

OFFICIAL



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 05 May 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>

#### Population Health Division

#### COVID-19 Branch

#### Mental Health and Wellbeing

#### Senior Wellbeing Officer

**Health Professional Level 3/Health Professional Level 4 \$98,489 - \$122,062, Canberra (PN: C12267, several)**

Gazetted: 11 May 2022

Closing Date: 27 May 2022

Details: This is an exciting opportunity for experienced social workers, counsellors and psychologists to join the COVID-19 Wellbeing Team who provide mental health and wellbeing support to people in quarantine/isolation due to COVID-19. Employment conditions can be very flexible and be adapted according to the suitability of selected candidates.

The COVID-19 Wellbeing Team is a supportive team that provides evidence-based psychosocial tele-counselling support and referral service to people in quarantine/isolation due to COVID-19. Support provided includes tele-counselling to promote wellbeing and prevent mental health deterioration, brief evidence-based interventions, problem solving to ensure safety of the consumer and their family, and referrals to relevant services for further emotional and/or practical support. The clinical work is rewarding with consumers benefitting regularly and immediately from our person-centred service.

Roles may be filled based on operational requirements and the business needs of the COVID-19 Response Branch. Applicants will only be contacted if a vacancy arises suiting their skills and experience. Weekend work may be available if desired.

The ACT Public Service support 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: Minimum qualification as a social worker, counsellor or psychologist. See Position Description for further details.

Prior to commencement the successful applicant will be required to:

Undergo a pre-employment National Police Check.

Note: Opportunities will be offered on a casual basis for period of up to 12 months. The full-time salary noted above will be paid pro rata. This position will be filled at either the HP3 or HP4 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: If you are interested in joining this exciting team, you can apply by providing a written statement, up to two pages in length, addressing the selection criteria; a curriculum vitae; and contact details of two referees, one being your current supervisor.

A selection committee may decide to make a decision based on curriculum vitae, written applications and referee reports only.

For further information about this position, please contact Natalie Chan on [Natalie.Chan@act.gov.au](mailto:Natalie.Chan@act.gov.au) or 0434 951 330.

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

Contact Officer: Natalie Chan (02) 5124 1505 [Natalie.Chan@act.gov.au](mailto:Natalie.Chan@act.gov.au)

**Population Health Division****Centre for Health and Medical Research****Director, Research Strategy****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50975)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: An exciting opportunity exists within the Population Health Division for a Director, Research Strategy within the Centre for Health and Medical Research team.

Key duties under this role:

Under broad direction, lead and take a risk-based approach to coordinating project activities including strategic planning, policy and governance functions within the Centre for Health and Medical Research.

Establish, build and sustain collaborative stakeholder engagement, including the ability to communicate with influence, negotiate effectively and actively lead group activities.

Be responsible for managing and leading projects relevant to strategic partnerships on research in the ACT Health System.

Research, analyse, and interpret information in the preparation of correspondence, briefs and reports as required including submissions and documents for executive delegate and committee consideration.

Manage the Research and Innovation Fund.

Undertake other duties appropriate to this level of classification that contribute to the Directorate.

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

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

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 also provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Shadbolt (02) 5124 4288 [Bruce.Shadbolt@act.gov.au](mailto:Bruce.Shadbolt@act.gov.au)

**ACT Health Temporary Employment Register****Temporary Employment Register , Canberra (PN: Temporary Employment Register)**

Gazetted: 09 May 2022

Closing Date: 31 December 2022

People who are interested in temporary employment within the ACT Health Directorate are invited to submit their curriculum vitae for placement on a Temporary Employment Register. The register will be used to select staff for temporary, short-term engagements or for special projects on either a full, part time or casual basis. Roles may be filled based on operational requirements and the business needs of the organisation. Applicants will only be contacted if a vacancy arises suiting their skills and experience. ACT Public Service terms and conditions will apply to any employment. See our website - <https://www.health.act.gov.au/>

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

Eligibility/Other Requirements:

To be eligible for temporary employment you must be in Australia on a visa with working rights or be an Australian citizen or permanent resident.

All new employees to the ACT Government are required to undergo an Australian Federal Police National Police Check. The check assists the ACT Health in determining the suitability of applicants for employment.

If you are no longer available for employment, please advise us via the email address below.

Notes: This is a temporary employment register that will be used to fill full-time, part-time and casual

Administrative Service Officer Class 2 to a Senior Officer Grade A. It will be used to fill vacancies of up to three

months only. The register is valid until 31st December 2022. To remain on the Register, you will need to re-apply at the beginning of each year.

How to Apply: If you are interested in being placed on our Temporary Employment Register, please send a completed Temporary Register application form and curriculum vitae including the contact details of two referees, one being a current or previous manager/supervisor.

Applications must be sent to [AHDJobs@act.gov.au](mailto:AHDJobs@act.gov.au)

Contact Officer: Louise Kael N/A [HDHR@act.gov.au](mailto:HDHR@act.gov.au)

## **Policy, Partnerships and Programs**

### **Health Policy and Strategy**

#### **Social Policy**

#### **Assistant Director - Family and Inclusion**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57421)**

Gazetted: 06 May 2022

Closing Date: 13 May 2022

Details: The Family and Inclusion Team is seeking an Assistant Director to contribute to the work of our team for a period of three months with possibility of extension. We work with a range of complex policy areas including, but not limited to reproductive health, LGBTIQ+ health and responding to the Child Abuse Royal Commission. We are also working with the community to commission health services for a range of sub-sectors in the Family and Inclusion space.

The ideal candidate will have experience working in health or social policy, well developed written and oral communication skills, and an ability to liaise and network within a remote working environment.

Note: This is a temporary position available immediately for three months, with the possibility of extension up to six months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next six months.

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

Applications should be sent to the Contact Officer.

Contact Officer: Jane Pepper (02) 51243877 [jane.pepper@act.gov.au](mailto:jane.pepper@act.gov.au)

## **Office of the Director-General**

### **Ministerial and Government Services**

#### **ACT Health Directorate Liaison Officer**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 24807)**

Gazetted: 05 May 2022

Closing Date: 26 May 2022

Details: Do you have strong relationship building skills? Are you self-motivated, resilient and keen for your next challenge? Then we would like to hear from you!

The ACT Health Ministerial and Government Services (MAGS) is looking for the next ACT Health Directorate Liaison Officer (ACTH DLO). The ACTH DLO is the key conduit between the ACT Health Directorate and the Minister for Health and the Minister for Mental Health Offices.

The ACTH DLO, under direction from the Senior Director, MAGS, is responsible for the coordination of information and workflow between the Directorate and Ministers' Offices in support of the Health/Mental Health portfolio Ministers and ACT Health Executives.

The ACTH DLO is also a central point of contact between the Directorate, the Chief Minister, Treasury and Economic Development Directorate's Cabinet Office and Government Business & Coordination teams, other directorates and the Ministers' offices on Cabinet and Assembly business.

This is a diverse and interesting role as part of a high functioning team, who willingly support each other in meeting critical timeframes.

The successful applicant will be expected to have exceptional administrative, organisational, and technical skills and the ability to demonstrate resilience in a high-pressure environment. You will be required to work from the Legislative Assembly in the Office of the Minister for Health.

Eligibility/Other Requirements: Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is essential.

Note: This is a temporary position available from 1 August 2022 for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The position is a rotational role.

How to Apply: Please submit a two-page pitch (maximum) outlining your suitability for the position in line with the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 [Chadia.Rad@act.gov.au](mailto:Chadia.Rad@act.gov.au)

### **ACT Integrity Commission**

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

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

#### **Investigation**

#### **Investigation**

#### **Senior Intelligence Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48708)**

Gazetted: 11 May 2022

Closing Date: 13 June 2022

The key duties and responsibilities of the position include:

1. The design, procurement, management, and maintenance of a fit-for-purpose intelligence database to enable the development of comprehensive intelligence products that support the investigations and assessment processes. Duties include database stewardship, program and project management, stakeholder engagement, system maintenance and the identification and development of new information sources, including:
  - a. drafting of memorandums of understanding,
  - b. establishment of formalised access to relevant information sources and
  - c. management of the allocated budget for the intelligence function.
2. A well-developed ability to coordinate and carry out complex intelligence projects ensuring:
  - a. knowledge of intelligence processes, methodologies and techniques are consistently applied, and operational practices will withstand internal and external scrutiny;
  - b. that Intelligence-led enquiries proactively drive and complement investigation strategies through the development of intelligence products;
  - c. research and analysis, high level problem solving and the ability to form sound judgements to provide expert advice to Commission staff;
  - d. information management is aligned with legislation and Commission policies including records in respect of *Chapter Four Telecommunications (Interception and Access) Act 1979* are maintained in accordance with legislative and policy objectives, and
  - e. Operational and organisational risks are effectively managed and reported as required.
3. Where necessary, prepare evidentiary material for Commission examinations and for referral to prosecution entities ensuring:
  - a. Preparation of intelligence products as required for evidentiary purposes in Commission proceedings, or other prosecuting authority and disciplinary proceedings; and
  - b. Evidentiary material is professionally presented in accordance with legislative requirements, internal policies and the requirements of the Office of the ACT Director of Public Prosecutions.
4. Communicate with internal and external stakeholders, establishing collaborative and effective working relationships ensuring:
  - a. Intelligence products and reporting activities are disseminated in a professional and timely manner,
  - b. Inter-agency liaison to maintain productive networks and to promote information sharing and partnerships to ensure Commission practices are bench marked and aligned with contemporary intelligence methodologies,
  - c. Develop, implement and review policies and procedures as they apply to this position, to maintain and increase the operational capabilities of the Commission,
  - d. Research and review new analytical tools, data interrogation, research capabilities and threat assessment methodologies to support and increase the Commissions strategic decision making and operational activities, and
  - e. Provide Intelligence support to other Commission units.

5. Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.
6. Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being

Eligibility/Other Requirements: A degree or higher-level qualification in an intelligence related discipline from a recognised tertiary institution is highly desirable.

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

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

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

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

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

How to apply: Applicants are required to submit a curriculum vitae and a 700 word pitch addressing the following criteria:

1. Highly experienced in strategic and operational intelligence within a law enforcement, or regulatory compliance environment.
2. Demonstrated knowledge of data interrogation, intelligence processes, methodologies and techniques to direct investigations.
3. Demonstrated knowledge of the rules of evidence, criminal procedure and the preparation and oversight of intelligence products for evidentiary purposes.
4. Well-developed ability to coordinate and carry out complex intelligence projects involving research and analysis, high level problem solving and provision of sound judgements.
5. The ability to draft and review policy and procedures for the intelligence processes of the Commission.
6. Highly developed oral and written communication skills including the ability to establish collaborative and effective working relationships with internal and external stakeholders.

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

Contact Officer: Matt Kelly (02) 6207 9483 Matt.Kelly@integrity.act.gov.au

### **Canberra Health Services**

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

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

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

#### **Rapid Assessment of Deteriorating Aged at Risk (RADAR)**

#### **Registered Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 56663 - 022N5)**

Gazetted: 09 May 2022

Closing Date: 23 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

#### ABOUT YOU

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

#### Behavioural Capabilities

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

1. Strong organisational skills and ability to lead a small team.
2. Able to work independently using advanced clinical knowledge of the elderly person
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of three years' experience in geriatric setting preferred. A current driver's licence is mandatory.

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

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

Note: This is a temporary position available for three months with the possibility of extension. This position is part-time at 24 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: Mercy Lukose (02) 5124 3035 [mercy.lukose@act.gov.au](mailto:mercy.lukose@act.gov.au)

#### **Nursing and Midwifery Operational**

##### **Neonatology**

##### **Assistant Director of Nursing, Clinical Support and Neonatology**

##### **Registered Midwife Level 4.3 \$147,398, Canberra (PN: 26098 - 022LY)**

Gazetted: 09 May 2022

Closing Date: 9 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing and postnatal care for low-risk women, and women requiring complex care.

Reporting to the Director of Nursing and Midwifery (DON/M), the Assistant Director of Nursing (ADON)

Neonatology and Clinical Support holds a senior leadership position within the Division of Women Youth and Children (WYC). The ADON provides leadership, strategic direction, planning and operational leadership to the Neonatal and Clinical Support Nursing and Midwifery team to achieve high quality and safe patient care within WYC.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

The Clinical Support team is pivotal in supporting a Division wide collaborative approach to policy development, educational support portfolios, research and contributes to the provision of safe effective care through the Access & Operations Coordinators who coordinate responses to manage patient flow issues. The ADON works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Strong leadership capability, including capacity to build and inspire cohesive high performing teams,
2. Adaptability and flexibility to accommodate change and provide responsive services to meet service and clients' needs
3. An ability to progress relationships and work respectfully in partnership with a range of stakeholders including consumers,
4. Resilience and adaptability in a dynamic health environment.

#### Position Requirements/Qualifications:

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

Relevant post graduate management, nursing leadership or neonatal critical care 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:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Cathy O'Neill (02) 5124 7562 [Cathy.O'Neill@act.gov.au](mailto:Cathy.O'Neill@act.gov.au)



**Medicine****Neurophysiology****Senior Neurophysiology Scientists**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 12895 - 02200)**

Gazetted: 10 May 2022

Closing Date: 24 May 2022

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Neurology department is a busy environment which services inpatients and outpatients for numerous neurophysiology procedures. An exciting opportunity exists for an experienced clinical neurophysiologist to become a part of the allied health team. This position requires a subject matter expertise and the ability to work autonomously to provide complex and critical neurophysiology service delivery. The role includes supporting the management of the neurophysiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group.

Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
2. Demonstrates strong organisational skills with a high degree of drive.
3. Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
4. Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

**Position Requirements/Qualifications:****Mandatory:**

Bachelor of Science/Applied Science, or equivalent

Minimum of two years post-qualification experience in Clinical Neurophysiology Testing

**Desirable:**

Be eligible for Accredited membership with Association of Neurophysiological Technologists of Australia Inc. (ANTA)

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

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.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

Contact Officer: Sarah Chapman (02) 5124 3994 [sarah.chapman@act.gov.au](mailto:sarah.chapman@act.gov.au)

### **Child and Adolescent Mental Health Services (CAMHS) Acute service**

#### **CAMHS Acute services**

#### **Adolescent Intensive home treatment team**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 49493, Several - 022MM)**

Gazetted: 06 May 2022

Closing Date: 20 May 2022

Our Vision: creating exceptional health care together

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery.

The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

This role will be based within CAMHS Acute Services, CAMHS Adolescent Intensive Home treatment team (AIHTT).

The service provides assessment to children, young people, and adolescents who have presented with a mental health vulnerability and are not currently case managed in the community. The service is across a six-day roster.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### ABOUT YOU

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

#### Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

#### Position Requirements/Qualifications:

##### Mandatory:

##### For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's license.

##### For Psychology:

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

\*Applicants must have a minimum of three years paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

##### For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

Must hold a current driver's license.

##### Highly desirable for all disciplines:

Experience in working with children and young people.

Note: The successful candidate will be required to;

Be available to work within all program areas of CAMHS as service needs arise

Be available for weekend work and on call work when necessary.

This position is a full time permanent HP2 position available at CAMHS Acute services.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

Appointment to the position may be based on written application and referee reports only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Norette Leahy (02) 5124 1095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

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

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

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

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 41195 - 02215)**

Gazetted: 06 May 2022

Closing Date: 20 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within the multi-disciplinary team.

Canberra Hospital campus that is guided by the principles of Recovery. Territory Wide Mental Health Services aim to provide collaborative care involving the person, their Carers, and other key clinical and support services.

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

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

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

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

#### ABOUT YOU

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

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

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

#### Position Requirements/Qualifications:

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of three years' experience working professionally in related/relevant organisation/service. is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Andi Nissen (+61) 0403 051 872 Andi.Nissen@act.gov.au

## Medical Services

### Pharmacy

#### Advanced Training Resident - Medication Safety and Quality

**Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade), Canberra (PN: 32147 - 022MU)**

Gazetted: 06 May 2022

Closing Date: 24 May 2022

Details: 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The position holder will undertake a structured training program that will support them to progress toward advanced practice in the field of medication safety and quality. This training program will include supervised practice in key roles related to the CHS medication safety program.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

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

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

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Prior to 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is temporary full time position available for a period of two years.

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

## **Infrastructure Health Support Services**

### **Food Services Patients Services**

#### **Patients Services Supervisor**

**Health Service Officer Level 8 \$72,451 - \$76,559, Canberra (PN: 33516 - 022P4)**

Gazetted: 06 May 2022

Closing Date: 25 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation



Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.

Strong organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

#### Position Requirements/Qualifications:

Relevant Food Safety Supervisor Certificate and recognized qualifications and a minimum of five years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts, weekends and public holidays.

Current class C 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 12 months. The successful candidate may be chosen from application and referee names only. Ranked applicants may be used as leave relief to cover other HSO-8 positions on an as needs basis.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Ric Della-Torre (02) 6207 9194 [ric.della-torre@act.gov.au](mailto:ric.della-torre@act.gov.au)

## Patient Support Services

### Wardspersons

#### Transport Coordinator

**Health Service Officer Level 5 \$59,380 - \$62,328, Canberra (PN: 20993 - 022NR)**

Gazetted: 09 May 2022

Closing Date: 26 May 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

An exciting position is available within the Wardspersons department at the Canberra Hospital. If you're interested in joining a dynamic team and you are flexible and approachable, then this job would suit you!

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Wardspersons Supervisors, Co-ordinators and Wardspersons are a team within Patient Support Services. The coordinator works closely with the shift supervisor. The Co-ordinators are responsible for the direction and services delivery of a team of Wardspersons working within the transport that operates daily including weekends and Public Holidays. These positions are also responsible for ensuring patients are transported throughout the hospital campus to and from their procedures in a safe and timely manner.

The coordinator is responsible for task management using the smart page system, radio, telephone, and pager.

#### 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:

1. Be able to communicate to achieve the best results by giving time, attention and effort to staff under your supervision to produce a more harmonious workplace.
2. Having strong initiative and drive to promote the organisations values within the hospital campus.
3. Be attentive to the needs of others when listening and responding to feedback from staff and if required the ability to adapt to individual concerns and produce outcomes.
4. Demonstrated sound developed interpersonal, communication, negotiation, and organisational skills.

#### Position Requirements/Qualifications:

Relevant knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

A current unrestricted driver's licence (ACT Government Class C or equivalent)

Knowledge of Microsoft Office package

The successful applicant will need to be available 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: 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.

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: Neil Howlett (02) 5124 2610 [Neil.Howlett@act.gov.au](mailto:Neil.Howlett@act.gov.au)

#### Medical Services

##### Canberra Health Services Library and Multimedia

##### Client Services Librarian

##### Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 56913 - 022NG)

Gazetted: 09 May 2022

Closing Date: 26 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

CHS Library and Multimedia provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of its clients. Our objective is to continually evolve our services through ongoing co-creation with our clients to ensure optimal online and face-to-face experiences.

This position reports to the Director CHS Library and Multimedia and is primarily responsible for the provision of client services in partnership with other Client Services Librarians.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Capacity to build partnerships, work positively and cooperatively and problem solve collaboratively in a team environment and effectively deal with operational and organisational change.
2. Sound client liaison, written and verbal communications skills and the ability to set priorities for self, working independently as required, while monitoring client service activity progress, responding proactively to ensure client services are delivered within agreed time frames.
3. Ability to investigate, interpret and evaluate information and apply critical and creative thinking to ensure projects and client services are delivered efficiently and effectively.
4. Commitment to continuous operational process improvement and the capacity to positively participate in such improvements.
5. Commitment to continuous skill development and the ability to acquire new skills, particularly in the exploitation and implementation of new technology to deliver library resources and services.

#### Position Requirements/Qualifications:

Accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications.

Experience working professionally in a library or related information unit is highly desirable.

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

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

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

Note: This is a temporary position available for 11.5 months. Previous applicants need not apply as their applications will be considered.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Woodcroft 0408 283 808 [michelle.woodcroft@act.gov.au](mailto:michelle.woodcroft@act.gov.au)

#### Breastscreen ACT

##### Promotions and Quality Manager

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 29175 - 022QU)**

Gazetted: 10 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

Under broad direction, the Promotions and Quality Manager is responsible for managing the promotion of the BreastScreen ACT Program to women in the target age range and relevant internal and external stakeholders to increase screening participation rates. Additionally, the role involves monitoring and progressing quality improvement activities within the BreastScreen Program.

The Promotions and Quality Manager is required to recruit and manage staff and contractors who have been engaged to support screening participation and stakeholder engagement strategies.

The role requires flexibility to vary start and/or finish times outside of normal business hours to assist in the operational requirements of the Program.

#### 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

Leadership qualities in managing and positively influencing teams, processes and service engagement

Adaptability and flexibility to influence and accommodate service change to meet clients' needs

Highly organised and self-motivated.

High-level interpersonal skills.

#### Position Requirements/Qualifications:

A minimum of three years' experience working professionally in quality and/or health promotions

Post graduate qualification (or equivalent) in health promotion

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

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

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

Note: 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.

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

Contact Officer: Julianne Siggins (02) 6205 5412 [Julianne.siggins@act.gov.au](mailto:Julianne.siggins@act.gov.au)

#### Rehabilitation, Aged and Community Services

##### University of Canberra Hospital

##### After Hours Hospital Manager

**Registered Nurse Level 4.1 \$129,103, Canberra (PN: 16973, several - 022SM)**

Gazetted: 09 May 2022

Closing Date: 26 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

University of Canberra Hospital is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. actions and remains accountable in providing patient care.

This position is based at UCH on the University of Canberra campus and is responsible for the management of human and operation resources after hours. The After Hours Hospital Manager (AHHM) plays an integral role in the medical first response team (Hospital Emergency Response Officers, HEROs) and they are the initial point of contact and manager of hospital emergency situations.

#### ABOUT YOU

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#### Behavioural Capabilities

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

Good leadership skills

Strong organisational skills with a high degree of drive

Innovation, adaptability and flexibility to manage a busy health service

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

#### Position Requirements/Qualifications:

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

Hold a current driver's licence.

#### Desirable:

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

Hold Intermediate or Advance Life Support Certification

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 temporary positions available, nine months with the possibility of extension and/or permanency and six months. These positions are part-time at 28 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.

Complete Intermediate Life Support Certification, if required

Contact Officer: Katie McKinnon 0422 303 091 [Katie.McKinnon@act.gov.au](mailto:Katie.McKinnon@act.gov.au)

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

#### **Adult Community Health Service**

#### **Occupational Therapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 24285 - 022P8)**

Gazetted: 10 May 2022

Closing Date: 24 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol & 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. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. MHS-ID is located at the Gungahlin Community Health Centre.

#### 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

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

Higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

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

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

#### Position Requirements/Qualifications:

##### Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.

A current Driver's Licence.

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

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

##### Highly Desirable for Psychology:

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

Mental Health Psychologist Allowance: 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.

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

##### Highly desirable for all disciplines:

Experience working with people with intellectual disability and a mental illness

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.

Undergo reference checks.

*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**

### **Paediatrics**

#### **Visiting Medical Officer – Paediatric Surgery**

##### **Generic , Canberra (PN: 022HS)**

Gazetted: 05 May 2022

Closing Date: 12 May 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**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Paediatric Surgery and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

Under broad direction and as a member of the Paediatric Surgery Department, the successful candidate will provide tertiary services to patients of NSW and the ACT, with respect to management of paediatric surgical conditions. The successful candidate will participate in the provision of acute and non-acute paediatric surgical services, including acute surgical presentations, and in-patient and outpatient surgical services. They will also provide support to other disciplines and departments within CHS and the wider paediatric community with regards to acute paediatric surgical services.

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

Note: This process may be determined on resumé and application alone.

#### **DUTIES**

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

Provide tertiary level acute and non-acute inpatient and outpatient paediatric surgical services to patients of NSW and ACT, including elective outreach services. This may include, but is not limited to, outpatient and inpatient consultations, endoscopic, laparoscopic, open surgery, acute trauma, thoracic and gastro-intestinal surgery including inflammatory bowel disease.

Co-ordinate and participate in the in-hours and after-hours roster including the Paediatric Surgery on-call roster.



Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

Actively engage in clinical research and clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.

Develop, implement, review, and update best practice service models working in a multidisciplinary team to support the delivery of timely, high quality and sustainable paediatric surgical services.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

Participate in continuous professional development as required by the Royal Australasian College of Surgeons (RACS) both in theoretical knowledge and practical skills and provide evidence when requested.

Undertake other duties as set out in your contract.

#### ABOUT YOU

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#### Position Requirements/Qualifications:

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

Fellowship of the Royal Australasian College of Surgeons (FRACS) with experience in tertiary care of paediatric surgical conditions. or equivalent specialist qualifications.

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

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

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.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Clair Collins (02) 5124 7805 Clair.Collins@act.gov.au

#### Medical Services

#### Medical Imaging

#### Specialist/Senior Specialist - Radiologist

#### Specialist Band 1 - 5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 44342 - 0220A)

Gazetted: 05 May 2022

Closing Date: 19 May 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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#### POSITION OVERVIEW

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

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

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

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload.

There will also be an outpatient focussed imaging service at Weston Creek health hub which will include CT, Ultrasound and general radiography expected to be operationalised by the end of 2022.

The Canberra Hospital Expansion Critical Services Building (CSB) is a 43,000sqm, nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS). This is expected for operationalisation in 2024 with new Medical Imaging facilities will include two dedicated Radiology angiography suites, one hybrid CT / Angiography suite, two hybrid vascular theatres, Intraoperative MRI, CT, Ultrasound, general radiography service.

#### ABOUT YOU

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#### Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Radiologists (RANZCR) or equivalent specialist qualifications.

Eligibility for an unrestricted Medicare provider number to work at the Canberra Health Services.

Hold a current Drivers Licence.

Experience and qualifications in Neuro-Interventional Radiology such as CCINR (Conjoint Committee for recognition of training in Interventional Neuroradiology), or equivalent, would be Desirable

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

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

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:

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

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

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

13. 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.

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Apurv Garg 5124 2528 Apurv.Garg@act.gov.au

## **Finance and Business Intelligence**

### **Health Information Services (Medical Records)**

#### **Scanning Officer**

#### **Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 20206 - 022MR)**

Gazetted: 05 May 2022

Closing Date: 19 May 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**

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

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Working under general direction, as part of a small team, the Scanning Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder or CPF). This entails

performing a number of tasks including preparing documents for scanning, uploading or scanning the documents into the system, Verification to confirm that the documents are imported into the correct record and processing any incoming mail. The Scanning Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

#### ABOUT YOU

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#### Behavioural Capabilities

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

#### Position Requirements/Qualifications:

Relevant experience working in a hospital clinical records department, medical practice or similar health environment is preferred.

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

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

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

Note: 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.

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

Contact Officer: Jade Ngata (02) 5124 3663 [Jade.Ngata@act.gov.au](mailto:Jade.Ngata@act.gov.au)

#### **CHS Chief Operating Officer Clinical Services**

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

#### **Allied Health Manager- Adult Acute Inpatient**

#### **Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 43836 - 022N0)**

Gazetted: 05 May 2022

Closing Date: 13 May 2022

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#### POSITION OVERVIEW

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Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

The Director of Allied Health Office includes a range of professional leadership and governance staff as well as allied health service teams. The Adult Acute Mental Health Allied Health Team provides allied health care to people admitted to:

The Adult Mental Health Unit (AMHU) which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness,

Ward 12B which is a ten bed low dependency unit for people suffering moderate mental illness,

The Mental Health Short Stay Unit (MHSSU) which is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The team provides contemporary evidence-based 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 community services.

The Allied Health Manager provides operational leadership and oversees the daily operations of the AMHU, 12B and MHSSU Allied Health teams in line with service objectives, established procedures and sound governance processes as well as provide oversight and apply quality improvement processes to the allied health therapeutic programs undertaken within the wards. The Allied Health Manager manages human resources, finances, reporting, and quality and safety compliance. The Manager is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

The Allied Health Manager will collaborate with the Allied Health Clinical Lead and the multidisciplinary allied health staff and psychiatry and nursing staff to continually improve the quality of the recovery focussed therapeutic programs.

The Adult Acute Mental Health Allied Health Team is located at the Canberra Hospital.

#### ABOUT YOU

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#### Behavioural Capabilities

Ability to guide team members in a collaborative and influential manner.

Ability to synthesise and analyse complex clinical information and make decisions.

Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

#### Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in occupational therapy, psychology or social work and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

Hold a current driver's licence.

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

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

#### For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

#### For Psychology:

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

Have a minimum of three years (ideal five years) experience post qualification.

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

#### For Social Work:

Degree in Social Work,

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

Be registered under the Working with Vulnerable People Act 2011 (ACT),

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

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.

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: Rosy Winter (61) 0407 171 541 [rosy.winter@act.gov.au](mailto:rosy.winter@act.gov.au)

## **Cancer and Ambulatory Support**

### **Immunology**

#### **Specialist / Senior Specialist – Immunology**

#### **Specialist Band 1 - 5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 16118 - 022JU)**

Gazetted: 05 May 2022

Closing Date: 13 May 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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#### **POSITION OVERVIEW**

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The Immunology Department is based at the Canberra Region Cancer Centre (CRCC). There are 2.3 FTE Staff Specialists and two Immunology Advanced Trainee Registrars. Immunologists may admit patients to the Canberra Hospital.

Hospital based day therapy and outpatient clinics are provided at the Canberra Region Cancer Centre (CRCC). The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. There are dedicated immunology nursing staff to support the immunodeficiency service and allergy testing.

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](mailto:dean.medicalschool@anu.edu.au)

#### **ABOUT YOU**

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

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

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

Fellowship of the Royal Australian and New Zealand College of Physicians (RACP) or equivalent specialist qualifications.

Possession of Fellowship of the Royal College of Pathologies of Australasia and/or a higher degree would be a Desirable

Be registered under the Working with Vulnerable People Act.

Recent Experience in all aspects of clinical immunology

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

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

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.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Assoc Prof, Paul Craft (02) 5124 8502 Paul.Craft@act.gov.au

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

### **Adult Community Mental Health Services**

#### **Specialist / Senior Specialist – General Psychiatrist**

#### **Specialist Band 1 - 5 \$185,645 - \$229,092, Canberra (PN: 28849 - 022UU)**

Gazetted: 05 May 2022

Closing Date: 11 May 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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



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

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

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

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

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

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

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

#### 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 the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.

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

Knowledge of the *Mental Health Act 2015* and other related legislation.

Current drivers' licence 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.

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 Police check.

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

Contact Officer: Dr Denise Riordan (02) 5124 6137 Denise.Riordan@act.gov.au

### **CHS Chief Operating Officer Clinical Services**

#### **Cancer & Ambulatory Support**

#### **Promotions and Quality Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 17547 - 022LM)**

Gazetted: 05 May 2022

Closing Date: 19 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Cancer and Ambulatory Support Division provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration support to ambulatory services across Canberra Health Services. BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessment clinics are carried out in the Canberra city clinic.

Under general direction, the Promotions and Quality Officer position is responsible for undertaking promotional activities to recruit women in the target age group, maintaining stakeholder relationships and reporting on project deliverables. The Promotions and Quality Officer role also includes contributing to and supporting projects to encourage women to access BreastScreen ACT. The Promotions and Quality team provide a key role in encouraging participation and engaging stakeholders to encourage screening participation at BreastScreen ACT. This position is responsible for undertaking promotional activities to recruit women in the target age group, maintaining stakeholder relationships and reporting on project deliverables. The Promotions and Quality Officer role also includes contributing to and supporting projects to encourage women to access BreastScreen ACT. The Promotions and Quality team provide a key role in encouraging participation and engaging stakeholders to encourage screening participation at BreastScreen ACT.

#### **ABOUT YOU**

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#### Behavioural Capabilities

High level communication and interpersonal skills with a proven ability to engage, build and maintain professional relationships.

Excellent organisational skills and shows initiative.

Enthusiasm and a commitment to community engagement and continuous improvement.

#### Position Requirements/Qualifications:

A minimum of two years' experience working professionally in the health promotion/ public health field is desirable.

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.

Note: This is a permanent part-time position available at 36.75 hours per week, the full-time salary will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Occupational Medicine Unit requirements.

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

Contact Officer: Anna Grealy (02) 5124 1826 [Julianne.siggins@act.gov.au](mailto:Julianne.siggins@act.gov.au)

## Medical Services

### Medical Imaging

#### Director of Allied Health

#### Medical Imaging Level 6 \$162,862, Canberra (PN: 24123 - 022II)

Gazetted: 06 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area. The service is committed to providing patients with cost-effective easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Director of Allied Health is a senior member of the Medical Imaging leadership team and is accountable to the Clinical Director of Medical Imaging. The position is responsible for the performance of all Medical Imaging

Modalities. This position is supported by six direct reports encompassing Medical Imaging Level 5 and 4 managers and has additional indirect reports ranging from Medical Imaging Level 2 to 3 Professionals.

The Director of Allied Health also has a professional reporting line to the Director of Allied Health within CHS.

#### 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

Demonstrated capacity to lead, inspire motivate and develop people to achieve determined objectives

Build and maintain key relationships and high-level effective communication skills

A high level of personal drive to effect and influence the delivery of exceptional healthcare

#### Position Requirements/Qualifications:

Relevant Medical Radiation or Sonography tertiary qualifications and a minimum of five years' experience working professionally in Medical Imaging is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Apurv Garg 51242159 Apurv.Garg@act.gov.au

### Cancer and Ambulatory Support

#### Executive Director, Cancer and Ambulatory Services

**Executive Level 2.1 \$273,925 - \$286,151 depending on current superannuation arrangements, Canberra (PN: E627)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: Expressions of Interest are sought for the position of Executive Director, Cancer and Ambulatory Services, Canberra Health Services (CHS) for a period of three and a half months.

Reporting to the Chief Operating Officer, the Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Division and the organisation. The Executive Director will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

This role will consult and engage with the Chief Operating Officer and the Chief Executive Officer on high-level operational issues and change initiatives. The role will consult and liaise with other executive to ensure a collaborative approach to the delivery of exceptional health care.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$273,925 - \$286,151 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,527.

Contract: The successful applicant will be placed on a short-term contract for three and a half months.

How to Apply: Interested candidates are requested to submit a short application outlining relevant skills and experience of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Cathie O'Neill (02) 5124 2147 cathie.o'neill@act.gov.au

**Finance and Business Intelligence****Revenue Data****Patient Accounts Assistant Director****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52552 - 022QG)**

Gazetted: 09 May 2022

Closing Date: 23 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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.

Patient Accounts is responsible for the billing and debt recovery of patient, Medicare and Health Fund invoices raised for Canberra Health Services. This includes, but is not limited to, accommodation, medical imaging services and admitted/non-admitted services.

Our dedicated teams provide support to patients, internal and external stakeholders, as well as clinical and administrative staff members ensuring timely and accurate information is available to assist with both the patient experience and enhancing CHS revenue.

The office also provides administrative support, training and advice to the Canberra Health Services divisions on billing processes and guidelines in a public health facility. We provide billing data reports to the divisions, these include missed revenue reports and billing process insights.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

Strong leadership skills

Strong organisational skills with a high degree of drive

High level of data integrity skills

High level of skills in oral and written communication

**Position Requirements/Qualifications:**

Relevant is preferred:

Understanding of the Medicare Benefits Schedule (MBS) and the National Health Care Agreement (NHCA) and Private Health Insurance and how they relate to public hospitals.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Clare Crawford (02) 5124 9016 [clare.Crawford@act.gov.au](mailto:clare.Crawford@act.gov.au)

### **Adult Acute Mental Health Services**

### **Adult Acute Mental Health Services**

### **Nurse Level 2 - Registered**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 52998, Several - 022LK)**

Gazetted: 11 May 2022

Closing Date: 30 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

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 consumer, 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. Planned service expansion will see the opening of a new ten -bed low dependency inpatient unit at Canberra Hospital in 2021.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role 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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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

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

#### Position Requirements/Qualifications:

##### Mandatory

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

Minimum of three years' recent experience working professionally as a Registered Nurse.

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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

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

##### Desirable

Recent experience working professionally in an acute mental health facility

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience

Current driver's licence

Note: The successful candidate/s maybe selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 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.

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

Contact Officer: Shaun Bayliss (02) 5124 5406 [Monique.t.fielder@act.gov.au](mailto:Monique.t.fielder@act.gov.au)

## Acute Allied Health Services

### Social Work

#### Social Worker, Team Leader

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 20318 - 022RX)**

Gazetted: 11 May 2022

Closing Date: 27 May 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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This team leader position provides leadership to the and clinical oversight to the social work medical team at the Canberra Hospital. The vacant position is to cover three months with the possibility of extension up to eight months and/or permanency.

#### 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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



The Acute Allied Health Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

In this position it is expected you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

#### ABOUT YOU

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#### Behavioural Capabilities

Advanced organisational skills with a high degree of drive

Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs

Effective communication and interpersonal skills demonstrating leadership

Ability to perform novel, complex, critical or difficult tasks with limited supervision.

#### Position Requirements/Qualifications:

Relevant qualifications and experience are essential.

Tertiary qualifications 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 six years' experience working professionally in social work.

The successful applicant will need to be available for on-call (roster) and occasional weekend and after-hours work

Previous hospital or health experience is desirable

Previous clinical experience working with complex clients and social issues.

Current driver's licence (mandatory for community positions)

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.

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

Referee checks, including from current manager.

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for three months with the possibility of extension up to eight months and/or permanency. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Patrice Higgins 51242316 Patrice.Higgins@act.gov.au

#### Medicine

#### Endocrinology

#### Office Manager/Personal Assistant

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 21546 - 022SK)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary 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. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

#### ABOUT YOU

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#### 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:

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

Knowledge and experience with CHS information management systems, including ACTPAS, CPF and the Clinical Portal

Experience with medical terminology and typing.

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 a period of six months with the possibility of extension.

Contact Officer: Stuart Couper 51245311 [Stuart.Couper@act.gov.au](mailto:Stuart.Couper@act.gov.au)

#### Division of Surgery

##### Enrolled Nurse

**Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 21209, several - 022N2)**

Gazetted: 11 May 2022

Closing Date: 30 May 2022

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients. The DSU patients require a minimal stay before a same day discharge and the EDSU patients require overnight post-operative care. The DOSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### 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: These are temporary positions available for 12 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.

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

Contact Officer: Deanne Cole (02) 5124 3987 [deanne.cole@act.gov.au](mailto:deanne.cole@act.gov.au)

#### University of Canberra Hospital

#### Aged Care Assessment Team (ACAT)

#### ACAT Assessor

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22699 - 022TQ)**

Gazetted: 11 May 2022

Closing Date: 30 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists for an enthusiastic registered nurse to join the Aged Care Assessment Team (ACAT) position within Rehabilitation, Aged and Community Services (RACS).

The Aged Care Assessment Team is a multidisciplinary team that co-ordinates referral and assessment for aged care services. The ACAT plays a pivotal role in assessment of elderly clients across the ACT region using guidelines and processes developed by the Commonwealth Department of Health.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. The (ACAT) is located at the University of Canberra Hospital.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Good leadership skills
2. Supportive of less experienced staff
3. Good communication skills
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

Relevant registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and post graduate experience or formal qualifications in Gerontology is preferred.

Hold a current driver's licence.

The successful applicant will need to be available and be able to work full-time or part-time Monday to Friday. 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: Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Maya Zwikael (02) 5124 8674 [Maya.Zwikel@act.gov.au](mailto:Maya.Zwikel@act.gov.au)

#### Medicine

#### Diabetes Service

#### Senior Nurse Lead Diabetes

**Registered Nurse Level 4.1 \$129,103, Canberra (PN: 30642 - 022UD)**

Gazetted: 12 May 2022

Closing Date: 14 June 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

We are a young organisation that is focused on the future and it is an exciting time to join the team with major infrastructure builds due for completion in 2024. Our vision, role and values are extremely important to us as we work toward the provision of quality healthcare to our community and the surrounding regional areas.

The CHS Diabetes Service is seeking a highly dedicated and experienced Diabetes Nurse Educator to provide senior nursing leadership and clinical care and coordination within the Diabetes Service.

Not only will the successful candidate get to lead and work with a group of extremely dedicated and passionate clinicians, we will also offer the successful candidate 2 years full Australian Diabetes Educator Association (EDEA) membership (if illegible) paid. We also offer one of the highest base rates of pay for Nurses across Australia, Generous superannuation, access salary packaging benefits of up to \$17,000 per annum and over \$1500 per annum in leave loading.

We offer professional development courses and free on-site parking!

In addition, you may also be eligible for a relocation allowance of up to \$12,000!

If you already live in the Canberra region, you are aware of our hidden gems and wonderful lifestyle. If you are looking for your next adventure, Canberra is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes. To find out more about living in our wonderful city please visit

<https://canberra.com.au/live/>

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 Health Service and various community-based locations within the ACT. Clients seen include adolescents and adults with all types of diabetes and women with hyperglycaemia in pregnancy (HIP).

The Senior Nurse Lead, in consultation with the Director of Diabetes and Assistant Director of Nursing, provides expert clinical leadership and is responsible for the daily operational requirements of the Diabetes Service, whilst ensuring quality patient centred care. This position works collaboratively with the interdisciplinary team in clinical service planning, implementation and evaluation and identifying future risk and new directions for the service.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Highly motivated with strong organisational and time management skills
2. Capacity to contribute to a positive, strong, and cohesive interprofessional culture
3. Adaptability and flexibility to manage changes in demand
4. Personal and professional integrity

#### Position Requirements/Qualifications:

##### Mandatory

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

Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

##### Relevant

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: Alison Winsbury (02) 5124 8366 [alison.winsbury@act.gov.au](mailto:alison.winsbury@act.gov.au)

### **Canberra Health Services**

#### **RACS - Physiotherapy and Exercise Physiology**

#### **Exercise Physiologist - RACS**

#### **Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40382, several - 022MY)**

Gazetted: 11 May 2022

Closing Date: 25 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The RACS Rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. We provide assessment and therapeutic intervention for client populations in both rehabilitation and aged care settings. Exercise Physiology positions based at the University of Canberra Hospital will rotate through the RACS services, including inpatient wards, mental health services and outpatient services. The RACS exercise physiologists work closely with RACS physiotherapists and the multidisciplinary team.

Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include;

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

Promoting individual or group service delivery.

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

Clinical supervision is provided by the HP3 Exercise Physiologist at UCH, with informal and formal professional development opportunities available weekly.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

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

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

##### **Mandatory:**

Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Current driver's licence.

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

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

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

Desirable:

At least one year of full-time equivalent work experience as an Exercise Physiologist.

Note: There is one permanent position and one temporary position available for 10 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.

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: Grant Shaw (02) 5124 0074 [Grant.Shaw@act.gov.au](mailto:Grant.Shaw@act.gov.au)

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

### **Justice Health**

#### **Custodial Health**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 13658, several - 022PO)**

Gazetted: 11 May 2022

Closing Date: 25 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Mental Health, Justice Services, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations.

The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth



Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

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

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

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

#### ABOUT YOU

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Behavioural Capabilities

1. Non-Judgemental
2. Reliable
3. Kind

Position Requirements/Qualifications:

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

Highly Desirable

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

Current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

### **Adult Acute Mental Health Services**

#### **Tribunal Liaison Assistant**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 19389 - 022U6)**

Gazetted: 11 May 2022

Closing Date: 18 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists for an Administrative Services Officer to join the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) as the Tribunal Liaison Assistant. The Tribunal Liaison Assistant reports to the Tribunal Liaison Officer and is expected to provide administrative support to clinical staff and their teams. The service aims to provide collaborative care involving the consumer, their carers and other key services. This also includes the provision of high-quality customer service. The Tribunal Liaison team liaise regularly with the ACT Civil and Administrative Tribunal to ensure compliance with the Mental Health Act 2015.

Adult Acute Mental Health Services (AAMHS) currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B, the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital (CH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) 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 patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Proven communication and interpersonal skills in the provision of administrative services with health professionals and consumers including the capacity to manage when a stressful/emergencies emerge.
2. Ability to work in a team environment.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

#### Position Requirements/Qualifications:

##### Desirable:

Current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

An understanding in dealing with persons affected with Mental Illness.

Note: This position is permanent part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

#### Reference checks

Contact Officer: Kelly Daly/Sharon Steele (02) 5124 1099/(02) 5124 5410 [Kelly.Daly@act.gov.au](mailto:Kelly.Daly@act.gov.au)

#### Justice Health Services

#### Custodial Mental Health

#### Registered Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29449 - 022BZ)**

Gazetted: 10 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Forensic Mental Health Services (FMHS) 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 carers 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)

This position is based at the AMC and Bimberi within a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

Custodial Mental Health (CMH) provides community equivalent clinical services to detainees in the ACT's adult and juvenile detention facilities who may be experiencing moderate to severe mental illness and 7-day induction and crisis assessment services to those at risk of self-harm and suicide. We are seeking a collaborative Registered Nurse to join our team. the role involves limited shift work and attracts a custodial allowance. CMH offers a supportive and energetic work environment with access to specialist training, professional development and clinical supervision. If you have experience in community or crisis mental health, enjoy being part of a collaborative team, and a passion for providing mental health care to vulnerable clients, then please consider applying for this role.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and respond to novel situations.
2. Ability to communicate effectively and compassionately with complex clients
3. Resilience and calm in the face of conflict or uncertainty.

#### Position Requirements/Qualifications:

##### Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.  
Minimum one-year post-qualification relevant clinical experience

##### Desirable:

Experience of working in an acute inpatient or community mental health service.

##### Other:

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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: Leigh Thompson (02) 5124 2136 leigh.thompson@act.gov.au

## **Division of Surgery**

### **Post Anaesthetic Care Unit**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 21823, several - 022NF)**

Gazetted: 11 May 2022

Closing Date: 27 May 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.

Looking for enthusiastic Registered Nurses with more than 12 months experience in a surgical or critical care area to join our Post Anaesthetic Care Unit team.

#### **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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients.

The DSU patients require a minimal stay before a same day discharge and the EDSU patients require overnight post-operative care. The DoSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

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

##### **Mandatory**

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

##### **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.

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 temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Sharon Jeffery 51243201 Sharon.Jeffery@act.gov.au

### **Finance and Business Intelligence**

#### **Executive Branch Manager, Financial Controller**

**Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1235)**

Gazetted: 06 May 2022

Closing Date: 19 May 2022

Details: Canberra Health Services is seeking a suitably qualified Executive Branch Manager, Financial Controller, to appoint on a five year, long term contract.

Reporting to the Chief Finance Officer, the Executive Branch Manager, Financial Controller provides leadership and vision to Canberra Health Services. The role is responsible for the management and ongoing development of appropriate financial management frameworks, processes and accountabilities and provides overall operational leadership and management of the Finance Branch.

The role has oversight and responsibility for financial accounting controls, budget development, capital finance, statutory reporting, performance reporting, treasury functions, and internal audit.

The position has responsibility for providing the Chief Finance Officer, Chief Executive, Ministers, Government and other stakeholders with commercial assessments and information which will ensure planning and budgeting activities meet organisational objectives.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

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

How to Apply: Please provide a copy of your curriculum vitae and Selection criteria addressing your skills and experience against the executive capabilities.

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

Contact Officer: Paul Ogden 0410 081 377 [paul.ogden@act.gov.au](mailto:paul.ogden@act.gov.au)

### **CHS Chief Operating Officer Clinical Services**

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

#### **Principal Social Worker**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 23844 - 022OK)**

Gazetted: 10 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

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

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

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

#### ABOUT YOU

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

#### Behavioural Capabilities

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

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

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

#### Position Requirements/Qualifications:

Relevant tertiary Social Work Qualifications - a Bachelor's or Master's Degree in Social Work.

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

Minimum of five years' experience working professionally in Social Work is preferred with experience in mental health or related settings highly desirable.

The successful applicant will have access to flex time, and

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

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

Note: This is a temporary part-time position available at 29.4 hours per week for six months with the possibility of extension and/or permanency, 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.

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

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



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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)  
For more information on this position and how to apply “click here”

Contact Officer: Charmaine Nicoll (02) 0435 199 925 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)

## Medicine

### Respiratory and Sleep

#### Administration Support

#### **Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 21066 - 022DN)**

Gazetted: 10 May 2022

Closing Date: 24 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

This position assists the Department of Respiratory and Sleep Medicine with general reception duties, in addition to the reporting and data entry requirements of the Department. Under the direction of the Office Manager, you will assist with front desk duties, booking and scheduling of appointments and procedures, data entry and distribution of results and provide general office support as required.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

#### 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 the ability to manage competing priorities.

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

#### Position Requirements/Qualifications:

No relevant qualifications or minimal level of experience is required.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Kathleen Tate 51243028 [Kathleen.tate@act.gov.au](mailto:Kathleen.tate@act.gov.au)

**Rehabilitation, Aged and Community Services****Oral Health Services****Senior Project Officer - Oral Health Services****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 51017 - 022IV)**

Gazetted: 10 May 2022

Closing Date: 26 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Oral Health Services provides a range of dental services to the ACT Community from several locations including Community Health Centres, University of Canberra Hospital and via Mobile Dental Clinics.

The Senior Project Officer will report directly to the Executive Director RACS and undertake key activities to support the planning and implementation of recommendations from the Oral Health Services Model of Care and Governance review. The role will require working in close collaboration with the Director of Oral Health Services, Human Resources and Finance Officer.

The Senior Project Officer will be responsible for managing and coordinating identified recommendations and actions, ensuring that they are delivered on time, within budget and minimising impacts to operational clinical services.

A key element will be engaging with internal and external stakeholders and managing stakeholders' expectations to deliver agreed project outcomes.

**ABOUT YOU**

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**Behavioural Capabilities**

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes.

You will also have a demonstrated track record of leading change and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

**Organised and Motivated.**

Flexible, adaptable, and comfortable with a changing working environment.

Interpersonal and negotiation.

Be able to work with a high degree of autonomy.

**Position Requirements/Qualifications:****Mandatory**

Relevant experience in a health service or a clinical operating environment in Australia.

**Desirable**

Knowledge of best practice health service planning processes and practices.

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 seven months.

Contact Officer: Kireet Taneja 02 5124 1732 [Kireet.Taneja@act.gov.au](mailto:Kireet.Taneja@act.gov.au)

**CHS Chief Executive Officer**  
**CHS Deputy Chief Executive Officer**  
**Senior Director, Policy Planning and Government Relations**  
**Senior Officer Grade A \$155,107, Canberra (PN: 17131 - 022K3)**

Gazetted: 10 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Senior Director position has the important responsibility of leading and managing our policy, planning, and government relations functions. This will provide you with a unique opportunity to be involved in both strategic and operational policy and planning, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. You will also serve our community through supporting our CHS Executive team and Ministers in the business of government. This position reports to the Executive Branch Manager, Strategy and Governance.

**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**

Flexible to accommodate change in a complex environment.

Leadership qualities in managing and positively influencing people, process and practice improvement in a service environment.

Critical thinking and analysis, including ability to synthesise and communicate complex matters to a wide range of audiences.

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the public sector is preferred.

Leadership and management skills and experience.

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

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

Note: This is a temporary position available 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.

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

Contact Officer: Josephine Smith (02) 5124 9564 [josephine.smith@act.gov.au](mailto:josephine.smith@act.gov.au)

**Allied Health****Acute Allied Health Services Physiotherapy****Physiotherapist Orthopaedics**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 27522 - 022QM)**

Gazetted: 10 May 2022

Closing Date: 24 May 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of orthopaedic patients across the care continuum.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

**Position Requirements/Qualifications:****Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

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

Current driver's licence

**Other:**

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

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

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

Note: This is a temporary position available 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Corinne Coulter (02) 5124 2154 Corinne.Coulter@act.gov.au

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

### **Alcohol and Drug Services**

#### **Drug Alcohol Sentencing List Manager**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 44783 - 022S2)**

Gazetted: 10 May 2022

Closing Date: 24 May 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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#### **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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

ADS is a part of the division of MHJHADS, which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

ADS is seeking a Senior Health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector, specifically the Drug and Alcohol Sentencing List (DASL) and client referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes providing clinical expertise, contribute to policy development and support for professional

development in consultation with senior clinicians/professionals. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group excellent communication skills and ability to work as part of a multidisciplinary team.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Ability to provide leadership and management.
2. Ability to apply critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Ability to manage confidential and sensitive information.

#### Position Requirements/Qualifications:

Unconditional general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA) or Degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Hold 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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sally Billington 0466 454 287 or (02) 5124 2591 [sally.billington@act.gov.au](mailto:sally.billington@act.gov.au)

## Nursing

### Acute Care of the Elderly

#### Assistant Director of Nursing

**Registered Nurse Level 4.3 \$147,398, Canberra (PN: 04806 - 022P0)**

Gazetted: 10 May 2022

Closing Date: 27 May 2022

Our Vision: creating exceptional health care together

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

#### POSITION OVERVIEW

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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



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

#### 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.

#### Personal Attributes

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

Strong organisational skills with a high degree of drive

Innovative, adaptable and flexible to drive change and provide responsive services to meet clients' needs

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

#### Behavioural Capabilities

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives.

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.

#### Qualifications and experience:

##### Mandatory:

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

##### Highly Desirable:

Post graduate qualifications in health management and/or

Post graduate qualifications in Geriatric Nursing

Current Driver's licence

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

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: Maria Harman (+61) 0466 634 639 maria.harman@act.gov.au

#### Maternity

##### Antenatal and Gynaecology Ward

##### Registered Midwife

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 22321 - 022NN)**

Gazetted: 10 May 2022

Closing Date: 27 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by

our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

#### 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

Resourcefulness, adaptability and flexibility to accommodate change and provide responsive services to meet clients' and teams needs.

Promote positive workplace behaviours and be committed to role modelling these.

Be committed to collaboration to optimise the safety and quality of care.

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

#### Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in Midwifery is preferred.

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

Hold a current drivers' licence

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

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

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

Note: This is a permanent part-time position with hours available up to 0.84 and to be discussed with the successful candidate. 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.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Helen Perkins (02) 6142 6251 [Helen.Perkins@act.gov.au](mailto:Helen.Perkins@act.gov.au)

### Infrastructure and Health Support Services

#### Facilities Management

#### Facilities Maintenance Director

**Infrastructure Officer 5 \$161,140, Canberra (PN: 57400 - 022ND)**

Gazetted: 10 May 2022

Closing Date: 26 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Capital project delivery;

Facilities Management;

Minor Works Team and Off-Site Maintenance

Safety and Risk

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Facilities Maintenance Director will report to the Director of Facilities Management, Executive Branch Manager and will be responsible for leading a team and strategically managing planned and reactive maintenance activities across the Canberra Hospital. The Facilities Maintenance Director is also responsible for the leadership of the internal FM trade staff and contractors for a large portfolio of health facilities including the Canberra Hospital, ensuring a healthy, safe and productive workplace.

The Facilities Maintenance Director will have a detailed and extensive knowledge of facilities management including a comprehensive knowledge of relevant Compliance, Australian Standards, Legislation, Regulations, Code of Practice and the ability to interpret CHS Policies and Procedures.

The incumbent will provide outstanding leadership and management skills, have extensive experience negotiation skills and be able to represent and negotiate at a senior level on behalf of the organisation. The position is critical to the achievement of the overall objectives of Facilities Management and is responsible for the day-to-day facility maintenance operations including the management of staff and financials (budget).

#### 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

Extensive knowledge and significant proven experience in a senior position managing building maintenance or projects in relation to building services and infrastructure.

High-level interpersonal skills in order to influence, represent and negotiate key information to support decisions made by a diverse stakeholder group.

Professional and personable interpersonal skills to be able to liaise, communicate and coordinate with other business units, government agencies, stakeholders, patients, suppliers and contractors.

A well organised approach to work, managing competing priorities and flexible decision making.

#### Position Requirements/Qualifications:

##### Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience at a senior level.

##### Highly Desirable:

Knowledge and experience of the technical requirements affecting health services and assets.

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

Hold a current drivers' licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo a pre-employment medical examination.

Contact Officer: Loretta Bettiens 0434 366 673 [loretta.bettiens@act.gov.au](mailto:loretta.bettiens@act.gov.au)

## **Nursing**

### **Nursing and Midwifery Resource Office**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 32303 - 022AZ)**

Gazetted: 11 May 2022

Closing Date: 25 May 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The main priorities of the Clinical Development Nurse is to coordinate education and promote a learning culture within the relief and casual pool of the Nursing and Midwifery Resource Office (NMRO). You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas. The successful applicant will have an understanding of the principles of acute care nursing and adult learning.

#### **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.

#### **Personal Attributes:**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Highly organised and motivated.

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

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

Excellent interpersonal and communication skills.

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

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.

#### **Mandatory:**

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

Minimum of five years of clinical experience.

Be an approved train the trainer.

#### **Desirable:**

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in education.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Christopher Harris (02) 5214 7130 [Christopher.Harris@act.gov.au](mailto:Christopher.Harris@act.gov.au)

### **Canberra Institute of Technology**

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

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

#### **Executive Director, Industry Engagement and Strategic Relations**

**Temporary Vacancy (as soon as possible for three months, with a possibility of extension)**

**Canberra Institute of Technology**

**Industry Engagement and Strategic Relations**

**Position: E1026**

**(Remuneration equivalent to Executive Level 2.2)**

Date Circulated: 09 May 2022

Circulated To: ACTPS Senior Executive List, ACTPS, SOGA

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*. CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally.

CIT is seeking an experienced strategic leader to fill the role of Executive Director, Industry Engagement and Strategic Relations to commence as soon as possible for a three month contract, with a possibility of extension.

The Industry Engagement and Strategic Relations (IE&SR) Division is responsible for:

ensuring CIT has broad and effective links with industry to grow CIT's business and ensure all CIT programs are aligned with industry expectations and outcomes.

the CIT brand and ensuring stakeholders and the community at large are aware of the contribution CIT makes to individuals, employers and the ACT economy.

providing CEO, Board and Ministerial liaison and support, liaising with the Economic Development of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) regarding the future economic development of the ACT and the region.

The position is accountable for overseeing strategies for industry engagement as well as brand and marketing to strengthen ties with industry and generate new partnerships and business into CIT. This requires an Executive team to not only work individually but with and for each other as we tackle problems, innovate, accelerate work, and support each other as a team to operationalise CIT's Strategic Compass.

The position works collaboratively with the CEO and across CIT to significantly increase CIT student enrolment numbers in government funded programs, establish productive industry partnerships and lead and oversee the implementation of brand positioning, marketing and communication and digital platforms to reposition and expand CIT as a preferred Vocational Education and Training (VET) provider. The position is also responsible for providing quality support to the Minister and Government, the Board, and the CEO.

The Executive Director, Industry Engagement and Strategic Relations must be able to think and act strategically across multiple temporal and spatial scales in order to ensure the Institute meets its goals and fulfils the intent of the Strategic Compass.

For further information please see the Executive Capabilities attached.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae via email to [leanne.cover@cit.edu.au](mailto:leanne.cover@cit.edu.au) by COB Monday 16 May 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary vacancy to commence as soon as possible for three months, with a possibility of extension.

Remuneration: The position attracts a remuneration package ranging from \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contact Officer: Leanne Cover (02) 6207 3107 [leanne.cover@cit.edu.au](mailto:leanne.cover@cit.edu.au)

**Executive Director, Corporate Services****Temporary Vacancy (as soon as possible for three months, with a possibility of extension)****Canberra Institute of Technology****Corporate Services****Position: E1028****(Remuneration equivalent to Executive Level 2.2)**

Date Circulated: 09 May 2022

Circulated To: ACTPS Senior Executive List, ACTPS, SOGA

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*. CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally.

CIT is seeking an experienced strategic leader to fill the role of Executive Director, Corporate Services to commence as soon as possible for a three month contract, with a possibility of extension. The Corporate Services Division provides critical support to internal and external stakeholders to the operations of teaching and learning at CIT, to the CEO and to the CIT Board through the following:

finance including financial strategy, services and budget management

buildings and facilities planning, development and maintenance

corporate services such as performance and reporting, student accounts and student information management systems

audit, risk and corporate governance

procurement, contracts and records management.

The position is accountable for overseeing efficient operations at CIT through understanding the environment in which we operate and applying a response to business and professional services at CIT that support the strategic and operational needs of the Institute and can adapt and transition in the context of the market we operate it.

The position requires an economics background and/or a proven capability of working within a complex environment and providing leadership in analysis and strategic thinking including through the use of economic tools and insights aligned with strong and articulate communication skills.

The Executive Director, Corporate Services must be able to think and act strategically across multiple temporal and spatial scales in order to ensure the Institute meets its financial goals and fulfils the intent of the Strategic Compass.

For further information please see the Executive Capabilities attached.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae via email to [leanne.cover@cit.edu.au](mailto:leanne.cover@cit.edu.au) by COB Monday 16 May 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary vacancy to commence as soon as possible for three months, with a possibility of extension.

Remuneration: The position attracts a remuneration package ranging from \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contact Officer: Leanne Cover (02) 6207 3107 [leanne.cover@cit.edu.au](mailto:leanne.cover@cit.edu.au)

**Education and Training Services****Student Services****Information and Recognition****Information and Recognition Officer Level 2****Administration Services Officer Class 4 \$75,239 - \$81,466, (PN: 57231)**

Gazetted: 21 April 2022

Closing Date: 5 May 2022

Details: Looking for an exciting opportunity?

The Canberra Institute of Technology (CIT) welcomes your one-page pitch on why you may be the right person to join a highly motivated team of staff in Student Services who support prospective and current students to achieve their education goals. In this exciting role you will provide students with information or advice on course selection



or provide guidance with other issues impacting their ability to study and you will connect students with other support services.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen to their needs and understand what they require. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work as part of a larger team.

Eligibility/Other Requirements: DESIRABLE - Experience in a VET or higher education environment in a student-facing role.

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

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

How to Apply: If this is you, then please submit a one-page pitch outlining your experience, skills and knowledge that you can bring to the role, using the Duties/Responsibilities on the Position Profile as a guide, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack [Barbara.McCormack@cit.edu.au](mailto:Barbara.McCormack@cit.edu.au)

## **Education and Training Services**

### **Student Services**

#### **Client Relationships**

#### **Client Service Officer Level 2**

#### **Administration Services Officer Class 4 \$75,239 - \$81,466, (PN: 57227)**

Gazetted: 21 April 2022

Closing Date: 5 May 2022

Details: Looking for an exciting opportunity?

The Canberra Institute of Technology (CIT) welcomes your one-page pitch on why you may be the right person to join a highly motivated team of staff in Student Services who support prospective and current students to achieve their education goals. In this exciting role you will provide students with information or advice on course selection or provide guidance with other issues impacting their ability to study and you will connect students with other support services.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds. It's important that you can listen to their needs and understand what they require. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work as part of a larger team.

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

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

How to Apply: If this is you, then please submit a one-page pitch outlining your experience, skills and knowledge that you can bring to the role, using the Duties/Responsibilities on the Position Profile as a guide, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amelia Scicluna [Amelia.Scicluna@cit.edu.au](mailto:Amelia.Scicluna@cit.edu.au)

## **CIT Corporate Services**

### **CIT Corporate Services**

#### **CIT Student Information Management Systems**

#### **Banner Business/Functional Analyst**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 18397)**

Gazetted: 11 May 2022

Closing Date: 18 May 2022

Details: Applications are invited for a Business/Functional Analyst position in the Student Management Systems Team at the Canberra Institute of Technology (CIT). Working with highly skilled Functional Analysts, you will be required to contribute to the analysis of issues arising with the functionality and use of CIT's Student Information

Management System (the Banner System), assist in the design and development of specifications for solutions, assist with staff training and conduct testing. You will also be required to contribute to the design and production of standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool.

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

Eligibility/other requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

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

How to apply: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

*Applications should be submitted via the apply now button below:*

Contact Officer: Peadar Oloughlin (02) 62074120 Peadar.OLoughlin@cit.edu.au

## **Education and Training Services**

### **CIT Trade Skills**

#### **Construction**

#### **Construction Trades Technical Officer**

#### **Technical Officer Level 2 \$66,857 - \$76,559, Canberra (PN: 52347)**

Gazetted: 06 May 2022

Closing Date: 20 May 2022

CIT is seeking a full-time Technical officer Level 2 to perform educational support, administrative and purchasing duties within the Construction trades teaching area.

The position requires the ability to work with teaching staff to order and move, store and prepare materials, maintain and arrange servicing for a variety of plant and equipment, maintain WHS complaint facilities, develop instructions for safe plant and equipment use, maintain records for accounting and stock management, as prescribed in the position statement.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations / Licencing:

Current Drivers

Forklift Licence

Certificate III in Fitting and Machining Trade, or equivalent

Desirable:

Experience in an educational or industrial institution

Note: This is a temporary position available immediately for a period up to eleven months. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQ+ are encouraged to apply. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

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 response to the Selection Criteria and a Curriculum vitae.

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

Contact Officer: Karen Abel (02) 6205 3820 karen.abel@cit.edu.au

## **Education and Services**

### **Health, Community and Science College**

#### **CIT Science**

#### **Animal Care General Service Officer**

#### **General Service Officer Level 5 \$58,918 - \$62,023, Canberra (PN: C12835)**

Gazetted: 05 May 2022

Closing Date: 26 May 2022

Details: CIT Science department is seeking a casual Animal Care General Service Officer to fill a vacancy to supervise the CIT Dog Day Care program.

The Department of Science delivers a range of programs including Animal studies and Veterinary nursing, where students gain work experience through CIT Dog Day Care.

This position will suit someone who is self-motivated, a great communicator, and is able to supervise both staff and students during a busy work environment.

Eligibility/Other Requirements: Qualifications or experience in dog behaviour, animal welfare, and managing dogs in group settings is recommended.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Casual employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement. Selection may be based on application and referee reports only.

How to Apply: Please reply to the contact officer with one page outlining your experience and why you would be the best person for this position.

Applications should be sent to the Contact Officer.

Contact Officer: Michelle Flatt (02) 6205 1911 michelle.flatt@cit.edu.au

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

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

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

**Access Canberra**

**Customer Coordination**

**ACT Government**

**Operations Support Administration Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14636)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: Do you have a great attention to details and love helping with administration?

As part of a great team, the responsibility of the Operations Support Administration Officer will be to provide operational support to ensure the smooth day to day running of the Access Canberra Contact Centre.

The Contact Centre provides a whole of government service to callers, across a broad range of information, payments, services, and emergency support. The contact centre delivers quality customer service for various business functions on behalf of the ACT Government, including specialist teams for Road Transport, Municipal Services, as well as a referral service for callers. The Access Canberra Contact Centre also delivers emergency information to the community on behalf of the ESA and assists SES callers in times of need. The Contact Centre operates extended hours, with 24-hour back-up support.

The Operations Support Administration Officer is required to perform human resourcing tasks so will demonstrate discretion, impartiality, and agility.

You will have the ability to communicate effectively with influence, work under pressure, on multiple projects and within tight timeframes. You will have efficient data entry skills.

We are seeking a person with a "can do" attitude who has an enthusiastic and client focussed approach. This would be supported by your strong administration skills and attention to detail.

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:

Client services experience

Operational experience with Kronos or similar staff scheduling tool is 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.

How to apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees.

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

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

Contact Officer: PatriciaX Ryan (02) 62078197 PatriciaX.Ryan@act.gov.au

## Digital, Data and Technology Solutions

### Technology Services Branch

#### ICT Security

#### ICT Security Analyst

#### Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 53549)

Gazetted: 11 May 2022

Closing Date: 6 June 2022

The Technology Service Branch (TSB) within Digital, Data, and Technology Solutions (DDTS) is recruiting for one or more ICT Security analysts for a 6 month period, with the possibility of extension or permanency, that will be part of a larger team of ICT Security operations specialists. As an ICT Security analyst, you will be a member of the ICT Security operations team focussing on supporting security systems, vulnerability assessment processes and providing advice to support project and change activities within the organisation. This role provides operational support for the security of the ACT Government ICT environment. The ICT security analyst will work with a diverse range of on-premises and cloud platforms and technologies to support secure operations of ICT, audit and compliance programmes. The role will support a wide variety of customers and other stakeholders internally and promote positive security outcomes.

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

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

#### Duties and Responsibilities:

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

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

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

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

This position may involve direct supervision of staff.

Eligibility/Other Requirements: Current AGSVA NV1 security clearance or ability to obtain and hold an AGSVA NV1 security clearance is mandatory.

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

How to apply: Applications should include an up-to-date copy of your curriculum vitae and must address the Selection Criteria (in a maximum of two pages) below:

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

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

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

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

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

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

#### **Access Canberra**

##### **Corporate Support and Capability**

##### **Strategic ICT/ Business Development and Information**

##### **Software Test Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 21810,several)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: The Corporate Support and Capability Branch of Access Canberra is seeking a motivated and capable individual to join the Strategic ICT – Business Development and Information team to prepare and review test plans, test scripts and test cases and undertake comprehensive software testing.

The successful applicant will have excellent software testing and analytical skills, as well as great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders.

Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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

Eligibility/other requirements: The following are highly desirable: -

Previous software testing experience

Demonstrated knowledge of the rego.act system and related business functions.

Note: This is a temporary position available immediately for a period up to 30 October 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

To apply please submit two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

*Applications should be submitted via the apply now button below:*

Contact Officer: Sue Galinec (02) 62054649 Sue.Galinec@act.gov.au

#### **Access Canberra**

##### **Transport Licensing**

##### **Business Support and Training**

##### **Business Support and Training Manager**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 20042)**

Gazetted: 11 May 2022

Closing Date: 18 May 2022

Details: We are looking for a proactive team leader to fill the Manager role (currently temporarily vacant) in the Business Support and Training Team. The position involves supporting the helpdesk supervisor, overseeing team objectives, and drafting internal and external communication to stakeholders.

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, policies and procedures relating to Transport licencing, registration, vehicle compliance and registration processes. This high-performing, fast-paced team focuses on high-quality outcomes and service delivery.

The Manager is also responsible for:

Providing leadership and coaching to the Business Support and Training team, developing staff subject knowledge to ensure high-quality outputs.

Leading the team to develop and implement new and revised standard operating procedures relating to the rego.act system.

Continuously contributing to the development and implementation of relevant policies, processes and systems, ensuring changes align with the Road Transport legislation and good governance in decision making.

Acting as a point of escalation for complex issues and working closely with internal business units.

If you're a confident powerhouse who is a clear communicator and can manage competing priorities - this position may be for you!

**Eligibility/Other Requirements:** The successful applicant will need to have experience in the use of the rego.act database, and have a sound knowledge of transport functions administered by Access Canberra. The role is also assigned to a rotating roster of 8:30am – 5.30pm Monday – Friday.

**Note:** This is a temporary position available from 23 May 2022 until 1 November 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

## **Access Canberra**

### **Transport Licensing**

#### **Business Support and Training**

#### **Helpdesk Supervisor**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 46012)**

Gazetted: 11 May 2022

Closing Date: 18 May 2022

**Details:** We are looking for a proactive team leader to fill the helpdesk supervisor role (which is currently temporarily vacant). The position involves supporting the helpdesk operators, overseeing the team workflow, and drafting internal and external communication to stakeholders.

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, policies and procedures relating to Transport licencing, registration, vehicle compliance and registration processes. This high-performing, fast-paced team focuses on high-quality outcomes and service delivery.

The team is also responsible for providing:

- Business system training

- Updates to Road Transport specific policy and procedure

- Guidance and advice on Road Transport Authority (RTA) legislation

- Updates to the Access Canberra website for Road Transport related transactions

- Communicating changes to all rego.act stakeholders

- Contributing to rego.act enhancements

If you're a self-starter who is confident on the phone whilst managing competing priorities and being the escalation point for staff - this position may be for you!

**Eligibility/Other Requirements:** The successful applicant will need to have experience in the use of the rego.act database, and have a sound knowledge of transport functions administered by Access Canberra. The role is also assigned to a rotating roster of 8:30am – 5.30pm Monday – Friday.

**Note:** This is a temporary position available immediately until 1 November 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.



How to Apply: Please provide a supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacquelyn Marks (02) 6207 7209 jacquelyn.marks@act.gov.au

## **Venues Canberra**

### **Operations**

#### **Venues Canberra Operations Assistant**

##### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: C09787, Several)**

Gazetted: 10 May 2022

Closing Date: 3 June 2022

The Venues Canberra Operations Assistant provides event and facility administrative and operational support to the Venue Managers and operations teams at Manuka Oval, GIO Stadium and Exhibition Park in Canberra. The position assists in the delivery and planning of events and functions held at the venues along with the operational, administrative and compliance requirements.

Eligibility/Other Requirements:

Essential:

C Class Driver's Licence is essential.

First Aid certification or the ability to obtain first aid certification.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

Ability to perform manual handling tasks.

Desirable:

Relevant tertiary qualification (or working towards relevant qualifications) in event management and/or project management.

Previous experience with facility management or project management.

Forklift operator licence, white card, asbestos awareness and working at heights certification.

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 casual positions available from 1 June 2022, the full-time salary will be paid pro-rata. These positions require regular after hours, public holidays and weekend work in support of booked events. 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 please provide a copy of your recent curriculum vitae and a two-page cover letter addressing the Selection Criteria.

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

Contact Officer: Jared Rando (02) 6256 6709 Jared.Rando@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **Skills Policy and Strategy**

##### **Assistant Director, Data Integration**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 33329)**

Gazetted: 10 May 2022

Closing Date: 17 May 2022

Details: The Strategic Policy team, which is tasked with developing a long-term policy and funding framework for Vocational Education Training in the ACT, is seeking an interdisciplinary-minded individual to lead a six-month data integration project.

The final product is a wide-ranging evidence base that Skills Canberra will be able to use for policy development and decision-making, and that will allow the ACT to meet the new national reform direction, while supporting employers and learners, and will help the team shape the ACT's future skills policy.

This position will work across the branch to understand what data is currently collected, to determine data needs, and to produce optimised data products. This project will support the continual improvement Skills Canberra's programs and initiatives.

This position may also be allocated to project-based teams as required to meet branch operational needs, which may involve working to different manager/s and or supervising different staff from time-to-time.

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.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Notes: This position is available immediately for up to six months. Selection may be based on application and referee reports only

How to Apply: Interested candidates should produce a short pitch and provide a current curriculum vitae.

For more information, please contact Dr Genrikh Salata on [genrikh.salata@act.gov.au](mailto:genrikh.salata@act.gov.au).

*Applications should be sent to the Contact Officer.*

Contact Officer: Genrikh Salata (02) 6205 8662 [Genrikh.Salata@act.gov.au](mailto:Genrikh.Salata@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Technology Services**

#### **Networks, Communications Services and ICT Facilities**

##### **Director, Network Services**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 26728)**

Gazetted: 10 May 2022

Closing Date: 17 May 2022

Details: The Networks, Communications Services and ICT Facilities has a temporary vacancy for the position of Director, Network Services. This role is responsible for managing a team of approximately 20 technical staff, as well as providing technical leadership across the operational and project activities of the networks team.

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance.

Note: This is a temporary position available until July 1 2022 with the possibility of extension up to 6 months.

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one-page pitch addressing their suitability for the role, along with a current resume.

*Applications should be sent to the Contact Officer.*

Contact Officer: Alex Duckworth (02) 6205 9510 [Alex.Duckworth@act.gov.au](mailto:Alex.Duckworth@act.gov.au)

## **Corporate**

### **People and Capability**

#### **Safety and wellbeing**

##### **WHS Coordinator**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53830)**

Gazetted: 10 May 2022

Closing Date: 17 May 2022

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

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

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

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

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

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

*Applications should be sent to the Contact Officer.*

Contact Officer: Raphaela Higginbotham (02) 6205 0290 [Raphaela.Higginbotham@act.gov.au](mailto:Raphaela.Higginbotham@act.gov.au)

### **Digital Data and Technology Solutions**

#### **Strategic Business Branch**

#### **Business Enablement and Advisory Services team**

#### **ICT Contracts and Software Coordinator**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 00968)**

Gazetted: 09 May 2022

Closing Date: 23 May 2022

Details: Fast-paced and dynamic team seeks motivated and enthusiastic self-starter for an ICT Contracts and Software Coordinator role.

Do you like to find innovative solutions to complex problems? Do you love working with diverse stakeholders and negotiating with vendors to achieve good outcomes? Are you fascinated by the inner workings of the ACT Government's agreements with companies like Microsoft and Adobe? If you said yes, then this is the role for you! The ICT Contracts and Licensing team in Strategic Business Branch is responsible for the delivery of whole of government Information and Communication Technology (ICT) agreements and ensuring compliance with procurement legislation and ACT Public Service values. From making sure our vendors are doing their part to providing software licenses for our colleagues in the directorates, we play a diverse and essential role in the ACT Government ecosystem.

This role is suited to a highly organised and driven applicant who can apply a commercial lens in order to identify opportunities for innovation and improvement. They will provide advice to key stakeholders on contract and software obligations and facilitate the administration of ICT contracts, software licensing, and associated support services.

No prior experience in contract and software management or ICT is necessary.

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

Eligibility/Other Requirements:

Qualifications in procurement or contract management would be advantageous.

An ACT Government CMTEDD baseline clearance is required for this position.

Highly Desirable:

Knowledge of procurement and contract management activities within government.

Well-established research skills to support and develop a strong understanding of key concepts and issues, and the ability to leverage skills to propose data-driven solutions.

Experience in the use of contract lifecycle management and customer relationship management tools.

Knowledge of the administration and governance processes that apply to ICT contracts as well as software procurement, supply, and maintenance

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. A merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months that may be shorter in duration.

Remote working can be facilitated for the suitable applicant, noting it will be necessary to attend the office under a hybrid working arrangement as required. When in the office, the workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a pitch of no more than two pages outlining their suitability for the position in line with the selection criteria identified in the Position Description and a current curriculum vitae with the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Inge Miladinovic 0434 106 679 [inge.miladinovic@act.gov.au](mailto:inge.miladinovic@act.gov.au)/Arnie Kapcejevs 0456 458 426 [arnie.kapcejevs@act.gov.au](mailto:arnie.kapcejevs@act.gov.au)

## **Procurement ACT**

### **Procurement Policy and Capability Branch**

#### **Hep Desk Supervisor**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 18345)**

Gazetted: 06 May 2022

Closing Date: 27 May 2022

Details: Procurement ACT is looking for a motivated individual to lead our busy Help Desk team in delivering procurement services and system support to its customers and stakeholders.

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

Our ideal candidate has exceptional customer communication and service delivery skills and will thrive off working in a busy and at times high pressure service environment. 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 designing and delivering high quality services and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream, Procurement ACT wants to hear from you. Send us your application and get started on the next exciting chapter in your career!

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

Notes: This position is available immediately up until 27 January 2023.

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

This position is available immediately up until 27 January 2023.

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a copy of your curriculum vitae and respond to each of the Selection Criteria in a maximum two page pitch.

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

Contact Officer: Claire Hendrie (02) 6207 8134 [Claire.Hendrie@act.gov.au](mailto:Claire.Hendrie@act.gov.au)

## **Shared services**

### **Records Services**

#### **Digital Records Support**

#### **Assistant Director, Operations, Digital Records Support**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14680)**

Gazetted: 05 May 2022

Closing Date: 12 May 2022

Are you enthusiastic, a good people manager, and love a challenge? The Digital Records Support Team are looking for you!

Digital Records Support is the central team responsible for the maintenance, and administration of the two Electronic Document Records Management Systems (EDRMS) for ACT Government. Objective and Content Manager (TRIM).

You will be a team player, as well as the ability to work autonomously under pressure. Being adaptable and having the ability to change focus often in a fast paced environment will be the key in this role. Knowledge of the EDRMS systems is highly desirable.

Managing the team in the operational space, you will liaise with vendors, technical teams and support the staff in troubleshooting complex issues, as well as supporting the team through upgrades.

If you love being ten steps ahead and have good attention to detail with the ability to multitask, then we look forward to receiving your application.

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

Note: This is a temporary position available from 16 May 2022 until 21 August 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Previous applicants need not apply as their applications will be considered.

How to apply: Applications are invited to submit with a three-page pitch addressing the 'What You Will Do' as well as the 'Technical and Behavioural Capabilities', with a current curriculum vitae.

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

Contact Officer: Catriona Towner (02) 6205 7252 [catriona.towner@act.gov.au](mailto:catriona.towner@act.gov.au)

## **Treasury**

### **Digital, Data and Technology Solutions**

#### **ACT Digital**

#### **Director, Digital Service Policy**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52982)**

Gazetted: 05 May 2022

Closing Date: 24 May 2022

Through the ACT Digital Strategy, ACT Government has articulated its intent to support a more connected Canberra, taking advantage of advances in technology and data to make life better for Canberrans and the businesses that employ them. The Strategy challenges government to innovate, make the most of opportunities arising from the evolution of technology, and further improve the quality of life for all Canberrans. It sets out a plan of action and makes a range of commitments to the ACT community based on the following timeless principles:

People in our community are at the centre of everything we do, from policy making to city planning and service delivery

The data we collect and protect is used and shared transparently, to make better decisions and enhance the wellbeing of people

Design and co-design is how we manage change and ensure results are achieved

Strategic, open relationships with a wide range of industry groups creates greater value for the community.

ACT Digital, an agency of the Digital, Data and Technology Solutions Division of the Chief Minister, Treasury and Economic Development Directorate, functions at the cutting edge in applying these principles, engaging the community in co-design processes to establish convenient, user-friendly, and intuitive digital service experiences. In breaking new (digital) ground, we are also challenging the status quo, proposing, and establishing new policies and practices to ensure services are appropriately designed and fit for purpose. Which is why we are looking for someone to join the ACT Digital Executive team and work with business areas from across government and other jurisdictions to develop and provide high-quality, evidence-based policy advice and documentation on issues of relevance to the ongoing design, evolution, and delivery of ACT Government's digital services.

If you are experienced in development of community focused policy outcomes, understand and appreciate the ways in which technology contributes to improving wellbeing and quality of life, and can think outside the square to appropriately challenge accepted norms, then we would encourage you to submit an application for this opportunity.

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

Eligibility/Other Requirements: Experience and/or knowledge of working within a dynamic service delivery context is highly desirable. Relevant tertiary qualifications are desirable.

Notes: Please 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.

How to Apply: 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 and will be assessed against the Selection Criteria identified in the Position Description. If you believe you have the required skills, drive, and know 'what it takes' to be successful in role supporting transformative change, please take the time to send us a copy of your curriculum vitae, including contact details of two referees, along with a 'pitch' of no more than two pages responding to the Selection Criteria outlined in the attached Position Description.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Freestone (02) 6207 7783 [Jerome.Freestone@act.gov.au](mailto:Jerome.Freestone@act.gov.au)

## **Policy & Cabinet**

### **Wellbeing Project Team**

#### **Director - Wellbeing Project Team**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 44435)**

Gazetted: 05 May 2022

Closing Date: 19 May 2022

Details: The Wellbeing Project Team in Policy and Cabinet Division, CMTEDD, is seeking a permanent Director from 1 July 2022. This team has been responsible for leading development of the ACT Wellbeing Framework, guiding its implementation across the ACT Public Service, and engaging the community and other stakeholders as part of this journey.

From this date, the current Policy Design and Evaluation Team within Policy and Cabinet Division will become part of the Wellbeing Project Team, with a view to enhancing the team's capacity to lead the gathering/development of evidence and insights for the ACT (both data and narrative) in relation to wellbeing outcomes. This includes continuing to promote the use of evaluation in building an evidentiary basis for policy, program, and product design.

This role is expected to focus on assisting development of our wellbeing evidence base and insights, in conjunction with relevant agencies and institutions (within and outside the Public Service) and the community. This work will draw information from many sources and in a variety of forms. The consideration of innovative approaches to gathering such evidence/developing insights will be important to maximising the value add from this work in informing government/the community and contributing in a timely fashion to decision-making processes.

A key role for this position will be working collaboratively within the service, with other data/insight providers and with the community to consider how we access and utilise available information to draw insights and understandings in relation to wellbeing outcomes (and the determinants of those outcomes) to build an evidentiary basis to support wellbeing analysis, advice to government and reporting.

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role.

Eligibility/Other Requirements: The successful applicant will be able to demonstrate specialist and/or technical expertise in the design, planning and management of evaluations, the use of outcomes frameworks and quantitative and qualitative data collection and analysis – and to lead such work. Team management and program management knowledge and skills, and highly developed written, oral communication and collaboration skills, will need to supplement these technical skills. Full details are provided in the Position Description.

Our attractive remuneration package is competitive. We also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible working arrangements

Fulltime and or Part-time accepted

A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

Please note that this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 circumstances, most staff are working from home. Please discuss any concerns you may have with the Contact Officer.

Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.



How to apply: Please provide a pitch of no more than two pages outlining why you should be a Director in the Wellbeing Team.

The pitch should:

Draw on examples from your work, as well as the way you work.

Explain why you would be the best person to join our team.

Relate to the selection criteria in the Position Description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities, and achievements), qualifications - as well as contact details of two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: PeterJ Robinson (02) 6207 7015 [PeterJ.Robinson@act.gov.au](mailto:PeterJ.Robinson@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **Service Management**

#### **Content Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23213)**

Gazetted: 05 May 2022

Closing Date: 12 May 2022

Details: The Digital, Data and Technology Solutions Team (DDTS and OneGov Website administrators) are seeking applications for an ASO5 Content Officer, ServiceNow - commencing immediately for up to three months. This process will be used to fill the role whilst a recruitment process is undertaken for an identical permanent vacancy. We are looking for someone who can quickly establish rapport and maintain strong collaborative relationships.

Has exceptional written and verbal communication skills along with a flair for engaging customers through website content. Can work effectively with both technical and administrative teams to understand content requirements for both the DDTS and OneGov Websites.

What qualities do you need to have? An understanding of the ServiceNow platform and the ability to quickly learn backend processes for content publishing. Ability to work under pressure in an ever changing, fast paced environment. A can-do attitude and the willingness to seek out opportunity for improvements utilising the knowledge and catalogue modules within ServiceNow. A respectful and considerate team engagement ethos. A willingness to share information and knowledge. A typical day will include: Monitoring of the team queue to manage requests for content.

Working closely with other Service Management teams to ensure accurate service documentation is available for customers on the DDTS Website. Continual review of content published across both websites and engaging stakeholders in reviews and updates. Attend stakeholder meetings to discuss content requirements for both the DDTS and OneGov Websites. Building rapport and effective relationships across teams within DDTS and other OneGov divisions. The 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.

Note: This is a temporary position available immediately for a period of three months with a possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. How to apply: If you want to know more about the role before applying, please contact David Hingston at [david.hingston@act.gov.au](mailto:david.hingston@act.gov.au) if you think you are the person for the job, please send your curriculum vitae along with a one page pitch on why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role. Please also provide at least one professional referee - preferably your current direct manager. Applications should be submitted by the apply now button below.

Contact Officer: David Hingston (02) 6205 1269 [David.Hingston@act.gov.au](mailto:David.Hingston@act.gov.au)

**Community Services**

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

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

**Strategic Policy****Performance and Accountability****Strategic Portfolio and Data Governance****Senior Data Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56961, several)**

Gazetted: 09 May 2022

Closing Date: 16 May 2022

Details: The Strategic Policy Division is seeking highly motivated ASO6 Senior Data Officers to join the Strategic Portfolio and Data Excellence team (SPaDE) in multiple vacancies.

SPaDE is responsible for the acquisition, analysis and distribution of data to support the design of Community Services Directorate's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability.

The team undertakes the development, implementation, and support of reporting on information across the Directorate, including Child Protection, Youth Justice, Inclusion and Participation programs and organisational dashboards. SPaDE also contributes to the design, implementation, and delivery of data for jurisdictional and national reporting.

Successful candidates must have highly proficient data gathering, analysis, automation, and visualisation skills, capable of providing quality, accurate and timely data delivery for service, directorate, ACT Government and national reporting. They must be able to work within and contribute to SPaDE's Agile methodology, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment.

The role may involve supervision of other staff and collaboration with external stakeholders.

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

Note: A Merit Pool will be established from this selection process and will be used to fill similar vacancies in Community Services Directorate over the next 12 months.

While this team is currently working from home these positions 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 pitch-style response (no longer than two pages) to the Position Description, along with your curriculum vitae, contact details and written references from two referees using the Referee Report form on this web page.

Selection may be based on written applications and references only.

*Applications should be submitted via the apply now button below.*

Contact Officer: Caley Callahan (02) 62071145 [Caley.Callahan@act.gov.au](mailto:Caley.Callahan@act.gov.au)

**Housing ACT****Policy and Business Transformation****Housing and Homelessness Policy****Senior Legal Policy Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 18197)**

Gazetted: 06 May 2022

Closing Date: 27 May 2022

Details: Make a difference to peoples' lives by bringing your legal policy, analytical and communication skills to this position in the Housing and Homelessness Policy and Strategy team of ACT Housing. If you are the lucky one to be selected for this position you will find yourself in a friendly, supportive values-driven team with interesting and varied work.

Across any given week you might find yourself drafting advice on the impacts of proposed legislation; looking into the latest research on the connection between wellbeing and stable housing; developing a Ministerial brief on legislative changes and challenges; and reporting on outcomes of specific initiatives. You will have a supervisor and

will be working as part of small team. It's safe to say that there is never a dull moment and your work will be contributing to better public housing and homelessness outcomes for vulnerable people in the ACT community. If this interests you we would 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: Tertiary qualifications in policy, law, data analytics and/or a relevant discipline will be highly regarded but not essential.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge, and Behaviours 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.

Contact Officer: Elizabeth Hay (02) 6207 0809 [elizabeth.hay@act.gov.au](mailto:elizabeth.hay@act.gov.au)

### **Office of the Coordinator-General for Family Safety**

#### **Projects**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40464)**

Gazetted: 05 May 2022

Closing Date: 24 May 2022

Do you want to create real, positive change for the ACT community, work collaboratively and create strong partnerships across government, the service sector and the community? Do you take pride in delivering outcomes for yourself and for the team, and want to achieve the best value for the community by researching and developing projects and programs that show results? If this sounds like you, then this job should appeal.

The Office of the Coordinator-General for Family Safety (OCGFS) is looking for a motivated, friendly and energetic Project Officer to manage competing priorities, achieve complex project timelines using modern project management methods, and provide a range of support functions for OCGFS activities.

You must have excellent communications skills, great writing ability and an understanding of the issues to be able to visualise how your skills can help achieve practical outcomes for people affected by domestic, family and sexual violence.

The work is dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding.

The team works hard, is supportive and celebrates shared success.

We look forward to hearing 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.

Note: This is a temporary position available immediately for a period of five months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Helen Copley (02) 6207 1783 [helen.copley@act.gov.au](mailto:helen.copley@act.gov.au)

**Cultural Facilities Corporation****Canberra Museum and Gallery****Marketing and Design Assistant****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 8520)**

Gazetted: 10 May 2022

Closing Date: 2 June 2022

Details: Canberra Museum and Gallery (CMAG) and ACT Historic Places (ACTHP) are seeking a talented individual with an eye for detail and a flair for the creative to provide design services and marketing assistance for some of Canberra's key cultural venues.

As a member of the Marketing team, the Marketing and Design Assistant produces designs for exhibition graphics, exhibition catalogues, signage as well as print and digital advertisements. The role also assists with promotional and marketing activities for exhibitions and education and public programs as well as assisting with tourism initiatives and market research activities. The successful applicant will have demonstrated experience in graphic design preferably within a museum and/or gallery context. A demonstrated ability to work in a busy environment and develop designs in a collaborative manner is essential.

Eligibility/ Other Requirements: Tertiary qualifications in graphic design and/or marketing would be highly regarded.

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

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria of no more than two pages.

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

Contact Officer: Sarah Schmidt 6205 3432 sarah.schmidt@act.gov.au

**Education**

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

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

**Business Services****People and Performance****Wellbeing Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42220)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: A challenging and genuinely rewarding opportunity has emerged within the Education Directorate, for a highly motivated, values-driven professional to join Business Services as a Wellbeing Officer.

The Wellbeing Officer plays a key role in the delivery of key wellbeing tasks and assistance in the establishment and delivery of the Education Directorates Work Health and Safety initiatives. This includes coordinating and connecting all Education staff, facilitating training and support that empowers Education staff to make informed choices and take action to address and improve their health and wellbeing.

In addition, daily you will be required to monitor, maintain and analyse incident reports, implementing measures, in conjunction with management and HR Business Partners, to ensure staff are adequately supported.

Further to this, you will contribute broadly to improving workplace safety, reducing workplace injuries, reducing absenteeism, and addressing issues related to morale and culture.

To be successful, you will be able to work collaboratively and possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/other requirements: Tertiary qualifications or relevant experience in applying mental health first aid and/or counselling, social work or similar is highly desirable.

Existing working knowledge of workplace incident reporting or similar skills are desirable. Experience in an Education environment is highly desirable.

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:

A one-to-two-page written response addressing each selection criteria, having regard for the job requirements.

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: Jemma Dalley (02) 62056801 Jemma.Dalley@act.gov.au

## **Business Services**

### **People and Performance**

#### **Recruitment**

##### **Director - Recruitment Operations**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 33469)**

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The People and Performance Branch is seeking a dynamic, committed and highly motivated Director to manage a broad range of operational Recruitment activities for the Education Directorate. The successful candidate will have proven ability to lead a highly transactional team, delivering on critical activities within a government context.

The successful applicant will be required to work collaboratively across the People and Performance Branch supporting delivery of Recruitment services to ACT Public Schools and the Education Support Office.

Applicants must possess highly developed interpersonal skills, demonstrated organisational ability, and the capacity to manage multiple activities and overlapping timeframe to ensure delivery of key services.

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.

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 and that assessment of applicants may be on the basis of application, curriculum vitae and referee comments alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Tranda (02) 6205 7390 michelle.tranda@act.gov.au

## **Executive Group Manager**

### **Executive Level 2.3/2.4 \$315,479 - \$351,379 depending on band and current superannuation arrangements, Canberra (PN: E1237)**

Gazetted: 12 May 2022

Closing Date: 27 May 2022

Details: The Executive Group Manager reports directly to the Deputy Director-General and will be responsible for leading and managing a program of work to elevate the Education Directorate's commitment to workplace safety in schools. The Executive Group Manager will:

Coordinate a whole of Directorate response to systemic issues identified by recent Worksafe activity and the workforce including through unions regarding workplace safety,

Manage a series of safety-related projects,

Establish and implement a safety-first culture across EDU and support change management in schools and the Education Support Office (ESO), and

Develop implementation, measurement and assurance mechanisms to embed policy and cultural change, and

Effectively and efficiently manage the Directorate's resources, assets and people to achieve agreed outcomes.

To undertake this role, the candidate must possess these attributes:

Demonstrated experience in strategic planning and program/project management.

Excellent communication, people management, stakeholder engagement and change management skills.

Relevant knowledge and/or experience in workplace safety and/or industrial relations.

Knowledge and understanding of service delivery, particularly human services knowledge will be preferred.

Demonstrated leadership in strategic public policy.

It is essential applicants can work flexibly in a fast-paced environment, with some out of hours work required.

Remuneration: The position attracts a remuneration package ranging from \$315,479 to \$329,577 (Executive Level 2.3) and \$336,341 to \$351,379 (Executive Level 2.4) depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963 (Executive Level 2.3) – \$300,758 (Executive Level 2.4).

Contract: The successful applicant will be placed on a short-term contract for twelve months.

Note: Selection may be based on application and referee reports only. The position will be filled at either the Executive Level 2.3 or Executive Level 2.4 depending on skills and experience of the preferred candidate.

How to Apply: Applications should include a maximum two page Expression of Interest and a Curriculum Vitae with the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes 1 EDUDirectorGeneralOffice@act.gov.au

## **Business Services**

### **Strategic Finance and Procurement**

#### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33666)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: The Strategic Finance and Procurement Branch requires a self-motivated, highly capable Senior Finance Officer, to assist with financial and budgetary management. Working to the Director, External Budgets and Reporting, the role will require you to be familiar with the ACT Government budget process, and to have experience in monthly and annual financial reporting and capital works reporting. The successful applicant will have excellent communication, technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. The successful applicant must be able to work in a very busy environment, manage parts of the budget and financial reporting process, and be able to find solutions to complex issues and identify ways to improve existing processes.

Eligibility/Other Requirements:

Relevant qualifications in Accounting or similar and/or experience is desirable.

Working knowledge of the Oracle, APIAS and TM1 systems is also desirable.

Note: This is temporary position available for an immediately start until 16 December 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. This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangement, officers do not have a designated workstation/desk. Staff are currently working primarily from home due to COVID-19 restrictions. Please discuss any concerns or questions you may have with the contact officer.

How to Apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees, one of which should be a current supervisor.

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

Contact Officer: Emelia Kayser (02) 6207 8378 Emelia.Kayser@act.gov.au

## **School Improvement**

### **South Weston**

#### **The Woden School**

#### **Front Office and Administration Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57439)**

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Woden School is seeking an active member for the Administration Team assisting with the operations of the school business. The Front Office Administration Officer will work under general direction in relation to



established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

The Woden School is a specialised school and provides highly targeted and engaging teaching and learning for young adults in Year 7 – 12 that prides themselves on inclusivity, teamwork, collaboration, and support to ensure all students are able, connected and empowered members of the 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 encouraged to apply.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

How to Apply: If you are interested in this exciting position please submit a two-page application, including your current curriculum vitae with two written referees. Your application must demonstrate your suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities for the role specific requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 6142 0200 [jenna.blake@ed.act.edu.au](mailto:jenna.blake@ed.act.edu.au)

## **School Improvement and Performance**

### **South Weston**

#### **The Woden School**

#### **Building Services Officer 8**

#### **Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 46618)**

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Woden School is seeking an active member for the Administration Team assisting with the operations of the school business. The Building Services Officer works in close partnership with The Business Manager to ensure all aspects of the school building and grounds of the school are in line with school requirements and Directorate priorities.

The Woden School is a specialised school and provides highly targeted and engaging teaching and learning for young adults in Year 7 – 12 that prides themselves on inclusivity, teamwork, collaboration, and support to ensure all students are able, connected and empowered members of the 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 encouraged to apply.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp).

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to: [Access Canberra](https://www.accesscanberra.act.gov.au/). An industry recognised trade qualification or equivalent work experience is desirable.

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

How to Apply: If you are interested in this exciting position, please submit a two-page application, including your current curriculum vitae with two written referees. Your application must demonstrate your suitability against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 6142 0200 [jenna.blake@ed.act.edu.au](mailto:jenna.blake@ed.act.edu.au)

**Service Design & Delivery****Service Design & Delivery****Data Enablement****Data Enablement Officer****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54338)**

Gazetted: 10 May 2022

Closing Date: 17 May 2022

Details: This role is a new opportunity to support the Director and other Branch staff by providing guidance and direction on information management, data quality and format for the purposes of ease of access, analytics, and reporting.

This position includes working with a diverse range of staff at all levels to determine data visualisations needs and developing them in accordance with data security and change management policies.

Eligibility/other requirements:

Knowledge of the Central Student Management System and Riskman

Knowledge of SharePoint, Power BI and Microsoft Excel.

Previous experience working in areas relating to student wellbeing, inclusion, and disability is highly desirable.

Notes: 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: Please submit a response to the Selection Criteria (maximum three pages), current curriculum vitae and contact details for two referees.

*Applications should be submitted via the apply now button below.*

Contact Officer: Gillian Abdilla (02)62074086 Gillian.Abdilla@act.gov.au

**School Performance and Improvement****Belconnen Network****University of Canberra High School Kaleen****Laboratory Assistant****School Assistant 3 \$57,626 - \$62,020, Canberra (PN: 01339)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

The role of Science Assistant at UC High School Kaleen will support the Science Faculty, in a busy Year 7-10 High School environment.

The ability to deliver excellent customer service and provide day to day support across the whole team, is critical to the role.

The successful applicant will require the ability to work independently and professionally with all members of the Science Faculty, in the provision of the Science Curriculum across the school.

You will have exceptional organisational skills as well as proactive problem-solving skills and the ability to communicate, both verbally and written to a high standard.

A sound working knowledge of information Technology and information management as it relates to the education sector, will be highly regarded.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au).

Certificate 111 or equivalent e.g Laboratory skills experience is highly desirable. First Aid certificate is desirable.

Notes: This is a temporary position available immediately until December 2022 with the possibility of permanency.

Selection may be based on application and referee reports only. This position is Monday to Friday 8.30am to 3.30pm.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Merrielle Reed (02) 6142 0482 Merrielle.Reed@ed.act.edu.au

**School Improvement  
Tuggeranong Network  
Theodore Primary School  
Business Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56843)**

Gazetted: 09 May 2022

Closing Date: 16 May 2022

Details: Theodore Primary School is seeking an enthusiastic and highly capable individual to fill the role of Business Manager at our school. The Business Manager is an active member of the school leadership team who will oversee the operations of the school business and are accountable to the ACT Education Directorate in meeting relevant legislative requirements.

The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn.

The successful applicant will provide support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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

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

[Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

Selection may be based on application and referee reports only.

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.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

*Applications should be submitted via the apply now button below.*

Contact Officer: Nathan Pepper 02) 61423100 [Nathan.Pepper@ed.act.edu.au](mailto:Nathan.Pepper@ed.act.edu.au)

**Business Services  
Infrastructure and Capital Works  
Executive Branch Manager's Office  
Branch Support Officer**

**Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 57380)**

Gazetted: 05 May 2022

Closing Date: 19 May 2022

Details: The Branch Support Officer in the Infrastructure and Capital Works Executive Branch Manager's Office (EBM ICW) provides a range of administrative support duties to the ICW EBM and Office Manager. The position manages the diary and meeting invites for the EBM and acts as a liaison point for the Branch with other executive support staff across the Directorate. The Branch Support Officer assists with managing the ICW mailbox, sorts and distributes incoming mail for the Directorate, coordinates the staff leave calendar and monitors and places orders for Branch stationery.

The role requires an organised and self-motivated person who can prioritise a range of tasks, display high quality customer service principles and manage sensitive and confidential information where required.

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.

**Eligibility/Other Requirements:** 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.

**Note:** This is a part-time temporary position available at 24.00 hours per week, the full-time salary noted above will be paid pro-rata, until 2 November 2022 with the possibility of permanency.

**How to Apply:** Applicants should submit a resume, a brief statement addressing the capability criteria, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ell Stewart (02) 6207 9047 ell.stewart@act.gov.au

## **Business Services**

### **Communications, Engagement and Government Support**

#### **Ministerial and Corporate Reporting**

#### **Assistant Director, Corporate Reporting and Stakeholder Management**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09406)**

Gazetted: 05 May 2022

Closing Date: 24 May 2022

The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. Our team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. We also provide secretariat support for critical stakeholder engagements and manage the Directorate's stakeholder engagement frameworks. We are looking for someone to join us!

As the Assistant Director, Corporate Reporting and Stakeholder Management, you will provide the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. You will also be challenged by taking part in the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reporting requirements.

As a member of a team with both corporate reporting and executive secretarial responsibilities, we need someone with strong coordination skills, an ability to work independently, who is self-driven, and has a willingness to assist others if required. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

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

**Eligibility/Other Requirements:** Citizen or permanent resident of Australia

**Note:** This is a temporary position available immediately for a period up to 12 months. This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to apply:**

A maximum two-page statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (professional/technical skills and knowledge; and behavioural capabilities) in relation to the stated duties outlined in the Position Description

A current curriculum vitae

The contact details of at least one referee

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

Contact Officer: Rochelle Bessey (02) 6207 2620 rochelle.bessey@act.gov.au

**Service Design and Delivery****Digital Strategy, Services and Transformation****Strategy, Applications and Transformation****Information Technology Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 00620, several)**

Gazetted: 05 May 2022

Closing Date: 24 May 2022

Details: Our ideal candidate has experience in providing administrative and ICT support in a busy corporate environment. The ability to deliver 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. You will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength. Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a team.

Eligibility/Other Requirements:

Mandatory Requirements:

Permanent resident of Australia

Driver's licence and access to a private vehicle

Highly Desirable:

Experience with Atlassian Jira platform and or any other asset management software

Experience maintaining ICT laptop devices.

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

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) 6207 5790 Michael.DeRaadt@act.gov.au

**Business Services****Infrastructure and Capital Works****Executive Branch Manager's Office****Office Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57378)**

Gazetted: 05 May 2022

Closing Date: 19 May 2022

The Office Manager is responsible for the management of the Executive Branch Manager's Office, Infrastructure and Capital Works (EBM ICW). The Office Manager provides organisational and administrative support to the EBM ICW and serves as a liaison point with Senior Executive Office teams and Executive Branch Managers across the Directorate, and Senior Directors across the Branch. The EBM ICW Office operates in a fast paced and busy environment and the Officer Manager will need to manage the EBM workload as well as the Office based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail-oriented person with initiative and sound written and oral communication skills. Strong time management and effective organisational skills, and the ability to think laterally, work under pressure and achieve deadlines with competing priorities are also important.

Eligibility/Other Requirements: A sound knowledge of TRIM is highly desirable.

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

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Professional and Technical Skills and Knowledge, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Parkinson (02) 6205 4593 Andrew.Parkinson@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](mailto:jobs@act.gov.au)

**Office of the Director-General****Communications, Media and Engagement****Media****Media Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44655)**

Gazetted: 11 May 2022

Closing Date: 18 May 2022

Details: The Environment, Planning and Sustainable Development directorate is seeking an enthusiastic and driven media officer who has a passion for creating compelling media content to inform and engage Canberrans.

As part of a small team, you will work collaboratively on proactive and reactive media and issues, manage media and ministerial relationships, and work on material that promotes and enhances the Directorate's goals and projects in the Territory.

You will be responsible for developing and producing high quality media and communications content to support outputs across a variety of different media types and channels, for a wide range of audiences.

If this sounds like you, we encourage you to apply!

Eligibility/Other Requirements: Tertiary qualifications in journalism, public relations or a relevant discipline.

Note: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. A recruitment decision may be based on application and referee reports only.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribute to the Communications, Engagement and Media Team at EPSDD. Please include an up-to-date curriculum vitae and the name of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Anderson (02) 6207 1609 [Adam.Anderson@act.gov.au](mailto:Adam.Anderson@act.gov.au)

**Environment****ACT Parks and Conservation Service****Park Ranger Grade 1****Park Ranger 1 \$67,770 - \$72,935, Canberra (PN: 13426 , several)**

Gazetted: 11 May 2022

Closing Date: 27 May 2022

**Details:** Rangers at this level are likely to undertake general maintenance and construction duties and have dedicated projects to manage such as signage, walking track, camping area or heritage programs. Physical conditions may include working in the heat and cold and climbing steep slopes and rough terrain. General direction will be given by supervisors and your performance monitored with feedback regularly provided.

To achieve the outcomes required by this role you must be able to:

Assist in the protection of biodiversity and implementation of sustainable management practices in Canberra's conservation reserves and rural lands consistent with relevant legislation and management plan objectives.

Under supervision:

Perform estate management and maintenance duties including:

maintenance of walking tracks, fencing and recreational facilities;

cleaning and maintenance of amenities; and

minor maintenance of plant, signs, equipment, firebreaks, buildings and vehicles.

Undertake public relations and external liaison functions in line with duties, conduct interpretative programs,

provide assistance and guidance and answer public enquiries from reserve area users, members of the community, and rural leaseholders.

Monitor public access, collect fees and maintain a ranger presence in reserves and other areas as required.

Undertake pest plants and animal control programs.

Assist with law enforcement and compliance duties.



Undertake incident management duties, including participation in fire standby, fire suppression and fire training and Search and Rescue operations.

Perform administrative duties including the operation of computers and technology.

Perform other duties as directed by Senior Managers.

Eligibility/Other Requirements:

This position is classified as a Designated Fire Position under the EPSDD Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position.

Mandatory:

be registered, or able to obtain a registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations;

be prepared to work a shift roster, weekends, public holidays or evening shifts. EPSDD is committed to providing reasonable adjustment, where operationally possible, to ensure all individuals have equal opportunities in the workplace.

Possess a manual Australian drivers' license

be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

Highly Desirable:

While no formal qualification is required for this role, progress towards or the completion of a relevant tertiary qualification will be highly regarded.

A current Advanced First Aid Certificate or capacity to obtain one.

Note: There are several temporary positions available for a period of 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: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Simon Stratford 0419 746 981 [Simon.Stratford@act.gov.au](mailto:Simon.Stratford@act.gov.au)

## Office of the Director General

### Senior Director/Executive Officer

#### Senior Officer Grade A \$155,107, Canberra (PN: 33922)

Gazetted: 11 May 2022

Closing Date: 25 May 2022

The Directorate

The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to climate change, heritage, land, planning, energy and water, land information and place names, together with regulatory responsibilities for development and building applications, surveying, nature conservation and environment protection. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community.

Brief description of the Branch

The Director-General is looking for an experienced person to join his office in the position of Senior Director/Executive Officer. The Office of the Director-General provides strategic support to the Director-General and Deputy Directors-General undertaking high level coordination, liaison, research and reporting and providing advice on specific issues relating to EPSDD, portfolio Ministers and the ACT community. The position will work closely with the Government Services team to manage briefings, Cabinet and Assembly items for the Director-General.

Brief description of the role and its requirements

The position is fast paced and a key leadership role where you can apply your policy knowledge, engage in problem solving and manage sensitive and complex issues every day. The position manages the support team within the Office of the Director-General and Deputy Directors-General. The successful applicant will also be required to provide high quality liaison on behalf of the Director-General with the Head of Service's Office, other Directorates, Minister's Offices, stakeholders and community as required.

This is a great opportunity for someone looking to broaden their skillset and gain an understanding of the wider EPSDD portfolio. The position provides great exposure to a range of issues and topics both within our EPSDD portfolio and throughout Government.

This position also manages Secretariat functions for the Executive Management Board, the Planning and Infrastructure Sub-Committee of Strategic Board and various Director-General led meetings.

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

How to Apply: Please provide a current curriculum vitae and a two page pitch demonstrating how your skills, experience and knowledge align to the Selection Criteria, while outlining why you want this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Ponton (02) 6205 4341 Ben.Ponton@act.gov.au

## **Sustainability and the Built Environment**

### **Urban Renewal**

#### **Finance Manager, Urban Renewal**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 34864)**

Gazetted: 10 May 2022

Closing Date: 17 May 2022

Details: The Directorate

The Environment, Planning and Sustainable Development Directorate (EPSDD) aims to lead the nation in achieving sustainable outcomes; to be a 'liveable and sustainable city'. The Directorate is responsible for developing and implementing a wide range of policies and programs across city planning and development, climate change and the environment.

EPSDD develops and implements sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate administers a range of legislation including the *Planning and Development Act 2007*, the *Nature Conservation Act 1990*, *Climate Change and Greenhouse Reduction Act*, *Environment Protection Act 1997* and the *Heritage Act 2004*.

The Division

The Urban Renewal Division is a delivery arm of the EPSDD. In line with the ACT Government's broader urban renewal agenda, the Urban Renewal Division is responsible for undertaking significant programs relating to renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs.

The Urban Renewal Division comprises:

Urban Renewal Projects – including:

Demonstration Housing Project;

coordination and reporting for Asset Recycling Initiative;

site investigations, due diligence, feasibility, and preparation of business cases for urban renewal projects;

planning, design and project management for urban renewal projects;

coordination with the Commonwealth Government on Defence land negotiations, and

facilitation of direct sales and strategic acquisitions to achieve Government policy outcomes.

The *Asbestos Response Taskforce* - responsible for managing the Government's response to loose fill asbestos insulation in ACT homes, including:

policy advice and operational support to the Chief Minister and the Cabinet;

demolition of houses, sale of sites and reporting as part of the Loose Fill Asbestos Insulation Eradication Scheme;

administration of the Government's financial assistance package; and

development of appropriate regulatory, legislative and physical responses to short, medium and long term issues associated with asbestos in the built environment.

The *Public Housing Renewal Taskforce* - established to deliver an accelerated program of renewal of public housing, including:

delivery of renewal program of multi unit public housing properties along Northbourne Avenue and in other key locations around Canberra;

supporting the relocation of tenants into alternative public housing, and purchase and development of replacement public housing.

#### The Position

The position of Finance Manager – Urban Renewal will support financial activities in the Asbestos Response Taskforce and more generally across the Urban Renewal Division as required.

This position will report to the Director, Urban Renewal. The successful applicant will:

Develop economic / financial models to assess financial feasibility and provide strategic financial advice for developing budget bids, business cases, Cabinet submissions, etc.

Provide finance assurance services for the Asbestos Response Taskforce and Urban Renewal.

Develop and manage internal cost centre budgets.

Monitor and provide advice to Senior Executives on Urban Renewal's financial position, undertaking ongoing reconciliation, investigation and detailed analysis of Oracle financial management reports, taxation treatment and overseeing financial processing.

Coordinate complex financial management tasks including preparing monthly financial reports, management of transfers of assets between entities and ensuring the provision of quality assurance, maintenance of records, and timely flow of financial information to Strategic Finance.

Manage projects and property sales, including monitoring and reporting on project progress and administration of contracts.

Build effective relationships with key stakeholders including Treasury, EPSDD Strategic Finance and clients, both internal and external, to deliver optimal solutions in line with ACT Government strategic priorities.

Maintain records in accordance with the Territory Records Act.

Other finance and project management duties as directed.

Eligibility/Other Requirements: The successful candidate should be able to demonstrate the following capabilities:  
Skills

Proven and demonstrated strategic financial management skills and experience to undertake and develop sound financial / economic models and financial feasibility assessments for business cases and budget bids, particularly in relation to land development.

Proven and demonstrated financial management skills, abilities in the coordination and preparation of financial reports to internal and external stakeholders, including stakeholders with no financial background.

Highly developed accounting skills, including experience in accrual-based public sector accounting and budgeting principles.

Highly developed interpersonal and written communication skills with a focus on delivering complex information in clear and concise terms for multiple audiences.

#### Knowledge

Demonstrated knowledge and understanding of ACT Government financial management policies, guidelines and legislation or the ability to quickly acquire this knowledge and understanding.

Demonstrated highly developed knowledge and experience working with spreadsheets and Financial Management Information Systems to provide accurate financial analysis and advice to meet the needs of the Executive and business areas.

#### Behaviour

Demonstrated ability to build and maintain effective working relationships with senior financial personnel, internal and external stakeholders including the ability to plan and prioritise work to meet deadlines set by a range of agencies.

Demonstrated commitment to work in accordance with, and uphold, the ACTPS Values and Signature Behaviours.

#### Qualifications and experience other than prescribed

Tertiary qualifications in Finance, Accounting or a related field are highly desirable.

Note: This is a temporary position available immediately until the end of August with the possibility of extension up to 6 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: To apply, please submit a 1 page pitch demonstrating the above mentioned capabilities (no smaller than size 10 font) and a current CV.

*Applications should be sent to the Contact Officer*

Contact Officer: Lea Durie (02) 6205 0477 [Lea.Durie@act.gov.au](mailto:Lea.Durie@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.

**Climate Change & Energy****Program Delivery****Households Team****Program Officer, Climate Change and Energy****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 43178, several)**

Gazetted: 09 May 2022

Closing Date: 23 May 2022

Details: The Climate Change and Energy Division is looking for an energetic and well-organised Program Officers to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes.

Duties include:

Effective project planning and delivery.

Brief and report writing.

Stakeholder liaison and communication.

High-quality administration such as procurement and contract support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

Note: The permanent positions are available in the Program Delivery Branch based on vacancies.

A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months.

Selection may be based on application and referee reports only.

Eligibility/other requirements: Occasional weekend work may be required.

A current ACT or equivalent driver's licence is required.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

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: Jessica Nissen (02) 6205 2442 Jessica.Nissen@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.*

**Environment****ACT Parks and Conservation Service****Volunteer and Visitor Experience****Visitor Experience - Commercial Business Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57356)**

Gazetted: 05 May 2022

Closing Date: 31 May 2022

Parks and Conservation Service (PCS) manage an extensive suite of natural land tenures in the Australian Capital Territory including national parks and reserves. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity. The ACT is shifting its Public Service image and driving unique opportunities for competitive tourism product development.

We are seeking a Visitor Experience - Commercial and Business Manager to lead commercial tourism development and management in ACT parks, reserves, and forests. This position will lead the development of a framework to guide nature-based tourism activities across the PCS managed estate.

The position is responsible for the day-to-day management of the development of appropriate commercial tourism ventures within PCS estate, with support from the Commercial Tourism Manager. This includes using management of the NatureStays portfolio of property, compliance frameworks such as relevant Plans of

Management, the Nature Conservation Act (2014), the Public Unleased Land Act (2007) and the Emergencies Act (?), in addition to developing stakeholder relationships with industry, government, and community, to seek out, identify and develop tourism opportunities and challenge solutions for the Commercial Tourism Stream of Volunteer and Visitor Experience.

Eligibility/Other Requirements:

Mandatory:

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au)) Be

Prepared to wear a uniform

Possess a manual drivers' licence.

Highly Desirable:

Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Testoni 0422 069 693 [Lisa.Testoni@act.gov.au](mailto:Lisa.Testoni@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Courts and Tribunal**

##### **Registry Operations Branch**

##### **Civil Section, Front Counter Client Service Team**

##### **Senior Support Officer - Front Counter Client Service**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 43618, several)**

Gazetted: 11 May 2022

Closing Date: 30 May 2022

We are looking for new team members to join our Front Counter Client Service Team!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of enquiries and files which we handled.

Our work is unique, interesting and client focused. Our people are our superpower. As a team, we are a diverse group of individuals, but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

#### ***Opportunity***

We have a couple long-term vacancies in our Front Counter Client Services Team.

This team is the face of the Courts Registry and deals with a wide variety of clients, enquiries, transactions and documents across every jurisdiction. You will never be bored in your job as no two days are the same. This is a great opportunity for anyone who's interested in a career in court administration. As we say, start here and go anywhere!

Given the public facing and client service nature of these roles, you will also be in the thick of it, making decisions and calls on a range of matters, managing strict deadlines, quality assuring documents, receiving and accounting for public moneys, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws and rules, you will need to exercise powers as a Deputy Registrar of a particular court.

*Who are we after?*

To be successful in being selected for these roles, you'll have highly developed administrative skills and be a great communicator. As you're the Registry's Ambassador with the legal profession and the public, your client service must be up there – think Emirates, First Class!

You'll be a self-starter who takes initiative and works well in a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, 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.

Note: These are temporary positions available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process, and it may be used to fill other similar vacancies in the branch over the next 12 months.

How to apply: Please use the link in this ad to submit, in a PDF format, the following three documents:

Your up-to-date curriculum vitae (max three pages)

A completed Referee Report from your current or most recent (not older than 12 months) supervisor please use this Referee Report template

([https://www.jobs.act.gov.au/\\_data/assets/word\\_doc/0016/1243123/Referee\\_Report.doc](https://www.jobs.act.gov.au/_data/assets/word_doc/0016/1243123/Referee_Report.doc))

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

Tip: we suggest that you pre-fill the template with the following before giving it to your referee to complete:

Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

3. A document with answers to the following four selection questions:

Question 1: Provide an example of when you provided a client service in a complex matter while managing multiple competing demands. Why was this a complex matter? What made your approach successful? Reflecting on the situation, what could you have done differently, if anything?

Question 2: Please provide an example of when you had to deal with a client who was angry because your colleague made an error. How did you approach the situation? What was the outcome for the client? Did you provide any feedback to your colleague? If not, why not?

Question 3: Provide an example of when you interpreted a legislative provision, policy or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

Question 4: Provide an example of when you used your initiative to learn and be across a large volume of materials in your workplace, in a short timeframe and with limited assistance from colleagues or supervisors. What method and tools did you use to support your learning? Was your learning successful and why/why not?

Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

Tip: Please use the STAR model to structure your answers to selection questions. For more information, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Renae Myers (02) 6207 1326 [Renae.Myers@courts.act.gov.au](mailto:Renae.Myers@courts.act.gov.au)

## **ACT Human Rights Commission**

**President and Human Rights Commissioner**

**President and Human Rights Commissioner**

**Senior Director, Governance & Corporate Support**

**Senior Officer Grade A \$155,107, Canberra (PN: 48981)**

Gazetted: 11 May 2022

Closing Date: 6 June 2022

The President of the ACT Human Rights Commission is seeking a highly motivated and organised professional to exercise a number of delegated functions of the President and the ACT Human Rights Commission. Duties of the



Senior Director, Governance & Corporate Support include provide strategic and practical advice and assistance to the President on a range of budget, corporate and planning processes, systemic policies and priority issues, and participating in agency liaison meetings, drafting briefings, reports and speeches and providing advice on whole of Commission legal compliance issues such as litigation, freedom of information, privacy and territory records. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

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

Contact Officer: Helen Watchirs (02) 6205 2222 Helen.Watchirs@act.gov.au

### **ACT Human Rights Commission**

#### **President and Human Rights Commissioner**

#### **President and Human Rights Commissioner**

#### **Senior Director, Human Rights Law and Policy**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 45284)**

Gazetted: 11 May 2022

Closing Date: 1 June 2022

Details: The President of the ACT Human Rights Commission is seeking a highly motivated and organised professional to exercise a number of delegated functions of the President and the ACT Human Rights Commissioner.

Duties of the Senior Director, Human Rights Law & Policy includes, managing the human rights legal team, assisting the Commissioner fulfil work in promoting understanding of the *Human Rights Act 2004* across the ACT Government and broader community, litigation, researching legal obligations and law reform in other areas relevant to the work of the Commission including privacy, health, guardianship, children and young people and victims of crime.

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

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

*Applications should be submitted via the apply now button below:*

Contact Officer: Helen Watchirs (02) 62052222 Helen.Watchirs@act.gov.au

### **ACT Corrective Services**

#### **Operational Support**

#### **Trainer, Custodial Operations**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57364)**

Gazetted: 09 May 2022

Closing Date: 25 May 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Trainer, Custodial Operations (ASO6) within the Organisational Capability Unit (OCU).

This position is primarily responsible for the development, delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. It will also provide support in the assessment of related accredited qualifications.

You will be required to deliver a range of operational training using a variety of methods including group, face to face, one on one coaching, on the job sessions and provide support to the Senior Custodial Trainers with delivery of new recruit and mandatory training.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders to support training activity across ACTCS.

To be successful, you will have demonstrated experience in adult vocational education, strong written and verbal communication skills, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and administration skills and have a solid understanding of foundational skills required to undertake the duties of a Custodial Officer within the ACT.

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:**

Custodial experience in a correctional facility is highly desirable.

Certificate III and Certificate IV in Correctional Practice (custodial specialisation) are highly desirable.

Certificate IV in Training and Assessment is highly desirable.

The successful candidate will be required to undergo a National Police check.

**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 relevant qualifications. Please ensure you submit all three items.

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

Contact Officer: Elise Brazel (02) 6207 4635 [Elise.Brazel@act.gov.au](mailto:Elise.Brazel@act.gov.au)

## **Emergency Services Agency**

### **Commissioner's Office**

#### **Senior Engagement and Events Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44757)**

Gazetted: 09 May 2022

Closing Date: 23 May 2022

**Details:** The ACT Emergency Services Agency (ACTESA) Public Information and Engagement (PIE) team is seeking a Senior Engagement and Events Officer to work collaboratively with key stakeholders across ACTESA, the JACS Directorate and within the ACT Government to ensure cohesive and consistent event planning and implementation.

The Senior Engagement and Events Officer provides planning, logistical, operational and management support to operational services and business units of the ACTESA for all agency events in line with established processes and Standard Operating Procedures. The Senior Engagement and Events Officer will connect with community networks to create opportunities, activities and strategies that enable ACTESA to engage with all groups in our diverse community.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

**Eligibility/Other Requirements:**

Relevant qualifications and significant experience working in communications, engagement and event management is desirable.

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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 statement of no more than two pages addressing the selection criteria found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Amundson (02) 6207 8300 [fiona.amundson@act.gov.au](mailto:fiona.amundson@act.gov.au)

### **Office of the Inspector of Correctional Services**

#### **Director, Major Reviews**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 57412)**

Gazetted: 09 May 2022

Closing Date: 23 May 2022

Details: Reporting to the Deputy Inspector of Correctional Services, the Director Major Reviews is responsible for managing the conduct of major reviews and day to day business of the office including supervision of inspectorate staff and provision of advice and support to the Deputy Inspector and/or the Inspector.

In the absence of the Inspector or Deputy Inspector the Director Major Reviews will be required to represent the Office at ACT Legislative Assembly Hearings, meetings with Ministers and Directors-General, Alexander Maconochie Centre (AMC) and Bimberi Oversight Agencies and stakeholder forums and conferences.

The successful applicant will have experience in undertaking high level research and analysis of data for application in complex reports, capacity to interpret legal advice on matters that impact the office and a demonstrated knowledge, experience and understanding of human rights laws and conventions relating to persons in custody.

The successful applicant will also possess high level communication skills in addition to having demonstrated experience in complex negotiations in developing and maintaining collaborative diverse, strategic and reciprocal business partnerships and stakeholder dealings.

Further information regarding the OICS, including who we are, what we do and published reports can be found at [www.ics.act.gov.au](http://www.ics.act.gov.au)

Eligibility/Other Requirements: An understanding of/knowledge/experience working in a correctional or detention setting would be an advantage. Post-graduate tertiary qualifications in a relevant discipline such as law, human rights or criminology are highly desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants should provide a written pitch (of no more than two pages) addressing both the Professional/Technical Skills and Knowledge and Behavioural Capabilities. A current curriculum vitae with the names and contact details of two referees (with one being your current supervisor) should be provided with your written pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil McAllister 0466 131 236 [neil.mcAllister@act.gov.au](mailto:neil.mcAllister@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

##### **Detainee Employment Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 14764)**

Gazetted: 06 May 2022

Closing Date: 25 May 2022

ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Detainee Services Unit as the Detainee Employment Officer (ASO5), at the Alexander Maconochie Centre (AMC).

The Detainee Employment Officer will work in a dynamic, high paced team that delivers custody-based employment opportunities to detainees within the AMC.

In addition, the successful applicant will liaise directly with detainees at the AMC and contribute to the implementation, induction, facilitation, registration and overall management of AMC detainee employment, including managing the detainee work location register, waiting lists and weekly payroll.

Further to this, you will be required to provide written and verbal reports to a range of stakeholders and other bodies, as required.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

This position may involve direct supervision of employment staff.

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

**Eligibility/Other Requirements:**

Eligible candidates will be required to undergo a National Police Check;

Applicants may be required to undertake psychological aptitude testing as part of the assessment process; and

This position requires a current ACT Working with Vulnerable People Check.

**How to apply:** To apply, applicants are required to submit two items:

a one-to-two-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; and

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: Cameron Watling (02) 6205 1094 [Cameron.Watling@act.gov.au](mailto:Cameron.Watling@act.gov.au)

### **Strategic Policy and Programs, Community Safety**

#### **Assistant Director - Strategic Policy and Programs, Community Safety**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51248)**

Gazetted: 06 May 2022

Closing Date: 20 May 2022

The Strategic Policy and Programs, Community Safety branch is responsible for strategic reform, policy development and design and program implementation across emergency services and management and corrective services matters, including:

In corrective services, relevant elements of

justice reinvestment programs

reducing recidivism programs

rehabilitative programs

analysis of the overrepresentation of indigenous people in the justice system

Supporting all operational areas, through effective long-term planning, monitoring and evaluation, in:

the professional, efficient and cost-effective delivery of services

the sustainable management of infrastructure and assets programs

Supporting effective use of data analysis and evidence-based policy development to support the operational areas of Community Safety.

Working to the Senior Director, Strategic Policy & Programs (SPP), Community Safety the Assistant Director, Community Safety Policy will provide high-level support and policy leadership including by contributing to the development and implementation of various policy proposals and related documentation and preparing and/or coordinating briefings and correspondence for JACS Executive, the Director-General and Ministers.

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 developed organisational skills and the ability to effectively manage competing priorities and demands and the ability to deliver within tight timeframes.

Experience in the development and implementation of policy and or programs within a highly fluid, complex environment.

Ability to work cohesively in a team environment and with a high degree of autonomy.

Demonstrated knowledge, or the capacity to quickly gain a good knowledge, of the structure of ACT Public Service processes and functions of the Directorate, and a strong understanding of Cabinet, Ministerial, Legislative Assembly and government processes.

**Qualifications/Other requirements**

Relevant tertiary qualifications highly regarded

The occupant of this role will be required to undergo a Police Check.

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

vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are asked to please supply:

A written response (a pitch) of no more than two A4 pages which:

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

outlines why you believe you are suitable for the position.

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Natalie Veenstra (02) 6207 0684 Natalie.Veenstra@act.gov.au

## **ACT Corrective Services**

### **Operational Support**

#### **Organisational Capability Unit**

##### **Trainer, Custodial Operations**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45143, several)**

Gazetted: 09 May 2022

Closing Date: 25 May 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people, to fill temporary positions as a Trainer, Custodial Operations (ASO6) within the Organisational Capability Unit (OCU).

The OCU is responsible for the co-ordination, design, delivery and administration of training and development activities, to provide all ACTCS employees with the knowledge and skills to perform their roles competently. The scope of the Unit extends from recruit training for Custodial and Community Corrections Officers, through to oversight of ongoing mandatory and specialist training including assessment and accreditation of relevant qualifications

The successful applicant will support the OCU with delivery of Custodial Mandatory Training (CMT) and Custodial Recruit Training (CRT). You will be required to deliver operational training using a variety of methods including group, face to face, one on one coaching and on the job learning.

You will contribute to developing training materials to meet agreed training needs including manuals, checklists, workbooks and other resources to meet operational standards and benchmarks.

To be successful, you will demonstrate strong written and verbal communication skills, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and administration skills and have a solid understanding of foundational skills required to undertake the duties of a Custodial Officer within the ACT.

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:

Custodial experience in a correctional facility is highly desirable.

Certificate III and Certificate IV in Correctional Practice (custodial specialisation) are highly desirable.

The successful candidate will be required to undergo a criminal record check.

Note: There are several temporary positions available from 20 June 2022, ranging from four to 12 months, with the possibility of permanency. A merit pool will be developed from this process to fill similar vacancies in the next 12 months.

How to Apply: Applicants are required to submit two items: (1) a supporting statement of no more than one page addressing the below points; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

What personal skills and attributes do you possess that will contribute to your success in the role?

Describe the passion you have for training and why you want to impart knowledge to your colleagues.

How will your experience in the correctional environment contribute to your delivery of training?

Applications should be submitted via the Apply Now button below.

Contact Officer: Elise Brazel (02) 6207 4635 elise.brazel@act.gov.au

**ACT Director of Public Prosecutions****Non Legal****Data and Statistical Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38358)**

Gazetted: 06 May 2022

Closing Date: 13 May 2022

Details: The Office of Director of Public Prosecutions was established by the Director of Public Prosecutions Act 1990 (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

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

Eligibility/Other Requirements: The successful applicant will be required to have strong analytical and reporting skills including the ability to critically assess complex information. You will have demonstrated ability to work collaboratively and mentor and develop people to contribute to a high performing team. A high-level of organisational skills with the ability to work under pressure in a confidential environment is a must.

The successful applicant will be required to undergo a National Police Check.

How to Apply: Applicants are asked to please provide their curriculum vitae and a statement addressing the selection criteria. Please limit your response to no more than one page per criteria. Selection may be based on application and referee reports only.

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

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)

**ACT Human Rights Commission****Victim Services ACT****Senior Aboriginal and Torres Strait Islander Victim Liaison Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48284)**

Gazetted: 05 May 2022

Closing Date: 19 May 2022

Victim Support ACT at the Human Rights Commission is seeking a Senior Aboriginal and Torres Strait Islander Liaison Officer to undertake a range of duties to support the operation of the Victim Support ACT Aboriginal and Torres Strait Islander Program (Program).

The Senior Aboriginal and Torres Strait Islander Liaison Officer is the first point of contact for Aboriginal and Torres Strait Islander clients, ensuring that clients are provided with a culturally appropriate service. The Senior Aboriginal and Torres Strait Islander Liaison Officer will be required to build and maintain strong relationships with Aboriginal and Torres Strait Islander agencies and other key services to ensure all clients receive the help and support they need.

The Senior Aboriginal and Torres Strait Islander Victim Liaison Officer will:

Engage with Aboriginal and Torres Strait Islander communities and organisations to raise awareness of the rights and services of people affected by crime.

Facilitate access to the services of Victim Support ACT for Aboriginal and Torres Strait Islander victims of crime and contribute to the strategic objectives of Victim Support ACT. Proactive outreach in the community is a core element of this role.

Work constructively across the team, participate in supervision and continuing professional development and contribute to service improvements and evaluations.

Provide support to the Client Services team leader, including supervision and management of less experienced team members and prepare reports on clients access to the service and attend meetings as required.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch.

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

Eligibility/Other Requirements:

Security clearance checks will be conducted.



Driver's licence class C is essential.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Qualifications in Social Work, Human Services Delivery, or related disciplines would be highly regarded.

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

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should prepare a pitch (no more than two pages) addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Taplin (02) 6205 6989 [Katherine.Taplin@act.gov.au](mailto:Katherine.Taplin@act.gov.au)

## Human Rights Commission

### Victims Support ACT

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

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41867)

Gazetted: 05 May 2022

Closing Date: 19 May 2022

Victim Support ACT at the Human Rights Commission is seeking an Aboriginal and Torres Strait Islander Liaison Officer to undertake a range of duties to support the operation of the Victim Support ACT Aboriginal and Torres Strait Islander Program (Program).

The Aboriginal and Torres Strait Islander Liaison Officer is the first point of contact for Aboriginal and Torres Strait Islander clients, ensuring that clients are provided with a culturally appropriate service. The Aboriginal and Torres Strait Islander Liaison Officer will be required to build and maintain strong relationships with Aboriginal and Torres Strait Islander agencies and other key services to ensure all clients receive the help and support they need.

The Aboriginal and Torres Strait Islander Victim Liaison Officer will:

Work with Aboriginal and Torres Strait Islander communities and organisations to raise awareness of the rights and services of people affected by crime

Facilitate access to the services of Victim Support ACT for Aboriginal and Torres Strait Islander victims of crime and contribute to the strategic objectives of Victim Support ACT. Proactive outreach in the community is a core element of this role.

Deliver a range of services with flexibility including advocacy, group work, referrals, information provision and case management.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of Program.

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

Eligibility/Other Requirements:

Security clearance checks will be conducted.

Driver's license class C is essential.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Qualifications in Social Work, Human Services Delivery, or related disciplines would be highly regarded.

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

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Taplin (02) 6205 6989 [Katherine.Taplin@act.gov.au](mailto:Katherine.Taplin@act.gov.au)

**Major Projects Canberra**

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

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

**CIT Woden Project****Senior Project Manager - Spatial****Infrastructure Officer 5 \$161,140, Canberra (PN: 56887)**

Gazetted: 10 May 2022

Closing Date: 24 May 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

The Senior Project Manager - Spatial is a part of the management team within the Planning and Design section, CIT Campus - Woden Project Team. Reporting to the Deputy Project Director, the Senior Project Manager – Spatial will directly manage a team of personnel (staff and/or contractors) within the Project Management, Planning and Design section, and work closely with the Senior Project Manager – Technical to progress and coordinate design related matters.

The Senior Project Manager - Spatial will be required to ensure the project adheres to the government's statutory processes and policies as well as implements value for money design solutions for each package of this project in line with the *Government Procurement Act 2001* (ACT), Secure Local Jobs Code, and the Capital Framework.

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

**Eligibility/Other Requirements*****Mandatory:***

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

***Desirable:***

Experience in Design & Construct delivery contracts.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Rebecca Power (02) 6205 4418 [Rebecca.Power@act.gov.au](mailto:Rebecca.Power@act.gov.au)

**Suburban Land Agency**

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

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

**Governance and Corporate Services****People and Capability****Human Resource Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53150)**

Gazetted: 11 May 2022

Closing Date: 18 May 2022

Are you a positive, engaging, and collaborative individual who can establish relationships with any level of government quickly? Then the Human Resource (HR) Officer role may be the job for you.

To succeed in this role you will demonstrate initiative, have a sound understanding of ACTPS recruitment and position management activities, be a team player to support the delivery of HR initiatives. We're looking for someone who can think on their feet, problem solve and have strong administrative and organisational skills to meet team and management priorities.

This position is within the People and Capability team, of the Governance and Corporate Services Branch (the Branch) of the Suburban Land Agency. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We encourage ACTPS employees who currently work in human resource, administration, and executive support positions to apply.

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:

Human resource or business qualification

Work experience in a similar administrative or recruitment role in the public sector.

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. Please note, this position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit no more than a two-page supporting statement, addressing the Professional and Technical Skills and Knowledge, and Behavioural Capabilities of the position which outlines skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: AmyL Cusack (02) 6205 0032 [AmyL.Cusack@act.gov.au](mailto:AmyL.Cusack@act.gov.au)

**Suburban Land Agency****Program Solutions****Sustainability and Release Coordination****Project Officer, Sustainability****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36632)**

Gazetted: 05 May 2022

Closing Date: 12 May 2022

Details: The Suburban Land Agency is seeking an enthusiastic and dedicated project officer to support the development, updating and implementation of the Agency's Sustainability Strategy and non-financial objectives. The successful candidate should be able to maintain effective relationships and have strong communication skills and demonstrated organisational skills, with the ability to represent the agency, work with a variety of project teams, and undertake research and reporting. The position requires an understanding of sustainability relating to land development.

We are looking for applicants who are committed to sustainability, interested in implementing sustainability initiatives, and have an ability to work effectively as part of a small team.

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

**Eligibility/Other Requirements:** Qualifications in a relevant field such as sustainability, urban planning, urban design, placemaking, environmental sciences, community development or communications would be advantageous but not essential. 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

**Notes:** This is a temporary position available from May 2022 until November 2022. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Caitlin Westropp (02) 6207 1175 [Caitlin.Westropp@act.gov.au](mailto:Caitlin.Westropp@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

#### **Roads ACT**

#### **Traffic Management and Safety**

#### **Traffic Safety Engineer**

**Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 27274)**

Gazetted: 11 May 2022

Closing Date: 6 June 2022

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

This position coordinates development, implementation, evaluation and management of ACT traffic safety programs, including the ACT residential street improvement program; road safety measures; the Federal black spot program, the deployment of traffic surveys and Intelligent Transport Systems (ITS).

The role undertakes analysis of ACT road crash data to identify key traffic safety issues affecting the ACT, potential mitigation measures, produce reports, analysing data and evaluating the effectiveness of road safety treatments and assist with the review and development of traffic safety data processes.

Roads ACT is looking for candidates with engineering qualifications and demonstrated technical ability to provide advice on traffic engineering projects and develop road safety engineering programs/initiatives.

The ACT Public Service is committed to building a culturally diverse workforce and 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:**

Permanent Resident and/or Citizen of Australia.

Driver's licence (Class C) is essential.

Tertiary qualifications in Engineering and/or relevant infrastructure disciplines is desirable.

Proficient using Microsoft Office Suite programs is highly desirable.

Implement traffic control plans (desirable or an ability to gain within three months of engagement)

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Please submit:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Pawel Potapowicz (02) 6205 0946 Pawel.Potapowicz@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.

## **Territory and Business Services**

### **Libraries ACT**

#### **Subscriptions Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 17814)**

Gazetted: 11 May 2022

Closing Date: 30 May 2022

Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

Vibrant community hubs, libraries in the ACT enjoys high levels of use and support. They are dynamic places where the vision is Literacy and learning for life.

The Subscriptions Officer is a key member of the Collections team. As part of the day-to-day duties and responsibilities, using the library's integrated library management system and vendor platforms, the Subscriptions Officer manages all Libraries ACT subscriptions: physical magazines, newspapers and digital resources. We are looking for a candidate who is innovative, interested in how collections and information technology can meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

Eligibility/Other Requirements: Relevant tertiary (undergraduate and/or postgraduate) qualification in Library and Information Studies (as defined by ALIA) is desirable. Libraries ACT operate seven days a week and so this position will be required to work one weekend shift at any Libraries ACT location on a fortnightly roster. 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 Amy.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.

## **Territory and Business Services**

### **Libraries ACT**

#### **Collections Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 14019)**

Gazetted: 11 May 2022

Closing Date: 30 May 2022

Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

Vibrant community hubs, libraries in the ACT enjoys high levels of use and support. They are dynamic places where the vision is Literacy and learning for life.

The Collections Officer is a key member of the Collections team. As part of the day-to-day duties and responsibilities, using the library's integrated library management system, the Collections Officer maintains Libraries ACT's bibliographic, item and book group records, of library material and resources to meet customer requirements and expectations. We are looking for candidates who are innovative, interested in how collections and information technology can meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

Eligibility/Other Requirements: Relevant qualification in Library and Information Studies (as defined by ALIA) is desirable.

Notes: This position is part-time at 30 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 Amy.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.

## **City Services**

### **NoWaste**

#### **Strategic Coordination and Planning**

#### **Senior Project Officer, Infrastructure Planning and Coordination**

#### **Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 39238)**

Gazetted: 11 May 2022

Closing Date: 25 May 2022

Details: ACT NoWaste is looking for a highly experienced and dynamic Senior Project Officer to join the team.

ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels.

The Senior Project Officer works within a team to oversee the management of waste infrastructure assets, provides strategic, technical support and advice to successfully plan and deliver waste infrastructure projects. This role will report to and work under the broad direction of Senior Director, Strategic Coordination and Planning. The role requires attention to detail and excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to problem solve complex issues within the delivery of waste management services and civil works. The role requires working collaboratively across Government directorates to deliver infrastructure projects and programs.

As well as technical skills in contract management and environmental science, the role requires a person who has a strong customer service focus, exceptional communication skills and the ability to think and work strategically.

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

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 in environmental science, engineering or project management would be highly regarded.

Minimum of five years related work experience.

Experience in managing transformation and business improvement projects and processes.

Current Class C Driver's Licence or equivalent

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



Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: A statement of no more than four pages addressing the 'What you require', 'Behavioural Capabilities' and 'Compliance requirements/qualifications' sections in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 [anthony.haraldson@act.gov.au](mailto:anthony.haraldson@act.gov.au)

## **Territory and Business Services**

### **Yarralumla Nursery**

#### **Finance and Administration Manager**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 13966)**

Gazetted: 09 May 2022

Closing Date: 25 May 2022

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

The Finance and Administration Manager is a key role within the organisation and we're looking for a team player that can engage with internal and external stakeholders and manage the financial system of a commercial business. The role is responsible for managing the financial and administrative services of Yarralumla Nursery, including:

- Manage and ensure the integrity of the Nursery's monthly and annual financial statements in accordance with required timeframes.

- Ensure compliance with the Financial Management Act, relevant statements and guidelines and departmental reporting requirements.

- Maintain accuracy and integrity of the Nursery's financial management system.

- Supervise team workflows, responsibilities and performance in the achievement of team objectives and deadlines.

- Prepare operational budget, cashflow analysis and on-going financial reports.

- Provide strategic and planning support to the Senior Director and TCCS Management, including financial advice and business analysis.

- Assist in the ongoing development and implementation of financial policies and processes as required and participate in the implementation/upgrades of the Nursery's financial reporting systems.

This position involves direct supervision of staff.

This is an excellent opportunity to join a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will support the production of high quality plants to the Canberra community and the surrounding regions.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or extensive experience in commercial bookkeeping (preferably in manufacturing) or accounting would be highly desirable. The role is based on site at the Yarralumla Nursery in Canberra.

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

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

How to Apply: Please submit a written application addressing the criteria under the 'What you require' section of the Position Description (maximum two pages), along with your current curriculum vitae listing two referees and their contact details.

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

Contact Officer: Matt Parker (02) 6205 3334 Matt.Parker@act.gov.au

**City Services****City Operations****Roads ACT/Roads Maintenance****Assest Assessment Officer****Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 30565)**

Gazetted: 06 May 2022

Closing Date: 20 May 2022

Details: Roads ACT is responsible for management, use and maintenance of ACT roads, bridges, shared paths, traffic lights, street lighting and stormwater infrastructure asset base. Roads also provide line-marking, project management, sign design and manufacture. It responds to emergency works by a 24-hour service. Roads ACT is also responsible for improvements to existing path network.

The successful candidate will be responsible for assessing enquiries for missing links and managing the Community path infill program, responding to enquiries about path missing links received from community enquiries through Access Canberra, assessing requests against the criteria, prioritising and visit sites on occasions. There is also a backlog of requests for assessment too.

The successful candidate will be reporting to the Director of Program Delivery team within Roads ACT.

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:

Please note the following:

If interviews are required, they will be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

Professional / Technical Skills and Knowledge

Hold a driver's licence.

Have experience/qualification in civil engineering (preferably).

Have some Infrastructure knowledge and/or project management experience.

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

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications addressing Selection Criteria should be submitted via the Apply Now button below.

Succinct applications that clearly demonstrate applicants' suitability against numbered selection criteria and to be limited to 1/2 page per criteria maximum.

*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: Snezana Dimitrovska (02) 6207 6570 Snezana.Dimitrovska@act.gov.au

**City Services****Development Coordination Branch****Senior Director, Policy and Governance****Senior Officer Grade A \$155,107, Canberra (PN: 57386)**

Gazetted: 05 May 2022

Closing Date: 12 May 2022

Details: As Senior Director, Governance and Policy within the Development Coordination Branch of Transport Canberra and City Services (TCCS), you will be responsible for complex policy and project work in developing and implementing actions under the branch governance framework. The purpose of the branch governance framework is to ensure clarity of role and purpose and quality governance arrangements relating to the branch's role in planning and development. This role also provides policy services to Roads ACT and City Presentation.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style, the ability to handle conflict and manage expectations, with a high degree of judgment.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, aligned with TCCS values, and negotiate and influence to achieve organisational objectives.

The ideal candidate also needs to understand and represent TCCS as an exemplary public official and convey messages and provide frank and honest advice in a way that represents the directorate.

The successful applicant will be supporting the branch by:

Developing complex policy and procedures on handling of development proposals and building approvals by TCCS, including review and update of the Parking and Vehicular Access Code under the Planning and Development Act 2007

Developing governance arrangements to support the functions of the branch, including memorandums of understanding and service charters, instruments of delegation, and forms and templates in accordance with legislative requirements

Establishing an executive oversight committee for escalation of certain decisions by TCCS on matters relating to development proposals

Developing high quality policy advice for TCCS executive and the Minister on matters relating to the directorate's role in planning and development. This includes briefings, advisory notes and Cabinet Submissions

Administering policy tasks relating to the work of the City Operations Group – comprising of Development Coordination, Roads ACT and City Presentation.

Eligibility/Other Requirements: Relevant tertiary qualifications, or equivalent high-level experience, in a professional field, public administration, or related discipline are highly desirable.

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

This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants should submit a one page supporting statement addressing the Selection Criteria outlining their skills and experience relevant to the role. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoffrey Davidson (02) 6205 9799 [geoffrey.davidson@act.gov.au](mailto:geoffrey.davidson@act.gov.au)

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

## APPOINTMENTS

### ACT Health

#### **Senior Officer Grade C \$113,397 - \$122,062**

Johanne Carpenter, Section 68(1), 9 May 2022

### ACT Integrity Commission

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117**

Cariad Gardiner, Section 68(1), 9 May 2022

### Canberra Health Services

#### **Registered Nurse Level 1 \$71,730 - \$95,818**

Kyra Allan, Section 68(1), 5 May 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Rachael Anforth: 86263652, Section 68(1), 29 April 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Alaina-Lee Armstrong, Section 68(1), 12 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Michelle Bollard, Section 68(1), 12 May 2022

**Technical Officer Level 3 \$78,051 - \$88,207**

Sage Brumby, Section 68(1), 10 May 2022

**Health Service Officer Level 5 \$59,380 - \$62,328**

Jorge Cerro, Section 68(1), 10 May 2022

**Registered Nurse Level 2 \$99,612 - \$105,575**

Tanyaradzwa Chiriso, Section 68(1), 12 May 2022

**Registered Midwife Level 1 \$71,730 - \$95,818**

Gemberlyn Chua, Section 68(1), 5 May 2022

**Registered Nurse Level 2 \$99,612 - \$105,575**

Jessica Clarke, Section 68(1), 12 May 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Hasan Farooq: 87578760, Section 68(1), 11 May 2022

**Health Service Officer Level 4/5 \$56,388 - \$62,328**

Christopher Giannasca, Section 68(1), 10 May 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Thomas Goodhew, Section 68(1), 12 May 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Nitin Jain: 87578621, Section 68(1), 10 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Rosny Kasim, Section 68(1), 28 April 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Carolyn Leerdam: 85791496, Section 68(1), 29 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Jiahe Liu, Section 68(1), 12 May 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Hollie McMEnamin, Section 68(1), 12 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Katherine Purugganan, Section 68(1), 28 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Shreejana Shakya, Section 68(1), 4 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Karishma Shrestha, Section 68 (1), 04 May 2022

**Health Service Officer Level 7 \$66,857 - \$70,601**

Manmeet Singh, Section 68(1), 12 May 2022

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)**

Kerrie Smyth, Section 68(1), 7 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Yinan Song, Section 68(1), 12 May 2022

**Canberra Institute of Technology****General Service Officer Level 6 \$62,023 - \$64,843**

Vincenzo Fotia, Section 68(1), 9 May 2022

**Chief Minister, Treasury and Economic Development****Administrative Services Officer Class 4 \$75,239 - \$81,466**

Jayden Grocott, Section 68(1), 9 May 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Chelsea Ricotta, Section 68(1), 12 May 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Jonathon Vaughan, Section 68(1), 9 May 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Dale Yates, Section 68(1), 9 May 2022

**Community Services****Senior Officer Grade A \$155,107**

Juliette Ford, Section 68(1), 10 May 2022

**Child and Youth Protection Professional Level 3 \$106,450 - \$117,147**

Deirdre Sandgren, Section 68(1), 4 May 2022

**Education****Administrative Services Officer Class 6 \$90,099 - \$103,117**

Melody McCabe, Section 68(1), 2 May 2022

**Justice and Community Safety****Administrative Services Officer Class 3 \$67,770 - \$72,935**

Rachel Greene, Section 68(1), 9 May 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Brendan Mead, Section 68(1), 9 May 2022

**Technical Officer Level 4 \$90,099 - \$103,117**

Chloe Morrison, Section 68(1), 19 April 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Jacinta Mulders, Section 68(1), 12 May 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Marina Wain-Palmer, Section 68(1), 5 May 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Alison Worth, Section 68(1), 5 May 2022

**Major Projects Canberra**

**Infrastructure Officer 4 \$134,705 - \$153,043**

Timothy HEFFERNAN, Section 68(1), 10 May 2022

**Suburban Land Agency**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Jamie Banaticla, Section 68(1), 9 May 2022

**Transport Canberra and City Services**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Eleanor Ballard, Section 68(1), 9 May 2022

**TRANSFERS**

**ACT Teacher Quality Institute**

**Maree Hardwicke**

From: Administrative Services Officer Class 6 \$90,099

ACT Teacher Quality Institute

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

ACT Teacher Quality Institute, Canberra (PN. 20216) (Gazetted 23 June 2021)

**PROMOTIONS**

**ACT Health**

**Health Systems, Policy and Research Group**

**Office of Professional Leadership and Education**

**ACT Chief Nursing and Midwifery Office**

**Catherine McGrory**

From: Registered Nurse Level 3.2 \$129,103

ACT Health

To: †Registered Nurse Level 4.2 \$138,255

ACT Health, Canberra (PN. 44610) (Gazetted 24 February 2022)

**Digital Solutions Division**

**Technology Operations**

**COVID-19 Response Hub**

**Devinder Sahni**



From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Canberra Health Services  
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062  
ACT Health, Canberra (PN. 53696) (Gazetted 7 March 2022)

### **Canberra Health Services**

#### **Jonathan Amirthanathan**

From: Health Professional Level 4 \$113,397 - \$122,062  
Canberra Health Services  
To: †Health Professional Level 5 \$133,552 - \$150,347  
Canberra Health Services, Canberra (PN. 40755) (Gazetted 11 March 2022)

#### **Canberra Health Services**

##### **Rowena Carpenter**

From: Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)  
Canberra Health Services  
To: Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level)  
Canberra Health Services, Canberra (PN. 54918) (Gazetted 8 March 2022)

#### **Clinical Services**

##### **Clair Collins**

From: Registered Nurse Level 3.2 \$129,103  
Canberra Health Services  
To: †Registered Nurse Level 4.3 \$147,398  
Canberra Health Services, Canberra (PN. 56737) (Gazetted 5 April 2022)

#### **Duncan Fulton**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Canberra Health Services  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Canberra Health Services, Canberra (PN. 50631) (Gazetted 25 March 2022)

#### **Desiree Klein**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$114,201 - \$118,901  
Canberra Health Services, Canberra (PN. 30407) (Gazetted 29 November 2021)

#### **Avril Mousley**

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. 22216) (Gazetted 10 March 2022)

#### **Canberra Health Services**

##### **Nicole Shaw**

From: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services  
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 49333) (Gazetted )  
This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

#### **Sorsha Stuart-Rokvic**

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. 13141) (Gazetted 30 March 2022)

**Aedon Talsma**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 44825) (Gazetted 9 March 2022)

**Alana Wild**

From: Medical Imaging Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 57250) (Gazetted 18 May 2021)

**Alison Wong**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 46924) (Gazetted 9 March 2022)

**Meifeng Zheng**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 53782) (Gazetted 9 March 2022)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Design and Strategy**

**Jason Ammann**

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 57478) (Gazetted 22 February 2022)

**Workforce Capability and Governance**

**Secure Local Jobs Branch**

**Secure Local Jobs Code**

**Jordan James**

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. 46504) (Gazetted 18 March 2022)

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**ICT Security**

**Grace Johnson**

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. 17841) (Gazetted 8 October 2021)

**Digital, Data and Technology Solutions**

**Technology Services**

**Technical Services Delivery**

**Benjamin Miller**

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. 14286) (Gazetted 24 May 2021)

**Technology Services Branch**

**ICT Security**

**Chris Piran**

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. 13384) (Gazetted 20 July 2021)

**Digital Data and Technology Solutions**

**Customer Engagement Services**

**CIT - ICT**

**Charaka Vithana**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Institute of Technology

To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 05455) (Gazetted 31 March 2022)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Legal Services**

**Auraelia Bullo**

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. 10948) (Gazetted 4 February 2022)

**Housing ACT**

**Infrastructure and Contracts**

**Infrastructure and Delivery**

**Roy Lee**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$113,659 - \$124,766

Community Services, Canberra (PN. 56859) (Gazetted 16 March 2022)

**Director of Public Prosecutions**

**ACT DPP**

**Legal**

**Legal**

**Marina Lucero**

From: Prosecutor Grade 3 \$133,289 - \$147,390

Justice and Community Safety

To: †Prosecutor Grade 4 \$153,438 - \$164,500

Director of Public Prosecutions, Canberra (PN. 04342) (Gazetted 11 November 2021)

**ACT DPP**

**Legal**

**Legal**

**Christina Muthurajah**

From: Prosecutor Grade 3 \$133,289 - \$147,390

Justice and Community Safety

To: †Prosecutor Grade 4 \$153,438 - \$164,500

Director of Public Prosecutions, Canberra (PN. 04336) (Gazetted 11 November 2021)

**Education**

**School Operations**

**North Gungahlin**

**North Ainslie Primary School**

**Kate Bush**

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 32591) (Gazetted 10 March 2022)

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.

**School Operations**

**North Gungahlin**

**North Ainslie Primary School**

**Jayde Condon**

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 30753) (Gazetted 10 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Sirisha Davala Venkata**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education, Canberra (PN. 38581) (Gazetted 10 March 2022)

**Business Services**

**Infrastructure and Capital Works**

**Capital Upgrades**

**Stuart Hunter**

From: Infrastructure Officer 4 \$134,705 - \$153,043

Education

To: †Infrastructure Officer 5 \$161,140

Education, Canberra (PN. 57377) (Gazetted 29 April 2021)

**Service Design & Delivery**

**Student Engagement**

**Clinical Practice**

**Kim Sturgiss**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Education  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Education, Canberra (PN. 24519) (Gazetted 14 February 2022)

**Service Design & Delivery****Student Engagement****NSET****Angela Ward**

From: Classroom Teacher \$75,443 - \$112,930  
Education  
To: †Senior Officer Grade B \$133,552 - \$150,347  
Education, Canberra (PN. 45796) (Gazetted 16 September 2021)

**Justice and Community Safety****Emergency Services Agency****Risk and Planning****Stephen Forbes**

From: Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety  
To: †Senior Officer Grade B \$133,552 - \$150,347  
Justice and Community Safety, Canberra (PN. 50986) (Gazetted 7 March 2022)

**Human Rights Commission****Public Advocate and Children and Young People Commissioner****Emilie Traeger**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Justice and Community Safety  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 57485) (Gazetted 25 February 2022)

**Emergency Services Agency****Risk and Planning****Richard Verkuylen**

From: Information Technology Officer Class 2 \$90,099 - \$103,117  
ACT Health  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 07948) (Gazetted 7 March 2022)

**Suburban Land Agency****Governance and Corporate Services****Corporate Services****Zharolai Bombeo**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Suburban Land Agency, Canberra (PN. 39271) (Gazetted 11 August 2021)

**Worksafe ACT****Strategy and Occupational Hygiene****Brad Barrett**

From: Building Service Officer 3 \$72,451 - \$76,559

Education

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$90,099 - \$103,117

Worksafe ACT, Canberra (PN. 32676) (Gazetted 29 March 2022)

**WorkSafe ACT**

**WorkSafe ACT**

**Construction**

**Tamara Teer**

From: Regulatory Inspector 5 (WorkCover Officer 5) \$83,620 - \$88,510

Worksafe ACT

To: ORS Inspector 6 \$90,099 - \$103,117

Worksafe ACT, Canberra (PN. 37224) (Gazetted 23 February 2022)

**CORRIGENDA**

**Canberra Health Services**

Promotion for Mizanur Rahman AGS 85853925 gazetted 28/04/2022, the position number should be 01978.