build and maintain working relationships with a range of internal/external stakeholders (at all levels), together with sound conceptual and analytical skills.

An in depth understanding of the ACT Government (or equivalent) business and administrative processes and policies, including knowledge of parliamentary processes, risk assessments, governance and procurement processes is highly desirable.

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.

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

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

How to Apply: Interested candidates are requested to submit a one-two page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (02) 6205 2043 izzie.gosling@act.gov.au

Treasury

Budget, Procurement and Infrastructure and Finance

Procurement ACT

Business Systems Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57092)

Gazetted: 28 March 2022

Closing Date: 18 April 2022

Details: Procurement ACT is looking for a motivated individual to join our team in leading innovative and meaningful initiatives to increase and support better procurement outcomes across the ACT Public Service.

We operate in a fast paced and dynamic environment to develop and deliver whole of government procurement systems, data and reporting services.

Our ideal candidate has both the technical capability and communication skills to design and deliver our data, analytics and reporting services. You will be agile, willing to take on new challenges and be driven to enhance efficiencies and quality of services.

In return, we will offer you a supportive and professional team environment that allows you to develop strategic packages of work, pitch exciting ideas and continue to build on your skills to advance your career to the next level. If a career in driving innovation and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream and you want to be part of a supportive and high performing team, Procurement ACT wants to hear from you. Send us your application and get started on the next exciting chapter in your career!

Eligibility/Other Requirements: A Bachelor's Degree in the field of IT, Business/Information Systems background and/or past experience in a data analysis role would be highly desirable.

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

How to apply: Please provide a Curriculum vitae and a two-page pitch.

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

Contact Officer: Patrick Wong (02) 6207 2934 patrick.wong@act.gov.au

Digital, Data and Technology Services

Technology Services Branch

Cloud and Platform Services

Windows Specialist

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 14290, several)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: Cloud and Platform Services are looking for a suitable candidate as a Windows Specialist. You will provide technical support for Microsoft Windows server infrastructure used by the ACT Government which includes a range of Microsoft server-based applications in both internal and DMZ domains. You will need to have the ability to effectively self-manage, and to prioritise competing tasks as well as provide high quality service in line with the teams' objectives and customer needs. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to apply: To apply for this position, please ensure you include a two-page personal pitch which reflects your skills and capabilities against the 'What you will do' and 'Behavioural Capabilities' in the Position Description, a copy of your current curriculum vitae with contact details for at least two referees is required to be submitted with your application.

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

Contact Officer: Tom Lemmon (02) 6205 9097 tom.lemmon@act.gov.au

Digital, Data and Technology Solutions

Cloud and Platform Services

Backup and Restore Specialist

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 30969)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to become a Backup and Restore Specialist within the Cloud And Platform Services (CAPS) team.

The successful applicant will be required to perform data backup and restoration activities for clients, and assist in the management, monitoring and maintenance of data backup and retrieval systems for the ACT Whole Of Government (WHOG) 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: This role requires you to obtain and maintain an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Current Australian Driver's licence.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raymond Mills (02) 6207 0228 Raymond.Mills@act.gov.au

ECONOMIC, REVENUE, INSURANCE, PROPERTY AND SHARED SERVICES (ERIPSS)

PROPERTY AND SHARED SERVICES

SHARED SERVICES FINANCE SERVICES

Director, Finance Business Initiatives

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 44225)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: The successful candidate will join the Shared Services Financial Applications Support business unit to manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance Services. You will also manage strategic relationships between internal program areas and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities. This position may supervise up to ten staff and will report directly to the Senior Director, Finance Applications Support.

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

Eligibility/Other Requirements: the position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects. Qualifications and experience in Project Management or Accounting/Finance is highly desirable.

Note: This is a temporary position available from 17 April 2022 until 16 April 2023 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description.

How to apply: If you believe you have the required skills, sense of humour and 'what it takes' to be a success in this leadership role, please take the time to send us a copy of your Curriculum Vitae including the contact details of two referees, along with a 'pitch' of no more than two pages structured as a response to the following question: What are your greatest achievements over the last five years and how do these achievements demonstrate application of the skills, knowledge and behaviours required for this position as documented in the attached Position Description.

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

Contact Officer: Tran Nguyen (02) 6205 4620 tran.nguyen@act.gov.au

Property and Shared Services

ACT Property Group

Strategic Estate Management, Procurement and Sustainability

Procurement, Contracts and Induction Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50826)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: ACT Property Group are seeking people with experience in managing procurement activities, contractors and contract management preferably in a government setting, focussed on construction, property and building management. This role works within the Procurement and Sustainability team to ensure that procurements occur in a timely manner, in alignment with relevant legislation and regulations, and that staff in the organisation have the right skills, policies and processes in place. ACT Property Group purchases a large volume of goods and services, including construction and trade services, for the maintenance, management, and upgrade of ACT Government owned and managed properties. This role is a blend of governance, coordination and hands on procurement and contract management. The role also contributes to implementation of an updated site induction system for contractors.

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

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders.

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: Applicants need demonstrated experience in procurement, contract management or a related discipline. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car). Relevant training and/or professional qualifications are highly desirable.

Note: This is a temporary position available from May 2022 for a period up to 24 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 based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

2. A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

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

Contact Officer: Teresa Morey (02) 6207 6528 ACTPGCorporate@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 1 \$72,935 - \$83,023, Canberra (PN: 14763, several)

Gazetted: 25 March 2022

Closing Date: 11 April 2022

Details: The role of the ICT Services Officer is to provide ICT and administrative support to Directorate staff for a range of business systems. You will also contribute to the lifecycle management of assets and applications, access control of business systems and trouble shooting for business specific applications.

On a day to day basis you will:

Provide technical support in coordinating, actioning and monitoring ICT service requests.

Provide business system support for on-line maintenance, fault diagnosis and the identification and implementation of remedial action including monitoring and reporting as required.

Assist in the support, maintenance and fault diagnosis of business application systems, including integration with other business systems.

Assist and provide support to the Assets team with lifecycle management of ICT assets.

Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations as well as liaising with both internal and external stakeholders

This position does not involve direct supervision of staff.

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

Notes: These are temporary positions available immediately for a period of five 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. Similar vacancies may be located in different geographical locations such as Gungahlin, Belconnen and Woden. 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. There may be a need to work from different geographical locations such as Gungahlin, Belconnen and Woden on occasion. Current and former ADF members are encouraged to apply. How to Apply: Please provide a copy of your curriculum vitae. This should demonstrate your skills and experience in delivering ICT services and support.

Please also attach a one page response to the following questions:

(PTK2) Please tell us about a time you have delivered excellent customer service?

What was the customers enquiry/problem?

What was your role at the time?

What actions did you take?

What was the outcome?

(BC1) Please tell us how about a time where you needed to prioritise your competing tasks?

What was the situation?

How do you decide what order to complete tasks in?

How did you organise your work?

What was the outcome?

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Russell (02) 6207 4761 Sam.Russell@act.gov.au

Shared Services

Strategic Finance

Director Reporting, Budgeting, Costings and Systems

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 14585)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression?

Then the Shared Services Strategic Finance team is looking for you!

Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Director Reporting, Budgeting, Costings and Systems you will be responsible for managing the functions of and leading the financial reporting, budgeting, costings and systems team and all other associated correspondence, functions, and processes. Additionally, the role is responsible for reporting, budgeting, costings, and systems oversight and driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in Shared Services. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1, Clearcost and PowerBI to deliver this role. We want an innovative, forward-thinking professional who enjoys problem

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/finance or audit are preferred.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

five+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas.

Experience in developing TM1 database, Clearcost database and Power BI reports is highly desirable.

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications, and experience (no more than four to six pages).

Please include a two-page Expression of Interest to describe your relevant skills, experience, and suitability for the position. Applicants should take into account the stated position requirements/duties, Technical Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your skills, knowledge and

experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Shared Services and Property

ACT Property Group

Integrated Facilities Management

Trades Coordination and Support

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33523)

Gazetted: 24 March 2022

Closing Date: 11 April 2022

Details: This role provides administrative support, coordination and administration to the trades team, ensuring that business requirements, reporting and HR matters are delivered in a timely manner. The role also supports the scheduling and workflow of tasks with the relevant trade area, ensuring that work requests are completed and reported in a timely manner.

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

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

Eligibility/Other Requirements:

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

A current driver's licence (car).

Qualification/s in Business, Management, Property/Facilities Management, Government, Project Management, Work Health and Safety, Procurement, Contract Management, or trades are highly desirable.

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

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell 0400 370 779 Cassandra.Keppell@act.gov.au

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

Access Canberra

Corporate Support and Capability

Skills Safety and Support

Director Skills, Safety and Support

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 39272)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Do you see a square and look beyond its borders for opportunity? Is the juggling and management of a range of projects for timely and quality execution your forte? We are seeking a highly motivated individual who loves the opportunity to engage and consult with our Access Canberra people to develop and integrate new practice and resolve complex issues to support and develop our workforce.

To be successful for this role you will have the ability to design and deliver upon strategic corporate direction, from design to delivery. You will have a continuous improvement approach towards all works. You will also demonstrate exceptional leadership, stakeholder engagement and interpersonal skills in addition to highly capable management skills.

You will have experience in and/or a good working knowledge of the operational aspects of work health and safety, and accommodation and ICT needs for government's workforce. You will also have good working knowledge of the principles, practice and application of learning and development.

Strong knowledge of people and performance and sound recruitment practice will be an advantage.

Does this sound like you?

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

Eligibility/Other Requirements: Relevant qualifications will be a bonus.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and diverse team please submit no more than two pages addressing your suitability against the required skills, knowledge and behaviour, a current curriculum vitae and contact details of two referees, preferably a manager/supervisor from their current or most recent workplace. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 Kerrie.Wilmot@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Assistant Director CMTEDD and JACS ICT

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 02228)

Gazetted: 30 March 2022

Closing Date: 15 April 2022

Details: The CMTEDD and JACS ICT embedded team is seeking an experienced, committed and suitably qualified applicant to fill the Assistant Director position.

As the successful applicant you will need to demonstrate a knowledge and understanding of supporting Business Systems governance, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

The occupant of this position will be charged with supporting the priorities of the JACS Directorate by working closely with the Chief Information Officer.

Building and maintaining relationships, both within Justice and Community Safety Directorate (JACS) and Digital, Data and Technology Solutions (DDTS) 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.

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 current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Your suitability for this position will be assessed in three key areas:

Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role.

Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour – how well you will fit into the team, based on the ACT Government Signature Values and Behaviours - respect, integrity, collaboration and innovation.

Note: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is based at Civic, however our workforce is largely working from home at the present time.

How to Apply: Please review the Position Description and provide a response, no longer than three pages, explaining how you are the right person for this opportunity and providing examples that demonstrate you have the Skills, Knowledge, Behavioural Capabilities and experience to perform the duties and responsibilities of the role to a high standard.

Applicants are also required to submit their curriculum vitae and the names of two referees, one should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Brown (02) 6207 1288 Sara.Brown@act.gov.au

Communications and Engagement

Governance and Protocol Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 18964)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: Are you well-organised, reliable, and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies, and services?

The CMTEDD Communication and Engagement division is looking for a Governance and Protocol Officer to join our team for up to 12 months with the possibility of permanency.

This position provides strategic, operational, and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

If this role sounds like you, get in touch!

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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

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

The ability to work flexibly under limited supervision is required.

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

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.

How to Apply: If you are interested in joining our progressive team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.
Tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.
Applicants must submit a curriculum vitae and two referees including their contact details.
Applications should be submitted via the Apply Now button below.
Contact Officer: Kimberly Street 0488 123 443 kimberly.street@act.gov.au

Revenue Management

ACT valuations

Administration Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42260)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: The ACT Valuation Office is looking for a capable and driven member to join the team. If you are motivated, have excellent communication, customer services and organisational skills and enjoy working as part of a team please apply.

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 curriculum vitae, contact details of two referees, and a statement (no more than two pages) on how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider the Professional/Technical Skills and Knowledge and Behavioural Capabilities in drafting your statement. Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard King, Gerard.king@act.gov.au (02) 6207 4157

Shared Services

EDRMS Digital Administrator

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 52143)

Gazetted: 24 March 2022

Closing Date: 11 April 2022

Details: Are you the resident Objective guru in your area? Do you like system configuration, liaising with clients of all different work fields and helping people? We've got an opportunity for you!

An exciting opportunity is available for a highly motivated professional to assist in the management and administration of the whole of Government Electronic Document Records Management Systems (EDRMS) offered by the ACT Government. You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates regarding system configurations and maintenance.

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

Eligibility/Other Requirements:

The successful applicant will require experience in Objective.

A current drivers licence is desirable.

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

How to Apply: Please provide a written application up to two pages directly addressing each of the what you require Technical and Behavioural capabilities along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Davis (02) 6207 9719 Matthew.Davis@act.gov.au

Communications and Engagement

Content Stream

Communication Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34321)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: Are you an enthusiastic and motivated communication professional with a passion for media?

Are you a people person, have a desire to provide timely and accurate information, and the ability to deliver multiple priorities simultaneously?

In this position you will be responsible for delivering information to the community across a range of priority government and non-government channels, including the media.

Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time, by:

bringing an audience-first lens to the work, informed by research, insights, and evaluation.

collaborating with stakeholders in partnership with a strong client service ethic.

working in a fast-paced environment, while being flexible and open to change.

being supported by whole-of-government guidelines, policies, and procedures, and guided by an annual whole-of-government communications and engagement plan.

If this sounds like you, we encourage you to apply!

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications or a minimum of three years' experience working in communication, journalism, media and/or public relations is desirable.

A current driver's licence is desirable.

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

Note: This is a temporary position available from 10 April 2022 until 07 April 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.

How to Apply: Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Linnane (02) 6207 7466 amy.linnane@act.gov.au

Shared Services

Partnership Services Group

HR/Finance Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$90,099 - \$103,117, Canberra (PN: 36220)

Gazetted: 28 March 2022

Closing Date: 8 April 2022

Details:

If you like helping people, this job is for you

If you want to work in a collaborative team environment, this job is for you

If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position for six weeks with the possibility of extension up to 12 months and/or permanency. If you are successful, you will be placed on a six week paid training program where you will get a taste for the Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a temporary position with the ACT Public Service which may have the possibility of permanency and a foot in the door to working with a great group of professionals. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

How to Apply: Please complete the attached application questions and provide them along with your resume and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmestone (02) 6205 2367 Jennifer.Edmestone@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

Inclusion and Participation

Community Relations and Funding Support

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54330)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: Looking for an opportunity to help shape the service system for children, young people and their families across Canberra? We are seeking an enthusiastic team member to work in partnership with our community stakeholders and support the work across the Community Relations and Funding Support team. You will have an excellent understanding of the human services system and working closely with community stakeholders. You are willing to innovate and think outside the box, be open to new ideas and ways of working, and be committed to collaboration and working in partnership. Strong communication, written and project skills are part of the job, but so is a willingness to examine challenges and work with others to find solutions.

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 Director position within Inclusion and Participation Division may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions.

Note: This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this Selection Process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch outlining your suitability for this role outlined in the Position Description. Please provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate West (02) 6205 4377 kate.west@act.gov.au

Culture, Governance and Design

Executive

Senior Digital and Development Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57083, several)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

CSD delivers for the ACT Government and the Canberra community

CSD operates efficiently, effectively and in-line contemporary best-practice

CSD's staff at all levels are clear on our priorities and accountabilities

CSD's organisational culture, leadership and behaviours create a positive, collaborative, and supportive environment.

The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide change management experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Project management experience is desirable, but not mandatory. If you have a keen interest in learning project management skills, and relevant applicable experience, then we would like to hear from you.

Note: There are several temporary positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Culture, Governance and Design

Executive

Senior Project Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57082, several)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

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This is a rare opportunity to gain directorate-wide change management experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Project management experience is desirable, but not mandatory. If you have a keen interest in learning project management skills, and relevant applicable experience, then we would like to hear from you.

Note: There are several temporary positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and performance - Therapeutic Assessment

Therapeutic Assessor

Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 32248)

Gazetted: 28 March 2022

Closing Date: 21 April 2022

Details: The Child Youth Protection Professional level three (CYPP3) is responsible for providing functional behaviour assessments, positive behaviour support plans, developmental and therapeutic assessments (and reviews) for children and young people in out of home care, expert case practice advice and leadership, support and development of case workers in the integration of theory and practice, and the promotion of a trauma-informed organisation.

The Therapeutic Assessor will contribute to services to support trauma-informed responses to child and young people by:

Providing initial consultations to foster and kinship carers upon a child/young person's entry into out of home care. This can include information about why the child/young person entered care and their experience of trauma and/or adversity, psychoeducation on trauma, attachment and child development, and general trauma-informed strategies in order to meet the child's social-emotional, developmental and cultural needs.

Providing specialist therapeutic consultations to Operational staff. A therapeutic consult is guided by the case manager, and can include psychoeducation on developmental trauma, understanding a child or young person's challenging behaviour from a trauma-informed lens, strategies for creating a trauma-informed care environment and/or guidance on case management issues from a therapeutic perspective.

Providing timely and comprehensive clinical assessments of children and young people in out of home care that considers their health and development, emotions and behaviour, education and learning, family and social relationships, self-care skills, culture and identity, and synthesises the impact of trauma on the aforementioned domains. The Therapeutic Assessor must be experienced in evidence-based research and clinical practice in the field of child development, attachment and trauma, in order to make specific recommendations for how the care team can meet the child/young person's therapeutic needs across these domains.

Promoting a trauma-informed organisation by contributing to the development of resources on principles of trauma-informed care, and developing training programs for carers, colleagues and external stakeholders.

Creating comprehensive, trauma-informed and person-centred Positive Behaviour Support Plans. This requires a thorough understanding of behaviour support guidelines, restrictive practices and intervention, and functional behaviour assessment. The Therapeutic Assessor will also be responsible for lodging plans with the Senior Practitioner and/or CYPS Panel, review and monitoring of Positive Behaviour Support Plans, evaluation of the effectiveness of plans, and the reduction and elimination (or 'fade-out' strategies) of restrictive practices.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least five years' experience in human services fields.

Current Driver's Licence.

Desirable qualifications and experience:

High level of experience with Positive Behaviour Support Plans (development, monitoring and review), and in completing functional behaviour assessments.

Proven experience in working with people with significant trauma and adversity histories, disability and/or mental illness.

Note: This is a temporary position available immediately for a period up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: All applications should include a written response to the Selection Criteria and a curriculum vitae.

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

Contact Officer: Julian Wong (02) 6205 2908 julian.wong@act.gov.au

Culture, Governance and Design

Executive

Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57116, several)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

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CSD operates efficiently, effectively and in-line contemporary best-practice

CSD's staff at all levels are clear on our priorities and accountabilities

CSD's organisational culture, leadership and behaviours create a positive, collaborative, and supportive environment.

The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide change management experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Project management experience is desirable, but not mandatory. If you have a keen interest in learning project management skills, and relevant applicable experience, then we would like to hear from you.

Note: There are several temporary positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Culture, Governance and Design

Executive

Director, Content

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57087)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

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The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide change management experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in the fields of communications and digital communications is desirable.

Note: There are several positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Corporate Services

Executive Assistant

Administrative Services Officer Class 4/5 \$75,239 - \$88,510, Canberra (PN: 21971, several)

Gazetted: 25 March 2022

Closing Date: 11 April 2022

Details: Working within the Community Services Directorate (CSD) represents a fantastic opportunity to do meaningful work and have a positive impact in the local Canberra community.

The Community Services Directorate currently has a range of temporary and permanent Executive Assistant positions at the ASO4 and ASO5 level, dependant on skills and experience.

CSD is an adaptive and inclusive organisation managing human services responsibilities of the ACT Government.

People who are assisted through the Directorate's policies, services and programs include:

people with disabilities and children and young people with developmental delays;

families, children and young people, including those who are at risk of neglect or abuse;

culturally and linguistically diverse groups, migrants and refugees;

Aboriginal and Torres Strait Islander people;

people in need of housing support and assistance, those at risk of, or who are experiencing homelessness;

women, older people; and

community groups and organisations

A strong focus of the Directorate is assisting people who are disadvantaged or experiencing a crisis. They may be refugees and migrants, families affected by domestic violence, parents seeking help to look after children with

disabilities, children with developmental delays or children and young people at risk. We also fund many community partners to help us deliver services and programs to improve peoples' lives.

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

Note: There are several temporary and permanent positions available. The temporary positions will be available for a period of up to 12 months with the possibility of extension and/or permanency. This position will be filled at either the ASO4 or ASO5 level, dependant on the skills and experience of the successful applicant. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply, please provide a two page pitch addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities in the position description, your curriculum vitae and contact details for two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Chittick (02) 6207 0695 Megan.Chittick@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Chef/Cook - Part time Bimberi Youth Justice Centre

General Service Officer Level 6 \$62,023 - \$64,843, Canberra (PN: 00066)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: We are seeking an enthusiastic, motivated and suitably qualified person to work as a Chef/Cook at Bimberi Youth Justice Centre. As a Chef/Cook you will be responsible to work as part of a small team to manage the day to day operations of a kitchen in a youth detention facility. This will include the preparation and serving of meals ensuring appropriate dietary, nutritional and cultural needs are met. The successful applicant will display sound communication skills and demonstrate a capacity to work as part of the Bimberi Residential Services team.

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 Childrens or Supreme Courts.

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:

Certificate III or IV in Commercial Cookery, or equivalent, from a registered training organisation.

Senior First Aid Certificate or willingness to attend training.

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

For further information on Working with Vulnerable people registrations refer to:

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

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata. This position is part time and will work on Thursday, Friday and Saturday. 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 outlining your Knowledge, Experience, Professional/Technical Skills and Behavioural Capabilities in carrying out the duties outlined in the Position Description; and.

names and contact details of at least two referees, including your most recent/current supervisor or manager: and a

current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Surya Maharjan (02) 6207 3480 Surya.Maharjan@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

Service Design & Delivery

Student Engagement

Flexible Education - Murrumbidgee School

Flexible Education Classroom Teacher

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 30656)

Gazetted: 24 March 2022

Closing Date: 8 April 2022

Details: Flexible Education is looking for a highly motivated, trauma informed and reflective teacher who works in an inclusive manner to develop personalised education programs for students in alternative education settings. Our ideal candidate will have excellent interpersonal, communication and relationship building skills who can work collaboratively and flexibly as part of a small interprofessional team within Flexible Education.

Flexible Education has oversight of Murrumbidgee School, Muliyan Program, Waruga Yardhura , the Hospital School, the educational program at The Cottage and Distance Education. While the successful applicant may work across any of the programs as required, we are looking for a teacher to work at Murrumbidgee School, the school located within Bimberi Youth Detention Centre.

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

Eligibility/Other requirements: Prior to commencing in this role, a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011 is required. A current driver's licence and use of private vehicle is required.

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

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the Australian Professional Standards for Teachers (max two-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468 572 790 Jo.Monteith@ed.act.edu.au

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

Business Services

People and Performance

Recruitment

Senior Director, Recruitment

Senior Officer Grade A \$155,107, Canberra (PN: 30761)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: The People and Performance Branch is seeking a highly motivated and capable Senior Director to lead Recruitment for the Education Directorate.

The successful candidate will have proven ability to lead a highly operational team of up to 18 members, delivering on critical activities within a government/regulatory context.

The Senior Director will also have a unique opportunity to be involved in both strategic and operational recruitment policy, planning and implementation and participation in a range of other projects at the Directorate and ACT Government level.

Eligibility/Other Requirements: This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

The successful applicant will be required to work collaboratively across the People and Performance Branch as well as our 90 schools and Education Support Office. Highly developed interpersonal skills and demonstrated governance, process design and organisational ability will be essential to establishing effective working relationships and delivery of key services.

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: Applicants must address the Professional and Technical Skills and Knowledge as outlined in the Position Description with a focus on evidence of achievements and outcomes. Applicants should also provide a contemporary curriculum vitae and contact details for two referees. Please ensure that both referees are current or immediate past supervisors. You should also be aware that you may be asked to provide further referee details. Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ackland (02) 6205 1820 daniel.ackland@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design Branch

Wellbeing and Inclusion Policy and Service Design

Director, Wellbeing Policy

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35252)

Gazetted: 30 March 2022

Closing Date: 19 April 2022

The Director, Wellbeing Policy position, under broad direction, is responsible for the management of policies and projects and the provision of advice to senior executive on issues relating to student wellbeing. This work takes a student focused and evidence-based approach to support a culture of inclusion, equity and safety as well as student engagement in all ACT government schools. The Director, Wellbeing Policy will lead a small team in delivering this work.

The position involves interesting and diverse work across a range of policy and program areas relating to safe and supportive schools, and programs that support equitable access to education. The team's mission is to assist ACT schools to create and maintain inclusive education cultures and support student wellbeing. The successful candidate will be responsible for providing a policy setting that supports the delivery of wellbeing practices and services. They will also be responsible for the design of additional services and supports where required.

Our ideal candidate will be a highly experienced policy leader with experience in policy development, project management, people and stakeholder management and implementation. They will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Wellbeing and Inclusion team to manage emerging work pressures.

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

Eligibility/Other Requirements:

Highly Desirable:

Previous experience working in ACT Government.

Relevant tertiary qualifications in Education, Health or other relevant discipline.

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

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

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

Specialist schools

Flexible learning programs, and

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

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

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

How to Apply: Please provide a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Dance (02) 6205 9680 Alex.Dance@act.gov.au

System Policy and Reform

Education and Care Regulation and Support

Children's Education and Care Assurance

Authorised Officer

Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 31300, several)

Gazetted: 30 March 2022

Closing Date: 25 April 2022

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to continuous quality improvement in the education and care sector and have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

If so, Children's Education and Care Assurance (CECA) is currently undertaking recruitment for both permanent and temporary vacancies in the Quality Assurance Team to commence May 2022. Temporary positions have the possibility of extension or permanency.

Quality Assurance Officers are responsible for assessing quality against the National Quality Standard and work in partnership with education and care providers in promoting quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011*.

CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Quality Assurance team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

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

Eligibility/Other Requirements:

Tertiary qualifications and experience in education and care is required. Related qualifications and experience may be considered.

A current driver's licence

Current NQA Authorised Officer status is desirable. Otherwise, the successful applicant will be required to complete (ACECQA) Authorised Officer and Assessor Training.

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

Note: There are both permanent and temporary vacancies available commencing in May 2022. Temporary positions have the possibility of extension or permanency. An order of merit will be established from this selection

process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Annerley (02) 6207 8092 jessica.annerley@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Business Systems Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44259)

Gazetted: 30 March 2022

Closing Date: 19 April 2022

This role supports the administration and ICT tasks withing business systems by staff in ACT public schools. Support is provided by responding to requests and through delivering training.

Our ideal candidate has experience in providing administrative and ICT support, in a busy environment. The ability to delivery excellent customer service and provide day-to-day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. Ideally you will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries. Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a team. Knowledge of information technology and information management as it relates to the education sector will be highly regarded.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge:

Experience using an issue tracking system

Experience with school business systems is highly desirable

Experience with school financial transactions is desirable

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

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

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

Specialist schools

Flexible learning programs, and

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

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

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

How to Apply: Please provide a response to the Selection Criteria (maximum four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6205 1310 Michael.DeRaadt@act.gov.au

School Improvement and Performance

School Improvement

Assistant Director, School Operations

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56799)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Successful applicants will be member of a dynamic team providing leadership and support, within and with all ACT Government schools in School Operations. Team members will need to establish highly effectively relationships with all members of the school community, to support the Directors of School Operations in case coordination and collecting and synthesizing data for schools. You will have proven ability to provide high level customer service, manage planned outcomes within tight timeframes, demonstrate high level communications, organisation and writing skills and actively participate in open discussion with a problem- solving mindset.

Teams will work with a variety of schools and develop an understanding of each school's unique setting to enable the development of relevant supports. As a team member you will need to be resilient and tactful, passionate about what you do and committed to making a difference. The key responsibilities of this position are to:

Work collaboratively with stakeholders, including school leaders, to provide leadership and support while delivering the functions of the School Operations team.

Provide exceptional customer service to schools and school leaders using your knowledge and understanding of current school processes and procedures.

Actively develop effective, collaborative and strategic working relationships across the Directorate and other key stakeholders to identify, assess, design, deliver and support solutions that meets the school needs, system priorities and strategic plans.

Draft high-level briefings and communications that effectively convey complex ideas and issues to all levels of internal and external stakeholders.

Provide leadership in a complex and dynamic environment and support other administrative functions as required within the business unit.

Eligibility/Other Requirements: A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required or the ability to secure registration. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available for six months with the possibility extension and/or permanency. A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Applicants may be selected 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: If you are interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current Resume/Curriculum Vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

Individual response to the Selection Criteria

In two pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Todd Brazier (02) 6207 6759 Todd.Brazier@act.gov.au

Service Design & Delivery

Student Engagement

Flexible Education

Student & Family Engagement Officer (Social Worker)

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46963, several)

Gazetted: 29 March 2022

Closing Date: 15 April 2022

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of an integrated team, the Student and Family Engagement Officer will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. These positions will work directly with students and families within the Muliyan Program and Distance Education in varying outreach setting such as homes, schools and community. They will be responsible for establishing effective and sustainable partnerships across students, families, schools, communities, government and non-government agencies and the business sector.

Eligibility/Other Requirements:

Essential qualifications and experience:

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

At least three years post qualification experience in a relevant field of case management working with children and families.

Currents drivers' licence is essential.

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Note: These are temporary positions available for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Educational, suitability and professional qualification checks may be carried out prior to employment.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Culturally and linguistically Diverse people are strongly encouraged to apply.

People with disabilities are encouraged to apply.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction,

including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

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

specialist schools

flexible learning programs, and

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

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

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

How to apply: Please submit a curriculum vitae and details for two referees, including your current supervisor.

Response to the Selection Criteria should not exceed three pages.

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

Contact Officer: Lauren Smith 0481 479 656 lauren.smith@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Miles Franklin Primary School

Executive Teacher - Miles Franklin Primary School

School Leader C \$130,338, Canberra (PN: 16946)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

Details: Miles Franklin Primary School is seeking an enthusiastic and outstanding applicant to join us as an Executive Teacher in supporting children to become active, lifelong learners who love to inquire, have a strong sense of international-mindedness and agency, and exhibit strong learner attributes.

As an authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP), experience and/or a commitment to working in an IB school is beneficial.

Across the leadership team there are collaborative responsibilities for:

Improving literacy and numeracy outcomes for children

Improving social and emotional learning outcomes for children

Continuing and building upon our cultural integrity journey

Leading the management of the school

Ensuring the standards, practices, and philosophy of the IB are upheld

Specific responsibilities:

Team Leader of the Year Five and Six teams

Leading development of the maths curriculum and pedagogies across the school

Leading cultural integrity across the school

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent)

tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Note: COVID-19 Mandatory Vaccination Order - In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members 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.

Evidence of COVID-19 vaccination status must be provided by smartform via Mandatory vaccination information form [<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1608>].

Potential applicants are strongly advised to discuss the advertised role with the contact officer prior to submitting their application. The school leadership capabilities need to be addressed in the application.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the Leadership Capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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

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

School Performance and Improvement

South Weston

Arawang Primary

Building Service Officer 3

Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 57074)

Gazetted: 28 March 2022

Closing Date: 4 April 2022

Details: Arawang Primary School is seeking a Building Services Officer (BSO). The successful applicant will play an integral role in the school community and will be responsible for the day to day maintenance of the school grounds, buildings, furniture, fittings and equipment. With initiative and self-motivation, the BSO will identify and prioritise tasks and see them through to completion with minimal supervision. The successful applicant will work closely with the Business Manager to coordinate and oversee maintenance programs and contractors, have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders.

Eligibility/Other Requirements:

Evidence of a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

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](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Note: Selection may be based on application and referee reports only. Please submit a two-page written response to the Selection Criteria, a current curriculum vitae and two Referee Reports.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Alston (02) 6142 0668 Natalie.Alston@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Senior Procurement Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 51184, expected vacancy)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: The Strategic Procurement team is responsible for providing goods and services procurement advice and guidance to all ACT public schools and the Education Support Office. We are a small team, supporting the Directorate in delivering best practice procurement and contract management, ensuring compliance with the legislative framework.

We are seeking applicants that are self-motivated, innovative and have a collaborative approach to working. Having a flexible mind-set and being able to adapt to the changing procurement landscape will also be an advantage in this role.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, such as Diploma of Procurement and Contracting, Certificate IV in Government (Procurement and Contracting) or Graduate Certificate in Government (Strategic Procurement).

Note: If this sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Selection Criteria set out in the Position Description, along with your current curriculum vitae and contact details of two referees. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne MacLaughlan (02) 6207 1505 leanne.macLaughlan@act.gov.au

SCHOOL PERFORMANCE AND IMPROVEMENT

Branch Coordination Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34440)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: The School Improvement Group are responsible for strategically leading and coordinating the school improvement agenda for the directorate's ESO and schools. The work of the School Operations team specifically provides strategic and operational management of incidents and proactive support to principals and school leaders. The team use multiple sources of evidence to manage incidents and monitor the functional health of schools.

School Operations empowers leadership teams daily by providing timely information and advice about operational processes and effectively brokering ESO supports to ensure the optimal functional health of all schools. Our work contributes to the Education Directorate's mission by ensuring that all school leaders are best informed to develop and deliver educational services that empower each young person in the ACT to learn for life.

Successful applicants will be member of a dynamic team supporting the operations of the School Improvement Branch. The successful applicant will be responsible for coordination of events, senior executive and VIP school visits, management of appeals processes, supporting government business activity, recruitment activity and provide high-level administrative support.

Eligibility/Other Requirements: A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required or the ability to secure registration. For further information on

Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Applicants may be selected 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: If you are interested in this position, we encourage you to apply. To enable us to assess your merit, your application should include your:

Current Curriculum Vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

Individual response to the Selection Criteria

In two pages or less your pitch against the selection criteria should summarise how your skills, personal qualities and experiences will enable you to fulfil the responsibilities of the position.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

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

Contact Officer: Sarah Watson (02) 6205 3313 sarah.watson@act.gov.au

Deputy Director-General

Director, COVID-19 Management Team

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56819)

Gazetted: 25 March 2022

Closing Date: 1 April 2022

Details: Do you like being at the centre of the action and doing a job that makes a real difference for the Canberra community?

Do you love seeing the whole picture while making sure all the details are nailed? Can you work closely with senior executives and simultaneously harness expertise across an entire organisation and work across the ACT Government?

Do you like energising a team to deliver and a job where no two days are ever the same?

Come and work in the Education Directorate's COVID-19 Management Team. We promise you'll never be bored!

Background

Reporting to the Senior Director CMT, this position will be responsible for leading the CMT Strategy and Planning workstream. The Director, Strategy and Planning will lead the strategic approach to management of COVID-19 in schools and ECEC settings working closely with subject matter experts across the Directorate and across ACT Public Service specifically ACT Health in support of the COVID-19 Management Framework.

The role requires demonstrated capabilities in policy and procedures development. It also requires demonstrated communication and stakeholder management skills to negotiate policy changes and outcomes across all education sectors and including early childhood education and care settings.

Eligibility/Other Requirements:

The Director, Strategy and Planning will:

Lead the strategy and planning workstream of the COVID-19 Management Team to support the Directorate's ongoing management of COVID-19 in ACT Public Schools and Education Support Office.

Work closely with policy and subject matter experts in the Directorate and across ACT Public Service, specifically with ACT Health, to ensure and aligned, coordinated and cohesive approach to managing the impact of COVID-19 on ACT public schools and early childhood education and care settings.

Manage the development of strategic approach and planning to manage COVID- in ACT Public Schools and Education Support Office for the year.

Oversee the development and coordination of policies and procedures related to COVID-19 in the Directorate.

Deliver the Directorate's COVID-19 Management Framework.

Note: This is a temporary position available immediately until the end of 2022.

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

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

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

specialist schools

flexible learning programs, and

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

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

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

How to Apply: Please send in your application addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities in the Position Description in no more than two pages and your curriculum vitae with referee contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Dunn (02) 6207 7448 katie.dunn@act.gov.au

Director-General

Executive Support Officer to the Director-General

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 10022)

Gazetted: 25 March 2022

Closing Date: 6 April 2022

Details: The Executive Support Officer (ESO) will provide high level administrative support in the Director-General's Office. The ESO will provide timely, accurate and effective senior executive support to the DG. The DG Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

The Executive Support Officer to the Director-General will:

Develop, implement, and maintain processes that contribute to achieving organisational and operational goals, including monitoring the quality and timeliness of documents received by the Director-General's Office and ensuring records management processes are followed.

Undertake research and prepare written work such as e-mails, correspondence and other documents relating to the work of the Education Directorate.

Manage e-mails, telephone enquiries and other correspondence and enquiries received by the Director-General's Office.

Oversee the budget of the Director-General's office, process invoices and payments in a timely manner and human resource tasks relating to the office.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

Liaise with internal and external stakeholders on a range of issues, some of which may be complex, sensitive, and challenging.

Work collaboratively as part of the overall Senior Executive Support team.

Eligibility/Other Requirements: 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.

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: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge, and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes (02) 6205 9145 kristine.reyes@act.gov.au

Environment, Planning and Sustainable Development

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

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

Executive Group Manager, Planning and Urban Policy

Temporary Vacancy (3 May 2022 until 30 June 2022)

Environment, Planning and Sustainable Development Directorate

Planning and Urban Policy

Position: E706

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 30 March 2022

Are you interested in shaping the future of Canberra?

This role leads the Planning and Urban Policy division of the Environment, Planning and Sustainable Development Directorate (EPSDD) in delivering a range of policy and projects that shape the future of Canberra. The Planning and Urban Policy division is responsible for work across strategic planning, land strategy, territory planning, the Government Architect and National Capital Design Review Panel, building and unit title reform and housing policy. A number of key projects within the ACT Parliamentary and Governing Agreement fall within this area to deliver. You will be leading the work and teams to deliver on these and other priorities.

The ACT is currently undertaking a reform of the Planning System and this work falls within this division and the Executive has a key role in the development, delivery and implementation of reforms and bringing a team, the community and industry along on that journey. Implementing the reforms will involve focus on customer service, ongoing improvement to technology to support delivery of development processes and engagement with community, and clear and practical information for users of the system.

You will report directly to the Deputy Director-General, Planning and Sustainable Development and have proven experience of strong leadership, people and financial management and policy and project delivery aligned to EPSDD's and Government's vision and strategies. Given the breadth of policy areas and government priorities of this division, you will be required to drive and facilitate ongoing development of the division in delivering robust policy and projects within tight timeframes.

In filling this role, you will exhibit strong communication skills and the proven capacity to work collaboratively, lead engagement activities and provide strong representation for the division and Directorate by identifying and realising the changing needs of community and government.

To apply: Interested candidates should submit an EOI that responds to the requirements of the role and how you will fulfil these/the role (maximum 2 pages), a copy of a current curriculum vitae, and details of two referees and confirmation of availability to Erin Brady via email, erin.brady@act.gov.au by COB Wednesday 6 April 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 \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

Contact Officer: Erin Brady (02) 6205 4522/0435961847 erin.brady@act.gov.au

Climate Change and Energy

Program Delivery

Household

Program Office

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37011)

Gazetted: 24 March 2022

Closing Date: 11 April 2022

Details: Climate Change and Energy Division is seeking to employ a Program Officer that will deliver programs that assist ACT residents to become more sustainable and energy efficient. This is a unique opportunity to be part of work on world leading, cutting edge climate action and provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

This role requires an officer that can provide energy efficiency and sustainability advice to members of the public, community organisations and internal stakeholders via workshops, email, phone and face to face. It requires excellent skills in communication, program delivery, customer service, representation and negotiation. Some after-hours work and weekend work will be required.

Eligibility/Other requirements: Some after-hours and weekend work will be required. Current drivers license is required.

Note: This is a temporary position is available until 10 February 2023 the possibility of extension up to 12 months.

A merit pool will be established from this process to fill both full-time temporary and/or permanent vacancies at level within the Division over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

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

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Olivia Merrick (02) 6207 6430 Olivia.Merrick@act.gov.au

Environment, Heritage and Water

ACT Heritage

Heritage Grants Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 16111)

Gazetted: 24 March 2022

Closing Date: 31 March 2022

Details: ACT Heritage is looking for a suitably qualified Heritage Grants Officer to coordinate the ACT Heritage Grants Program. Strong project management including administrative skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently. Part time hours are negotiable.

Eligibility/Other Requirements:

Highly Desirable:

Past administration and project management experience related to a grant program.

Note: This is a temporary position available for 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be working from a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contract details.

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

Contact Officer: Jennifer Oconnell (02) 6207 2179 jennifer.oconnell@act.gov.au

Planning and Urban Policy

Executive Group Manager, Planning and Urban Policy

Executive Level 2.3 \$315,479 - \$329,577 depending on current superannuation arrangements, Canberra (PN: E706)

Gazetted: 28 March 2022

Closing Date: 13 April 2022

Details: This role leads the Planning and Urban Policy division of the Environment, Planning and Sustainable Development Directorate (EPSDD) in delivering a range of policy and projects that shape the future of Canberra. The Planning and Urban Policy division is responsible for work across strategic planning, land strategy, territory planning, the Government Architect and National Capital Design Review Panel, building and unit title reform and housing policy. A number of key projects within the ACT Parliamentary and Governing Agreement fall within this area to deliver. You will be leading the work and teams to deliver on these and other priorities.

The ACT is currently undertaking a reform of the Planning System and this work falls within this division and the Executive has a key role in the development, delivery and implementation of reforms and bringing a team, the community and industry along on that journey. Implementing the reforms will involve focus on customer service, ongoing improvement to technology to support delivery of development processes and engagement with community, and clear and practical information for users of the system.

You will report directly to the Deputy Director-General, Planning and Sustainable Development and have proven experience of strong leadership, people and financial management and policy and project delivery aligned to EPSDD's and Government's vision and strategies. Given the breadth of policy areas and government priorities of this division, you will be required to drive and facilitate ongoing development of the division in delivering robust policy and projects within tight timeframes.

In filling this role, you will exhibit strong communication skills and the proven capacity to work collaboratively, lead engagement activities and provide strong representation for the division and Directorate by identifying and realising the changing needs of community and government.

Remuneration: The position attracts a remuneration package ranging from \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

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

How to Apply: Applicants should submit a covering pitch for the role (maximum two - three pages), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities.

Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Brady (02) 6205 4522 erin.brady@act.gov.au

Statutory Planning

Executive Group Manager, Statutory Planning

Executive Level 2.2 \$294,706 - \$307,869 depending on current superannuation arrangements, Canberra (PN: E700)

Gazetted: 28 March 2022

Closing Date: 13 April 2022

Details: The Executive Group Manager, Statutory Planning is responsible for the delivery of the development assessment and lease administration functions of the Territory. The position provides oversight to the Office of the Surveyor General and Land Information. The position reports to, and works closely with, the Deputy Director-General, Planning and Sustainable Development.

Essential qualities include exceptional judgement, risk engagement, ability to quickly grasp complex concepts and a determined focus on ongoing improvement in delivering the planning and development outcomes for the ACT. An understanding of territory planning, and land and development processes will be beneficial.

The ACT is currently undertaking a reform of the Planning System and this Executive will play a key role in the implementation of reforms and bringing a team, the community and industry along on that journey. Implementing the reforms will involve focus on customer service, ongoing improvement to technology to support delivery of development processes and engagement with community, and clear and practical information for users of the system.

The Executive Group Manager should be able to engage with legislation, competing interests of a planning and development context, work with stakeholders and be a leader in the delivery of good planning outcomes for the Canberra community.

As the Executive Group Manager, Statutory Planning, you will take a Senior Executive role within the Directorate and illustrate leadership and executive management skills, backed with the ability to support the culture and direction of the Directorate.

Remuneration: The position attracts a remuneration package ranging from \$294,709 - \$307,869 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

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

How to Apply: Applicants should submit a covering pitch for the role (maximum two - three pages), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities.

Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Brady (02) 6205 4522 erin.brady@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Finance and Business Services

Administration Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 11242, several)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated and conscientious people to fill the role position of Administration Officer (ASO4) within the Contracts and Procurement Unit.

The successful applicant will provide support and assistance to ACTCS officers for all their procurement needs. You will work across a wide range of procurement and contract management elements, including procuring goods and services for the Territory's only prison, the Alexander Maconochie Centre, maintenance and construction projects, facilities management and management of ACTCS fleet vehicles.

In this position you will have the opportunity to engage with stakeholders across ACTCS, the Justice and Community Safety Directorate, the ACT Government as a whole and neighbouring jurisdictions. This role will offer the opportunity to work in an exciting and challenging environment where your actions will generate tangible impacts on detainees and the wider community, develop an understanding of procurement and contract management within the public sector, and be part of a supportive and engaging team. 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:

Experience/qualification in Procurement and/or Accounting is highly desirable.

Background / Security clearance checks will be conducted.

This position may require a Working with Vulnerable People Check.

Note: This process will be used to fill one permanent position and one temporary. The temporary position is available for up to six months. Previous applicants need not re-apply as their applications will automatically be considered as part of this new process.

How to Apply: Applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Bartlett (02) 6207 8983 megan.vincent@act.gov.au

Corporate Services

Governance and Business Improvement

Assistant Director, Assembly Coordination and Reporting

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50393)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: The Assistant Director, Assembly Coordination and Reporting, under limited direction from the Senior Director, Ministerial Services Unit, is responsible for oversight of the coordination of a proactive agenda of business for JACS Ministers in the lead up to, during and following ACT Legislative Assembly sitting periods. The Assistant Director also acts as a central point of contact between the Directorate, the Chief Minister, Treasury and Economic Development Directorate's Government Business and Coordination team, other directorates, and the ministers' offices on Assembly business.

The Assistant Director also holds responsibility of the coordination, oversight, and quality assurance of corporate reporting responsibilities for the Directorate and provides high-level liaison, where necessary, to ensure clarity and consistency of advice.

This includes but is not limited to: Election Commitment and Parliamentary Agreement reporting and summary reports to the Directorate Executive and Ministers on the Directorate's Cabinet, Assembly, and ministerial business.

This position also provides support on an as-needs basis as a JACS Directorate Liaison Officer.

Eligibility/Other Requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes is desirable.

Experience in staff management is desirable.

Experience in the high-level operation of HPE Content Manager (i.e., TRIM) is desirable.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available from 09 May 2022 until 30 September 2022 with the possibility of permanency.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bartram (02) 6207 6791 chris.bartram@act.gov.au

ACT Corrective Services

Offender Reintegration

AMC Case Management Unit

AMC Case Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36114, several)

Gazetted: 30 March 2022

Closing Date: 19 April 2022

A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for highly motivated, values-driven professionals to join Offender Reintegration as AMC Case Managers (ASO6).

Alexander Maconochie Centre (AMC) Case Managers are responsible for providing 'end-to-end' integrated management for people in custody, through the development and review of case management strategies and processes, to ensure the provision of timely and high-quality interventions for detainees.

Successful applicants will oversee the development and implementation of individualised sentence management plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors.

In addition, you will provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes.

To be successful in this role, you will be able to work collaboratively and compose and edit complex written material. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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

Eligibility/Other Requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

Notes:

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services

Finance Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 35102)

Gazetted: 30 March 2022

Closing Date: 13 April 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Finance Officer (ASO4) within the Finance and Business Services Unit.

The successful applicant will be a motivated 'hands on' individual, with great attention to detail and strong customer services skills, who will be responsible for the accounts payable and receivable processes of ACTCS.

You will accurately manage accounts payable within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud and TM1 reporting and accounts receivables, within stipulated deadlines.

Further to this, you will collate petty cash vouchers, credit card acquittal and cab charges, undertaking monthly analysis and reconciliation, in addition to assisting in the preparation and collection of accurate financial data and information for audit requirements, monthly journals and reports and fortnightly salary reviews.

To be successful, you will have the ability to work in a demanding and 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: The successful candidate may be required to undergo a criminal record 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.

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

How to Apply: Applicants are required to submit the following items: (1) a one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae, including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

ACT Courts and Tribunal

Registrar's Office (SC)

Coordinator, Drug and Alcohol Sentencing List and Care and Protection Intensive List

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50908)

Gazetted: 29 March 2022

Closing Date: 5 April 2022

Details: The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal.

The ACTCT is seeking to recruit for the position of Coordinator, Drug and Alcohol Sentencing List and Care and Protection Intensive List. This role supports the Drug and Alcohol Sentencing List Judge with the management and oversight of cases and related services in the Drug and Alcohol List for the Supreme Court.

The role also performs similar duties in respect of the Care and Protection Intensive List and supports the Magistrate in that list. The position will report to the Registrar of the Supreme Court for Drug and Alcohol Sentencing List matters, and to the Registrar of the Magistrates Court for Care and Protection Intensive List matters.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated ability to:

Provide complex written and verbal advice to stakeholders in a Court environment with a focus on criminal law and process;

Manage quality client service with a broad range of diverse stakeholders, including court users, staff from a corrections, health, legal, academic and policy background, and judicial officers;

Produce high level written and verbal communication in relation to the progression of, and issues arising in, proceedings in a Court environment, including by giving evidence in Court when required.

Behavioural Capabilities

Demonstrated ability to:

Manage a large number of Court proceedings concurrently, set priorities and meet deadlines;

Develop sound working relationships with a broad range of diverse stakeholders, while observing the requirement to remain impartial and respect the separation of powers as required in a Court environment.

Eligibility/Other Requirements

Tertiary qualifications in law or a related field will be highly regarded.

Experience engaging with judicial officers and court users in a Court environment, and demonstrated knowledge of criminal law and process, will also be highly regarded.

Note: This is a Temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum four-page application providing examples demonstrating your suitability against the selection criteria for this role as outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmin Barker-Mitchell (02) 6207 8993 Jasmin.Barker-Mitchell@courts.act.gov.au

ACT Courts and Tribunal

ACT Sheriff's Officer

Senior Sheriff's Assistant (Victim Support/Training Officer)

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 43653)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

The ACT Courts and Tribunal is seeking a proactive and enthusiastic Senior Sheriff's Assistant, Victim Support and Training Officer (VSTO).

The VSTO will assist in protecting victims of crime from being subjected to violence or harassment while on court premises. The VSTO will also assist with ACT Courts and Tribunal Protection Unit matters and undertake the training of Sheriff's Assistants.

The role has the responsibility for:

Liaising with Victims (or their representatives), Victim support agencies, Judicial Officers, and the Sheriff's Office Engaging with, and informing stakeholders of various safeguards and processes relating to Victim support while on court premises

Maintaining accurate records relating to the functions of the position

Organise and facilitate the safe movement of victims or persons in fear of their welfare into, and within court premises

General assistance of victims of crimes or persons who identify as being afraid for their welfare or the welfare of another person while on court premises

Training of Sheriff's Assistants in their general duties

Operation of court based technology (remote witness equipment, radios, audio visual systems)

Assist in maintaining the safety and security of ACT Courts and Tribunal premises and all users and visitors of the ACT Courts and Tribunal; and

Other duties as directed by the ACT Sheriff

To be successful in the role, the VSTO will need to possess excellent interpersonal and communication skills, be self-motivated, respond quickly to situations, have sound judgement and professional resilience and be an effective team member.

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.

Eligibility/Other Requirements: The Senior Sheriff's Assistant is 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: This is a temporary position available immediately for 12 months. Selection may be based on application only.

How to Apply: Please submit a written application of no more than two pages, answering the following:

What motivates you to work within the Sheriff's Office?

Please outline your experiences working with vulnerable persons, who may attend the Court premises.

Please outline your experience in providing training in the workplace

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 Services

ACT State Emergency Services

Operations and Capability

Operational Capability Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 07182)

Gazetted: 29 March 2022

Closing Date: 15 April 2022

Details: The ACT State Emergency Service is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Operations Capability Coordinator. Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?

The Operational Capability Coordinator (OCC Officer) supports the activities of the ACT State Emergency Service (SES) and broader ACT Emergency Service Agency (ESA), taking a 'One Agency' approach to supporting ACTESA in servicing the ACT community. The OCC contributes to planning, preparedness, readiness, capability development and governance to enhance operational response to storms and flood within the ACT region.

The OCC Officer works collaboratively across other ESA Services and Operations teams, experience in negotiation and superior communication enables the development and maintenance of positive and productive working relationships. The OCC Officer contributes to a wide variety of administrative and practical support to the ACTSES for incident response and must have, or quickly be able to develop, an in-depth understanding of ACTSES operations. In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities and insight into how the ACTSES and broader ESA provides a collaborative service to protect the ACT community.

Eligibility/Other Requirements:

Understanding of the ACT Emergency ACT 2004.

Experience in Emergency Management with a strong working knowledge of the Australasian Inter-Agency Incident Management System.

Qualifications of experience to perform roles within an Incident Management Team highly desirable.

Minimum C class driver's licence is essential.

Eligible applicants will undergo a Police record 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

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

How to apply: Applicants should submit a response of no more than two-pages addressing the listed capabilities that form the criteria for the role, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

Contact Officer: Liz Matthews (02) 6205 2974 liz.matthews@act.gov.au

ACT Corrective Services

Operational Support

Assistant Director, Program Design & Development

Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46750)

Gazetted: 28 March 2022

Closing Date: 14 April 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Assistant Director, Program Design & Development (SPOC) within the Organisational Capability Unit.

The successful applicant will be responsible for developing and managing content of training programs for both correctional and non-correctional topics/programs. You will also contribute to and respond to, training needs analyses and develop program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will contribute to the development of policies, frameworks and strategies and demonstrate effective governance and accountability in training activities.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACTCS.

To be successful, you will have demonstrated experience in adult vocational education and proven experience in steering and implementing change.

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:

Certificate IV in Training and Assessment is mandatory.

Diploma of Training Design and Development is highly desirable.

A tertiary qualification in leadership or management is desirable.

How to apply: To apply, applicants are required to submit three items: (1) a two page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your Certificate IV in Training and Assessment. Please ensure you submit all three items.

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

Contact Officer: Kathryn Wilson (02) 6205 1320 kathryn.wilson@act.gov.au

Emergency Services Agency

Capability, Coordination & Support

Assistant Director, Sustainability & Projects

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50280)

Gazetted: 28 March 2022

Closing Date: 11 April 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Assistant Director, Sustainability & Projects.

The Assistant Director, Sustainability & Projects ensure timely, cost-efficient project management of vehicles and equipment relevant to ESA's core functions as well as delivering a vehicle replacement program which meets the ACT Government emissions reduction targets through the procurement of low emission and zero emission vehicles.

You will also ensure your small team demonstrates excellence in customer service in all interactions with relevant internal and external stakeholders to develop and maintain effective partnerships; while ensuring compliance with legislative requirements, and ACT Government and JACS Directorate policy frameworks for fleet assets. This position will also be required to provide high quality reporting, advice, and timely briefs to senior management, executives, and business units.

Eligibility/Other Requirements:

A driver's licence is essential.

This position requires a pre-employment medical.

Background / Security clearance checks will be conducted.

This position requires a Working with Vulnerable People Check.

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

How to apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Maree Oneale (02) 6207 8437 maree.oneale@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Chamber Support

Executive Assistant and Papers Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 214)

Gazetted: 25 March 2022

Closing Date: 8 April 2022

Details: The Office of the Legislative Assembly (OLA) is seeking expressions of interest from suitably experienced and skilled individuals to fill the role of Executive Assistant and Papers Officer.

The Office's chamber support function provides administrative and procedural advice and support to the operation of the chamber.

The Executive Assistant and Papers Officer role offers an interesting variety of work in both sitting and non-sitting weeks.

Responsibilities include:

Executive Assistant support - providing high quality executive assistance to the Deputy Clerk including coordinating meetings and taking minutes, preparing correspondence and other documents, and liaising with stakeholders as required.

Chamber Support operations - maintaining the database of tabled papers, processing legislation, and compiling periodic statistical information, and related tasks.

The successful candidate will need to demonstrate flexibility in their approach, and possess well developed administrative skills, sound judgement and either sound knowledge or the ability to acquire sound knowledge about the parliamentary procedures and practices of the ACT Legislative Assembly.

Note: This is a temporary position available until 30 June 2022 with the possibility of extension.

How to Apply: Please submit an expression of interest of no more than two pages outlining your experience against the position description, a curriculum vitae, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Shannon (02) 6205 0440 anne.shannon@parliament.act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer Group

Finance

Financial Reporting and Systems

Assistant Director, Financial Reporting and Systems

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05131)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

Details: The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers.

The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

This position is part of a dynamic team reporting to the Director, Financial Reporting and Systems. The position provides assistance with reporting including preparation of financial statements, dashboard reporting, and support the Directorate wide systems such as APIAS.

The primary responsibilities for this position are to:

Coordinate the preparation of year-end financial statements and annual reporting requirements for TCCS and TCO.

Prepare internal and external financial reports, dashboard reports, analysis and advice that meet the needs of Executives and Line Managers.

Prepare and/ or supervise monthly reconciliations and liaise with Shared Services for transactional processing. Prepare monthly reporting to Treasury. Manage the end of month and end of financial year process, liaise with Treasury and Audit Office.

Implement processes to ensure the recording of meaningful and accurate financial information in conjunction with the Shared Services.

Contribute to the continuous improvement for the internal and external reporting within the Finance Branch. This position does not involve direct supervision of staff.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated experience in the coordination and preparation of statutory financial statements and financial reports to Senior Executives, Audit Office, and other external stakeholders.

Highly developed knowledge and experience in the application of accounting policies and practices.

Highly developed communication (oral and written), negotiation, and liaison skills.

Demonstrated responsiveness, reliability, adaptability, and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise and work independently in a small team environment with a high degree of self-motivation under limited supervision

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices.

Eligibility/Other Requirements:

Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable.

Ability to use complex spreadsheets and TM1/CDM is highly desirable.

Notes: An order of merit 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 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 provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belina Chan (02) 6205 3940 Belina.Chan@act.gov.au

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

Chief Operating Officer Group

People and Capability

Organisational Development

Advisor, Workforce Culture (Entry Level Program)

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42828)

Gazetted: 24 March 2022

Closing Date: 31 March 2022

About you

You are a born people person, a great communicator, highly organised and willing to undertake training to hone your skills even further. You may be early in your career and ready to step up from an Administrative Services Officer Level 4 (ASO4) role or alternatively you have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

You'll have an amazing work ethic, be able to teach us a thing or two about Microsoft office applications, enjoy interpreting data and finding new and better ways to deliver your work. You will be at your best when collaborating with others and thrive in diverse and inclusive team environments.

Being a people person, you may not enjoy the written side of life, but you will be able to craft briefs, project plans and other documents in an efficient, clear, concise, and digestible way.

About the role

As an Advisor in Human Resources (HR), you will support the design, development, and implementation of Transport Canberra and City Services (TCCS) workforce strategies and initiatives. Principally, you will be the 'go-to' person coordinating and delivering the Directorates entry level programs, such as graduates, apprentices, trainees and other entry-level roles and initiatives.

With a keen focus on developing new entry level pathways that improve the attraction of Aboriginal and Torres Strait Islanders, people with disability, mature age workers and school leavers. You will use data to inform innovative approaches to address talent gaps and support the development of savvy recruitment campaigns. This role will be uniquely placed to interact with our senior executives, internal stakeholders, industry, and education settings to help support the promotion of TCCS as an employer of choice.

Joining the team

We are a team of around 20 people who love what we do and who we work for.

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 OR/AND this position is identified to be filled by a person with disability under the Public Sector Management Act 1994 (Section 27 ss3) and Section 13 of the Public Sector Management Standards 2016. Identifying this role aims to increase the diversity of the ACTPS workforce and eliminate disadvantage in relation to public sector employment. Applicants may be asked to provide evidence to support their eligibility against this criterion.

Notes: This is a temporary position available immediately until December 2022 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. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this role sounds like a good fit for you, tell us in 500 words why you are the best person for the job referencing the Selection Criteria in the Position Description. Please submit current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

City Services

City Presentation

Place Management

Operations Supervisor

General Service Officer Level 9 \$78,051 - \$88,207, Canberra (PN: 00500, several)

Gazetted: 24 March 2022

Closing Date: 7 April 2022

The General Services Grade 9 positions within Place Management are responsible for leading a team engaged in the maintenance of the of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services.

This position will coordinate the delivery of horticultural maintenance and cleaning programs across a defined region of the ACT. Directly supervising staff this position will oversee the delivery of the annual works program and will ensure that daily critical tasks are completed.

This position is a frontline leadership role and responsible for staff supervision, performance management, technical support, and training to work groups that include permanent employees, contract staff and apprentices.

Eligibility/Other Requirements:

Workplace Health and Safety Induction (White Card)

Asbestos awareness card

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain

Implement Traffic Control Plans qualification or a willingness to obtain

Driver's licence C Class is essential

Permanent resident of Australia

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Forster 0438 357 443 Andrew.Forster@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

Infrastructure Delivery and Waste

Assistant Director – Environment, Risk and Safety

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00330)

Gazetted: 30 March 2022

Closing Date: 15 April 2022

Details: The Assistant Director, Environment, Risk and Safety works within the Service Delivery team and reports to the Director, Service Delivery.

The role provides high-level advice specific to the waste sector, drawing on extensive risk and work health and safety (WHS) and quality control experience. The role is responsible for ensuring ACT NoWaste achieves a positive safety and quality culture across all activities. Another key aspect of the role is to have oversight on ACT NoWaste waste management activities such as contracts and projects to ensure appropriate mechanisms are in place to manage risk, safety and the impact these activities have on the environment and the measures to improve environmental performance and management.

The Assistant Director, Environment, Risk and Safety will be required to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, and internal and external stakeholders. The role will manage all development and implementation of plans, procedures and business systems in the areas of safety, risk and environment. The role will also formulate training modules for internal staff to undertake to ensure staff are compliant with their WHS obligations. The role will also provide technical advice on environment and WHS for new service design and procurement.

Please address these in four pages or less in your application.

Skills/Knowledge

Risk management, including developing risk registers, managing organisational risk frameworks, and leading risk reporting processes

Environmental management and Work Health and Safety, including knowledge of relevant legislation.

Development and implementation of policies, plans, procedural documentation and business systems.

Develop and implement training programs to support compliance with workplace procedures.

Data management and analysis, and problem-solving.

High level liaison, negotiation, communication and technical writing skills and a demonstrated ability to provide quality advice to management.

Behaviours

Understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Personal drive and the ability to consistently display high quality customer service principles, practices and attributes, within a fast-paced work environment.

Integrity is important to you – you strive to achieve excellence and lead by example.

Collaborative – you enjoy working in a team.

Note: This is a temporary position available immediately up until 1 February 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response of four pages or less and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashe Pepper 0477 101 469 ashe.pepper@act.gov.au

Chief Operating Officer Group

People and Capability

Employee Relations

Senior Director (Workplace Relations)

Senior Officer Grade A \$155,107, Canberra (PN: 49980)

Gazetted: 29 March 2022

Closing Date: 12 April 2022

The Senior Director Workplace Relations is an experienced and influential Industrial Relations expert responsible for leading, informing, documenting, and negotiating the Directorates response to enterprise agreement negotiations. This includes Enterprise Agreement Schedules as they relate to the:

Administrative and Related Classifications Enterprise Agreement

Infrastructure Services Enterprise Agreement

Technical and Other Professional Enterprise Agreement

The Senior Director will also lead the negotiations for the:

Transport Canberra Operations (ACTION) Enterprise Agreement

This key specialist role works closely with senior officials and staff across the Directorate as well as with the Whole of Government Industrial Relations and Public Sector Employment group within the Chief Minister, Treasury and Economic Development (CMTEDD) Directorate who are the central agency responsible for enterprise agreement negotiation strategy at a whole of government level.

As the senior industrial relations specialist, you will possess, or have the ability to rapidly acquire a comprehensive understanding of the public sector industrial relations landscape, and you will provide high level strategic advice through identifying key industrial relations issues, challenges, risks and opportunities to inform the negotiation position.

This role is both a strategic and 'hands-on role' and requires someone with resilience, energy and drive.

Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

Eligibility/Other Requirements: Relevant tertiary qualifications in Industrial Relations, Employment Law or Human Resources or a related field and or a minimum of five years relevant experience in a senior HR industrial relations position in a diverse organisation is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution (desirable but not essential)

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

How to Apply: Please submit a pitch of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Petra Crowe (02) 6205 3817 Petra.Crowe@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

Strategy and Occupational Hygiene

Hazardous Chemicals Inspector

Regulatory Inspector 6 \$90,099 - \$103,117, Canberra (PN: 32676)

Gazetted: 29 March 2022

Closing Date: 5 April 2022

Details: Do you have experience with asbestos, lead or silica? Are you a good communicator of technical or scientific information? Do you want to work for a modern organisation that values work/life balance? If you answered yes to any of these questions, you could be the candidate we are looking for. WorkSafe ACT's Strategy and Occupational Hygiene team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Hazardous Chemicals Inspector.

The Inspector will plan and lead proactive and reactive compliance inspections and assist in enforcement actions in relation to the WHS and Dangerous Substances laws. We are looking for people who have technical knowledge and experience in hazardous chemicals or dangerous goods across various industries including manufacturing, asbestos removal, construction, education or health.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

Eligibility/Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including ability to complete required mandatory training.

Current unrestricted driver's licence.

Willingness to:

participate in an after hours on-call and telephone roster

wear a uniform

participate in programmed after hours compliance activities, and

undergo a pre-employment police check.

Qualifications in WHS or hazardous chemicals are highly desirable

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Heard (02) 6207 9819 jonathan.heard@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade B \$133,552 - \$150,347

Atsuko Eppelstun, Section 68(1), 28 March 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Aiden Kelly, Section 68(1), 24 March 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Nikita Patel, Section 68(1), 30 March 2022

Canberra Health Services

Administrative Services Officer Class 6 \$90,099 - \$103,117

Julie Asprey, Section 68(1), 24 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

David Campbell, Section 68(1), 24 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Maggie Campbell, Section 68(1), 24 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Victoria Chard, Section 68(1), 31 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Danielle Chenery, Section 68(1), 31 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Amy Farrar, Section 68(1), 31 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Angela Garmendia Zuniga, Section 68(1), 23 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Kaylee Houghton, Section 68(1), 19 March 2022

Medical Imaging Level 2 \$69,738 - \$95,736

Emma Jones, Section 68(1), 16 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Kelly-Jean Kennedy, Section 68(1), 31 March 2022

Pharmacist Level 1 \$74,225 - \$85,685

Brenda Lee, Section 68(1), 28 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Megan Lee, Section 68(1), 31 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Olivia Maiuto, Section 68(1), 31 March 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Finn Manningdale, Section 68(1), 28 March 2022

Registered Nurse Level 3.1 \$114,201 - \$118,901

Eleanor Miller, Section 68(1), 22 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Monique Naughton, Section 68(1), 31 March 2022

Pharmacist Level 1 \$74,225 - \$85,685

James Osborne, Section 68(1), 28 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Sudipto Pal, Section 68(1), 04 April 2022

Research Officer Grade 2 \$75,239 - \$81,466

Jayashree RAVICHANDRAN, Section 68(1), 29 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Anna Tanswell, Section 68(1), 31 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Brooke Veness, Section 68(1), 24 March 2022

Health Professional Level 2 \$69,738 - \$95,736

Jack Wells, Section 68(1), 31 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Alice Yeadon, Section 68(1), 31 March 2022

Canberra Institute of Technology

Teacher Level 1 \$79,598 - \$106,208

Michael Drage, Section 68(1), 21 March 2022

Teacher Level 1 \$79,598 - \$106,208

Nadine Morton, Section 68(1), 25 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Jasmeet Singh, Section 68(1), 29 March 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$90,099 - \$103,117

Liam Fallon, Section 68(1), 29 March 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Helena Merten, Section 68(1), 17 March 2022

Senior Officer Grade C \$113,397 - \$122,062

Jonathan Waygood, Section 68(1), 16 March 2022

Community Services

Youth Worker 1 \$67,770 - \$72,935

Kristan Armstrong, Section 68(1), 23 March 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Taylah Elliott, Section 68(1), 28 March 2022

Senior Officer Grade C \$113,397 - \$122,062

Karen Hosking, Section 68(1), 28 March 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Clare Sheehan, Section 68(1), 18 March 2022

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904

Claire Stewart, Section 68(1), 23 March 2022

Youth Worker 1 \$67,770 - \$72,935

Maccie Whittick, Section 68(1), 23 March 2022

Education

Administrative Services Officer Class 6 \$90,099 - \$103,117

Robert Brown, Section 68(1), 23 March 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Cate Furey, Section 68(1), 23 March 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Isabella Markoska, Section 68(1), 24 March 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$83,620 - \$88,510

Daniel Oetomo, Section 68(1), 28 March 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Lincoln Rixon-Petty, Section 68(1), 28 March 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$67,770 - \$72,935

Petra Klekawka, Section 68(1), 28 March 2022

Suburban Land Agency

Administrative Services Officer Class 6 \$90,099 - \$103,117

Kaleb Cassidy, Section 68(1), 4 April 2022

TRANSFERS

ACT Health

Novella Finney

From: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$113,397 - \$122,062

ACT Health, Canberra (PN. 23973) (Gazetted 8 February 2022)

Canberra Health Services

Brigitte Pride

From: Health Professional Level 2 \$69,738

Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services, Canberra (PN. 31464) (Gazetted 18 January 2022)

Community Services

Chelsea Gutterson

From: Child and Youth Protection Professional Level 4 \$121,730 - \$130,613

Community Services

To: Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 02344) (Gazetted 14 February 2022)

Director of Public Prosecutions

Kiara Sheridan

From: Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Justice and Community Safety

To: Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Director of Public Prosecutions, Canberra (PN. 16893) (Gazetted 11 February 2022)

Education

Emma Stevens

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education, Canberra (PN. 36968) (Gazetted 4 August 2021)

Justice and Community Safety

Jeffrey Beaver

From: Senior Officer Grade C \$113,397

Worksafe ACT

To: Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 11408) (Gazetted 28 January 2022)

Jenny West

From: Senior Officer Grade B \$133,552 - \$150,347

Justice and Community Safety

To: Correctional Officer Class 4 \$114,623 - \$122,245

Justice and Community Safety, Canberra (PN. 19248) (Gazetted 17 December 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Margaret Ryan

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$90,099 - \$103,117

ACT Health, Canberra (PN. 51090) (Gazetted 4 May 2021)

Canberra Health Services

Renee Chick

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Health Services, Canberra (PN. 19208) (Gazetted 20 August 2021)

Medicine

Anne Corney

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: †Registered Nurse Level 4.3 \$147,398

Canberra Health Services, Canberra (PN. 16234) (Gazetted 1 February 2022)

Sophie Eun

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. 27015) (Gazetted 2 February 2022)

Medicine

Rachel Gallagher

From: Registered Nurse Level 3.2 \$129,103
Canberra Health Services
To: †Registered Nurse Level 4.3 \$147,398
Canberra Health Services, Canberra (PN. 55544) (Gazetted 10 February 2022)

Nicola Irwin

From: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services
To: †Registered Midwife Level 3.1 \$114,201 - \$118,901
Canberra Health Services, Canberra (PN. 19022) (Gazetted 1 February 2022)

Medical Services

Jodi Miller

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Canberra Health Services
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Canberra Health Services, Canberra (PN. 27039) (Gazetted 18 January 2021)

Poulstin Pallassery Davis

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. 50785) (Gazetted 24 February 2022)

Clinic Services

Russell Robson

From: Registered Nurse Level 4.1 \$129,103
Canberra Health Services
To: †Senior Officer Grade A \$155,107
Canberra Health Services, Canberra (PN. 25981) (Gazetted 22 September 2021)

Clinical Services

Elysia White

From: Administrative Services Officer Class 2 \$59,813 - \$66,047
Canberra Health Services
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Canberra Health Services, Canberra (PN. 48682) (Gazetted 18 February 2022)

Canberra Institute of Technology

Corporate Services

CIT Facilities

Stephen Pohl

From: Building Service Officer 3 \$72,451 - \$76,559
Education
To: General Service Officer Level 8 \$72,451 - \$76,559
Canberra Institute of Technology, Canberra (PN. 54637) (Gazetted 22 September 2021)

Chief Minister, Treasury and Economic Development

Digital, Data & Technology Solutions
Technology Services Branch
Technical Services Delivery
Kirby Anderson

From: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 14413) (Gazetted 13 December 2021)

Digital Data and Technology Solutions
Technology Services
End User Services
Christoffer Andrew

From: Information Technology Officer Class 1 \$72,935 - \$83,023
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 15058) (Gazetted 1 January 2000)
This promotion is made in accordance with Section 20 of the Public Sector Management Standards 2016.

Economic, Budget and Revenue Group (EBR)
ACT Insurance Authority
Damian Black

From: Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$155,107
Chief Minister, Treasury and Economic Development, Canberra (PN. 12598) (Gazetted 15 October 2021)

Economic Development
National Arboretum and Stromlo Forest Park
Christine Callen

From: Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade A \$155,107
Chief Minister, Treasury and Economic Development, Canberra (PN:54371) (Gazetted 9 December 2021)

Economic Development
VisitCanberra
Marketing
Donna Ciaccia

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. 49124) (Gazetted 15 February 2021)

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)
ACT Insurance Authority
Cherie Cortes

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 50340) (Gazetted 25 January 2022)

Economic Development
National Arboretum and Stromlo Forest Park
Ahmed Khan

From: Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$155,107
Chief Minister, Treasury and Economic Development, Canberra (PN. 12592) (Gazetted 8 December 2021)

Digital, Data and Technology Solutions
Customer Engagement Services Branch
People and Capability Team
Kathryn Meere

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Transport Canberra and City Services
To: †Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 53645) (Gazetted 7 December 2021)

Digital, Data and Technology Solutions
Customer Engagement Services Branch
People and Capability Team
Anurag Prasad

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Community Services
To: †Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 57106) (Gazetted 7 December 2021)

Digital Data and Technology Solutions
Customer Engagement Services Branch
ICT Emergency Services Agency
Jamie Rochford

From: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 51890) (Gazetted 4 February 2022)

Economic Development
National Arboretum and Stromlo Forest Park
Amalie Shawcross

From: Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$155,107
Chief Minister, Treasury and Economic Development, Canberra (PN. 54359) (Gazetted 8 December 2021)

Access Canberra
Fair Trading and Compliance
Investigations
James Stennett Riedel

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
ACT Health
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 33914) (Gazetted 28 January 2022)

Community Services

Housing ACT
Policy and Business Transformation
Quality Management, Risk, Response and Review
Leah Calder

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 49989) (Gazetted 10 January 2022)

Housing ACT

Infrastructure and Contracts

Finance

Berk Canturk

From: Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 52146) (Gazetted 9 November 2021)

Housing ACT

Client Services Branch

Growth and Renewal Tenant Relocation

John Mazengarb

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 54064) (Gazetted 7 December 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education

School Improvement

North Canberra/Gungahlin School Network

Palmerston District Primary School

Philip Batten

From: Building Service Officer 2 \$62,023 - \$64,843

Education

To: Building Service Officer 3 \$72,451 - \$76,559

Education, Canberra (PN. 52368) (Gazetted 10 February 2022)

Office for Schools

Tuggeranong Network

Namadgi School

Abby Trevillian

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Education, Canberra (PN. 24885) (Gazetted 9 February 2022)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Governance, Compliance and Legal

Legal Policy and Integrity

Jessica Hanigan

From: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Environment, Planning and Sustainable Development, Canberra (PN. 39173) (Gazetted 19 January 2022)

Corporate Services and Operations
Governance, Compliance and Legal Services
Governance, Assurance and Performance
Jessica Sizer

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
Environment, Planning and Sustainable Development, Canberra (PN. 49177) (Gazetted 3 February 2022)

Justice and Community Safety

ACT Corrective Services
Custodial Operations
Custodial Operations
Cindy Botha

From: Correctional Officer Class 2 \$85,658 - \$91,757
Justice and Community Safety
To: †Correctional Officer Class 4 \$114,623 - \$122,245
Justice and Community Safety, Canberra (PN. 56867) (Gazetted 17 December 2021)

ACT Corrective Services
Community Corrections
Nicole Foyster

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935
Canberra Health Services
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Justice and Community Safety, Canberra (PN. 48984) (Gazetted 19 January 2022)

Legislation, Policy and Programs
Justice Reform
Restorative Justice Unit
Suit Lean Siah

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Justice and Community Safety
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Justice and Community Safety, Canberra (PN. 40324) (Gazetted 25 January 2022)

Major Projects Canberra

Project Development and Support
Ministerial, Governance and Corporate Support
Corporate Support
Cameron Musgrove

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Major Projects Canberra
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Major Projects Canberra, Canberra (PN. 56797) (Gazetted 21 February 2022)

Office of the Legislative Assembly

Business Support
Finance
Don Shashika

From: Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services

To: Senior Officer Grade B \$133,552 - \$150,347

Office of the Legislative Assembly, Canberra (PN310) (Gazette 17 November 2021)

Transport Canberra and City Services

Chief Operating Officer Group

Governance and Ministerial Services

Boards and Committees

Erin Barker

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 18438) (Gazetted 23 February 2022)

City Services

City Operations

Development Coordination Branch

asm moniruzzaman

From: Technical Officer Level 3 \$78,051 - \$88,207

Transport Canberra and City Services

To: †Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services, Canberra (PN. 23548) (Gazetted 24 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Dipak Rathod

From: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services, Canberra (PN. 14177) (Gazetted 10 June 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

Worksafe ACT

Compliance and Enforcement

Psychosocial

Tyrone Smithers

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Worksafe ACT

To: †Senior Officer Grade C \$113,397 - \$122,062

Worksafe ACT, Canberra (PN. 05771) (Gazetted 13 September 2021)