



ACT Government Gazette
Gazetted Notices for the week beginning 30 June 2022

VACANCIES

ACT Executive

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

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

ACT Executive

Minister Rattenbury's Office

Office Manager

Adviser Level 1 (lower) \$72,115 - \$75,701 , Canberra (PN: 42764)

Closing Date: **13 July 2022**

Details: Shane Rattenbury MLA, Member for Kurrajong, ACT Greens Leader, Attorney-General, Minister for Water, Energy and Emissions Reduction, Minister for Gaming, Minister for Consumer Affairs, is seeking an Office Manager for his Assembly office.

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:

- Provide high level administrative support to the Minister and office staff
- Provide first point of contact for office, including for telephone enquiries and to meet and greet visitors
- Assist in running of the office including managing and responding to enquiries, emails and correspondence as required
- Manage, co-ordinate and negotiate the Minister's diary scheduling
- Coordinate and manage a range of office processes with limited supervision
- Liaise with constituents, MLAs' and Ministers' offices, and other stakeholders
- Support the Minister to fulfil electorate responsibilities
- Coordinate the Minister's event and travel arrangements and coordinate travel arrangements for other staff as required
- Apply a demonstrated commitment, or willingness, to implement ACT Greens principles and policies around ecological sustainability, social justice, peace and non-violence and grassroots participatory democracy
- Other duties as directed.

How to Apply: Applications should include a resume; a one-page cover letter that addresses the selection criteria and highlights relevant portfolio experience; and contact details of two referees. Applications should be submitted to Fiona.Walls@act.gov.au by 13 July 2022.

Contact Officer: Fiona Walls (02) 6205 0005 Fiona.Walls@act.gov.au

ACT Executive

Minister Vassarotti's and Rattenbury's Offices

Electorate Officer

Adviser Level 1 (lower) \$72,115 - \$75,701 , Canberra (PN: 37845)

Closing Date: **13 July 2022**

Details: The Electorate Officer will ensure that Minister Vassarotti and Minister Rattenbury are visible, active and known for their work on behalf of their constituents, both in their electorate, and more broadly on key portfolio areas that resonate with our community. This role will have a focus on managing and responding to constituent correspondence and calls received in the two Ministerial Offices.

This may include overlap with Ministerial responsibilities and will often require coordination with other Ministerial offices and Directorates.

This role will also support constituent outreach and engagement, with a focus on ensuring the value and visibility of the Ministers is highlighted by fostering cross-office collaboration. This position will be based in the Vassarotti Ministerial Office and be supervised by Minister Vassarotti's Chief of Staff.

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Eligibility/Other Requirements:

- A skilled, empathetic and disciplined communicator in writing and in person.
- Strong interpersonal and relationship-building skills informed by enjoying meeting new people, building networks and reaching out to establish new working relationships.
- Highly organised with the ability to manage logistics and produce a plan and track and report against progress.
- A demonstrated ability to think and work holistically, and ability and motivation to learn quickly and appropriately.
- Well-developed personal judgement and the ability to manage multiple competing priorities.

How to Apply: Applications addressing the position requirements in a cover letter of no more than one page, including a curriculum vitae and contact details of two referees, should be sent to Imogen by COB 13 July 2022.

Contact Officer: Imogen Ebsworth (02) 6205 4611 Imogen.Ebsworth@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Mental Health and Suicide Prevention

Mental Health Policy and Strategy

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50882, several)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: The Mental Health Policy and Strategy (MHPS) Branch of the Mental Health and Suicide Prevention Division is seeking to fill several Director (SOGB) positions to lead the delivery of a number of significant projects as well as contribute to the routine responsibilities of the Branch.

The ACT Health Directorate takes a values-based approach to its role as the steward of the ACT health system and the Mental Health and Suicide Prevention Division offers a dynamic strategy, policy and planning environment working collaboratively across health and human service sectors to deliver a mental health service system that meets the needs of all Canberrans.

We are seeking enthusiastic and dedicated team members with suitable backgrounds in health service delivery, program development and implementation. These positions will take leadership roles in delivering a Youth at Risk service, Child Mental Health Hub, and scoping of a Justice Health policy, strategy, and planning functions within the Branch. As such, clinical and service delivery experience and/or relevant policy and planning experience in the areas of child and youth mental health, justice health or more generally in mental health and suicide prevention would be highly desirable, however, other relevant experience that can support achievement of the desired outcomes will also be considered.

Successful applicants will play an important role in engaging and collaborating with internal and external stakeholders and will also be required to prepare and coordinate strategic and policy advice, Cabinet Submissions, Ministerial briefings, Directorate correspondence and coordination and other related requests as required. MHPS highly values a supportive team culture, successful applicants will be able to demonstrate their ability to contribute positively to the team environment.

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

Note: There are several positions available immediately for a period of 12 months with possibility of permanency. Selection may be based on application and referee reports only.

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

This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

How to apply: If you are interested in applying for a position, please provide a written statement in the form of a pitch of no more than two pages addressing relevant skills, experience and behaviours as outlined above and in the 'What You Require' section of the Position Description, your curriculum vitae and contact details of two referees (with one your current or most recent supervisor).

Applications to be submitted via the Apply Now button below.

Contact Officer: Melissa Lee (02) 5124 9780 Melissa.Lee@act.gov.au

Canberra Health Services

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

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

Surgery

Intensive Care Unit

Intensive Care Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25000, several - 023ZJ)

Gazetted: 30 June 2022

Closing Date: 31 July 2023

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

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

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

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based critical care environment. Post Graduate Certificate in Critical care nursing is desirable

The successful applicant will need to be available for weekend and a rotating roster of 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.

Note: This is an on-going vacancy with permanent and temporary vacancies up to six months available.

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 McCarthy (02) 5204 2756 amanda.mccarthy@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Services

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13661, expected vacancy - 023WD)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

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Mental Health, Justice Health, 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.

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant.

The Executive Assistant reports to the Executive Director through the Business Manager. The role also works closely with other senior leadership teams, including the Clinical Executive Directors across Canberra Health Services.

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Behavioural Capabilities

1. A demonstrated understanding of the workings of a Senior Executive Office in a complex, fast paced working environment.
2. High level professional communication skills, with demonstrated capability to effectively communicate and maintain networks with senior executive staff and stakeholders.
3. Ability to adapt and be flexible to accommodate changing priorities and provide responsive assistance to meet the Executive Director's needs.

Position Requirements/Qualifications:

It is highly desirable that the successful applicant has experience working within a health administration area at the Executive level.

- 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: Jenna Kratzel (02) 5124 1099 Jenna.Kratzel@act.gov.au

Nursing and Midwifery

Patient Support Services

Wardsperson

Health Service Officer Level 3/4 \$55,350 - \$59,336, Canberra (PN: 57350, several - 023XO)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

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POSITION OVERVIEW

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The Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent and part time permanent positions.

DUTIES

Under limited direction of the Operations Manager Patient Support Services, you will perform tasks that will ensure the patient journey is without undue stress and will achieve this by assisting the clinical teams with manual handling, patient transport and emergency response, movement of medical equipment, after hours courier duties, male pre-operative shaves and Mortuary duties.

Wardsperson team as part of the patient journey will ensure the correct patient is collected for transported while following the transport procedures, privacy and confidentiality and Patient safety. Wardsperson team aims to be helpful by assisting however we can while staying within our scope of practice. You will:

1. Answer and attend all pagers. Top priority given to:

- Code Blue Medical Emergency
- Code Black Personal Threat

- Code Red Fire
- Code Yellow Internal Disaster
- Code Brown External Disaster
- Code Orange Evacuation
- Code Yellow Internal Disaster
- Code T Trauma
- Code H Helicopter

2. Assist in the safe manual or mechanical lifting and movement of patients, including the safe transport of patients transport throughout the hospital campus, and safe infection control.

3. Assist nursing staff with pre-operative male shaves. Including mortuary duties such as the releasing, identification, viewing and placement of deceased persons.

4. Perform after hour's pathology courier duties as specified as well as stocking and re-stocking specified fluids and blanket warmers, as directed replenish stores of medical gas cylinders within the Operating Theatre.

5. Assist with the placement of specific medical equipment for ongoing Operating Theatre cases.

6. The ability to constructively act within a preceptor-ship role, training and reporting on the progress of new employees to the Wardspersons Operations Manager.

7. Participate in ongoing quality improvement programs and training as required. Including maintain good standard of cleanliness, hygiene, security and professionalism while rostered for duty. Including assisting with the orientation and training of new recruits throughout all areas of the Hospital including operating theatres.

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

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Behavioural Capabilities

1. Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

2. Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Position Requirements/Qualifications:

Desirable:

- Understanding of Infection Prevention and Control Processes within a healthcare facility
- Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.
- Ability to work shift work at 76 hours a fortnight as required within all areas of the Hospital including theatre and mental health
- Hold a current driver's licence
- The successful applicant may need to be available for occasional weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several permanent full-time and part-time positions available. 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.
- 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

CHS Pathology

Microbiology

Medical Laboratory Scientist - Microbiology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29099 - 02411)

Gazetted: 04 July 2022

Closing Date: 21 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, read culture plates in order to distinguish between normal flora and pathogenic organisms, perform bacterial identification, and set up and interpret susceptibility results. The laboratory operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster. While microbiology experience is desirable we encourage new graduates to apply for this position.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

Qualifications:

Mandatory:

A Medical Laboratory Science Degree or equivalent relevant qualification.

Desirable:

Minimum of two years' experience working professionally in a Pathology Microbiology Laboratory.

Position Requirements

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW). The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

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

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

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

Note: 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: Susan Bradbury (02) 5124 2510 Susan.Bradbury@act.gov.au

Finance and Business Intelligence

Supply Services

Assistant Director, Supply Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 27896 - 023OI)

Gazetted: 01 July 2022

Closing Date: 19 July 2022

Canberra Health Services, Procurement and Supply are seeking talented procurement/supply chain professionals who love a challenge and will relish the opportunity to contribute to an expanding Health Service.

Join our friendly, supportive, and collaborative team

Grow your career, broaden your procurement/supply chain knowledge and support the growth of Canberra Health Services.

Role offers work flexibility and salary sacrifice.

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The Assistant Director, Supply Operations (SOGC) is a critical role within our organisation that reports to the Director, Supply Operations (SOGB) under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within FBI.

The role has responsibility for the delivery of supply chain services for CHS including operational management, governance, compliance, reporting and analysis.

As part of the Procurement and Supply Branch senior officers' team, the role will ensure that:

Supply chain activities are consistently managed across the organisation;

compliance with all relevant legislation is achieved;

Staff coordination and maintaining a high performing team are achieved whilst adhering to safe work practices at all times;

best practice supply chain operational processes are implemented; and,

value for money is achieved for CHS.

We are seeking a supply chain manager with a strong operational experience. You will be familiar with supply chain and ERP principles and enjoy working in partnership with others. This is a multi-disciplinary role and is responsible for the day-to-day activities of Supply Services at the CHS Distribution Centre (warehouse) and Canberra Hospital.

You will provide operational advice and support to key stakeholders, including our customers and vendors, to facilitate the successful delivery of supply chain activities, in accordance with CHS supply and procurement processes. The Assistant Director of Supply Operations will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

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

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within tight deadlines to deliver high-quality advice and outcomes that align with strategic goals.

ABOUT YOU

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Behavioural Capabilities:

Effective and positive leadership skills to build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment, whilst having a genuine desire to improve safety and operational efficiencies

A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation, and proven ability to liaise with technical employees, suppliers, customers and business users.

Ability to work with a high degree of autonomy, think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience in supply chain management including extensive analytical/ERP background are highly desirable, and a minimum of five years' experience working professionally in private or public sector supply chain operations in a demanding client environment is preferred.

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR or greater driver's licence and a forklift licence, or a capacity to obtain both is required.

Qualifications and Certifications in Manual Handling, Work Health and Safety, Supply Chain Management and Procurement would be highly regarded, as well as advanced Spreadsheet, Report writing and advanced HR skills.

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

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

Undergo a pre-employment National Police Check.

Contact Officer: Rob Swain 5124 3100 rob.swain@act.gov.au

Canberra Health Services, Division of Surgery

Ophthalmology Outpatients

Orthoptist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 15923, several - 023XK)

Gazetted: 01 July 2022

Closing Date: 20 July 2022

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The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select

procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

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Behavioural Capabilities

- Strong organisational skills
- Adaptability and flexibility to accommodate change and working within a multidisciplinary environment

Position Requirements/Qualifications:

- Tertiary qualifications in Orthoptics and eligibility for membership of the Orthoptist Board of Australia.
- Minimum 12 months clinical experience as a qualified orthoptist.
- Be registered under the Working for Vulnerable People Act.
- 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: Two positions are available, one permanent full-time and one temporary part-time 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.

Contact Officer: Barb O'Brien (02) 5124 5870 Barb.O'Brien@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Contracts and Leasing Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33905)

Gazetted: 04 July 2022

Closing Date: 11 July 2022

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POSITION OVERVIEW

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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 Contracts and Leasing Manager will report to the Assistant Director Leasing and will coordinate business case requests regarding leasing facilities, manage the leasing and tenancy for Canberra Health Services (CHS) including lease/licence arrangements with tenants, assist with the establishment of maintenance contracts, manage and monitor utilities accounts and usage, coordinate reporting requirements and provide high level customer service.

This includes:

DUTIES

Under limited direction of the Assistant Director Leasing, you will perform the duties as outlined below to the highest standard. You will:

1. Preparation and management of activities related to procurement of services and maintenance contracts for the CHS portfolio maintained by Facilities Management (FM). This includes coordinating relevant approvals, development, review and drafting of all contracts, variations and Service Level Agreements (SLA's) maintained by Facilities Management on behalf of CHS.
2. Liaise with the FM Maintenance and Asset Teams to ensure contractors are meeting their contractual obligations and assist in resolving contract related issues. Provide oversight and assistance in managing contract related disputes linked to required deliverables, KPI and performance management.
3. Develop and manage contract Panel Deeds maintained by Facilities Management including panel refresh and retendering activities. Manage and maintain a register to track and record HIT Panel work orders and ensure the online contracts register is regularly updated with new contracts.
4. Undertake Panel Deed compliance audits to ensure compliance of Panel contractors against the Deed.
5. Coordinate actions arising from contract tender negotiation meetings, start-up contract meetings and contract issues related meetings maintaining a register of minutes and actions.
6. Provide assistance in managing a range of accommodation issues relating to all sites owned or leased by CHS. This may include leasing negotiations, utilities reporting, liaising with clinical and non-clinical stakeholders, tenants, landlords, solicitors, contractors, invoicing etc.
7. Maintain a working knowledge of the Government Procurement Act 2001 and the Leases (Commercial and Retail) Act 2001 including other relevant regulations, legislation and policies related to ACT Government Procurement and leasing.
8. Undertake other duties appropriate to this level which contribute to the operations of the section and unit.

ABOUT YOU

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Behavioural Capabilities

1. Excellent administrative and client focussed skills.
2. Strong organisational skills with a high degree of drive.
3. Ability to perform in a busy and demanding maintenance environment.

Position Requirements/Qualifications:

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Background in contract management, property management especially in relation to leasing and licensing is highly desirable.
- Knowledge of and experience in the delivery of infrastructure and maintenance administrative support services, including a solid understanding of infrastructure systems and trade services.
- Demonstrated experience working within a Hospital and Healthcare environment.

Essential:

- A current driver's license is essential.

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

- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE:

These are the key Selection Criteria for how you will be assessed in conjunction with your curriculum vitae and experience:

1. Proven ability in and an understanding of contract and lease management practices, particularly for large and complex performance contracts in a service-related field.
2. Demonstrated experience in managing a compliance register, service reports and database for auditing purposes. Including a general understanding of Australian Standards and Legislative requirement information and how to source this information.
3. Experience in the preparation of tender and contract documentation, procurement process and a good knowledge of procurement planning, tender documentation, evaluation, and negotiation in the establishment of new contracts.
4. Excellent, demonstrated written and oral communication with demonstrated experience in various computer packages including Microsoft Office Suite (excel, word) and databases.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health, and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae.

For more information on how to apply go to <http://www.health.act.gov.au/employment/how-apply>.

For further information about the position and a copy of the performance expectations and jobs demands checklist please contact the Contact Officer.

CHS Contact: Loretta Bettiens 0434 366 673 loretta.bettiens@act.gov.au

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettiens@act.gov.au

Finance and Business Intelligence

Supply Services

Health Service Officer Level 4, Casual

Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: C07007, several - 023CQ)

Gazetted: 01 July 2022

Closing Date: 15 July 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.

Casual Health Service Officer Level 4 roles available. These positions will rotate between the Canberra Hospital and Supply Mitchell locations. This role involves picking, packing and re-stocking medical goods as well as decanting and delivery of stock. Please note these are manual roles and applicants require the ability to lift up to 16kg as per the Duty Statement. Warehouse experience and a forklift licence are desirable, however not mandatory as training will be provided. Please submit a one-page pitch which outlines your suitability for the role and a current resume with the contact details of two referees. Candidates may be appointed from written applications and referee reports only.

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

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

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

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work experience.

Vaccinated for Hepatitis B, Measles, Mumps, Rubella, Varicella, Diphtheria, Tetanus, Pertussis and COVID 19.

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 positions will be offered on a casual basis. Candidates may be appointed from written applications 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 \(act.gov.au\)](#)

Contact Officer: Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Surgery

Plastic Surgery

Visiting Medical Officer – Plastic Surgeon, Canberra (PN: 023K7 - Visiting Medical Officer)

Gazetted: 04 July 2022

Closing Date: 11 July 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

ROLE 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: [CHS website](#)

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 and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A Visiting Medical Officer Plastic Surgeon position is available at CHS. The position is based at Canberra Hospital and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster.

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/>

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

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 specialist general Plastic Surgery services to inpatients and outpatients at Canberra Hospital through managing the diagnosis, treatment, and care plan in alignment with best practice evidence-based care.

Contribute to the on call/after hours roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in/represent the Plastic Surgery service on relevant committees and working groups as required.

Contribute to and participate in unit management, clinical audit procedures, research, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Plastic Surgery Department.

Utilise digital health and health information systems to enable the provision of safe and timely access to care including ensuring high standards of medical record keeping.

Contribute to the education and training of the multidisciplinary clinical team and actively participate in the supervision and training of medical staff including interns, resident medical officers, registrars and fellows.

Develop and maintain productive relationships with other centres, providers, and professionals internal and external to the department and provide high standards of professional advice/opinions in relation to the service.

Undertake other duties as set out in your contract.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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 (RACS) or equivalent specialist qualifications.

Post fellowship microsurgical fellowship at high volume international institute and additional focussed head and neck post fellowship training.

Hold a current ACT driver's license.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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: Emma Fox (02) 5124 3936 Emma.Fox@act.gov.au

Nursing and Midwifery Careers

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 50810, several - 0247C)

Gazetted: 05 July 2022

Closing Date: 31 December 2022

Details:

Nursing and Midwifery Careers at Canberra Health Services

Canberra Health Services is hiring across our services. We have permanent full time and part time opportunities for experienced nurses at all levels in Emergency, Intensive Care, Women's Youth and Children's Services, Mental Health, General Nursing and more!

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: Home - Canberra Health Services (act.gov.au)

A nursing and midwifery career at Canberra Health Services (CHS) offers:

nurse ratios across many of our services with more planned
competitive pay rates and excellent working conditions
training pathways at all levels
education and training support, scholarships, study assistance and conference attendance
research and teaching opportunities
salary packaging with full fringe benefits tax concessions
reimbursement for relocation expenses
flexible working, purchased leave, attractive superannuation
permanent positions (visa and work right dependant)
and free parking!!

Visit the Enterprise Agreements page for more information on rates of pay, allowances and leave.

We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace

What do you need to be successful:

a great attitude with strong organisational skills and the flexibility to accommodate change and provide responsive services to meet clients' needs

a commitment to provide exceptional care in a team based setting

experience in nursing and ideally completed a graduate program plus one year of specialist experience in your area of interest

availability to work shifts include nights and weekends

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

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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 including COVID

Check out our amazing nursing teams here:

<https://www.facebook.com/CanberraHealthServices/videos/852591228723759>

<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

We are building a new hospital, see the preview here

<https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>

Thinking about moving to Canberra?

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

To Apply:

Applications must be submitted through the e-recruitment system. For further information on the role and how to apply please select the appropriate Duty Statement.

Duty Statements:

Women Youth and Children

Paediatric Nursing

Enrolled Nurse Level 1

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 30375 - 023Y8)

Gazetted: 30 June 2022

Closing Date: 18 July 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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www.canberrahealthservices.act.gov.au

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

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

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

ABOUT YOU

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Behavioural Capabilities

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

Initiative and enthusiasm for the role

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Organisational ability and time management skills

Position Requirements/Qualifications:

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

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

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

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

Note: This is a temporary position 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.

Be available rotational shift work roster which includes weekends and night duty

Contact Officer: Shannon Reakes 0481053419 shannon.reakes@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Service

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23741 - 023EK)

Gazetted: 30 June 2022

Closing Date: 18 July 2022

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POSITION OVERVIEW

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory for all disciplines:

Occupational Therapists

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

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

Psychologists

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

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

Highly Desirable for Psychology:

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

Social workers

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Highly desirable for all disciplines:

A current Driver's Licence.

Experience and or knowledge of Eating Disorders

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

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

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

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

Note: This is a temporary position available for 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.

Contact Officer: Deepa Ambalakunnil (02) 5124 1407 Deepa.Ambalakunnil@act.gov.au

Women, Youth and Children

Paediatrics

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27816, several - 02401)

Gazetted: 30 June 2022

Closing Date: 18 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in Paediatric or Child Health Nursing qualifications and a minimum of three years' experience working professionally in Paediatric, adolescent or Child Health Nursing is preferred. eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

The successful applicant will need to:

Undertake a rotating shift work roster which includes morning, evening, and night duty.

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

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

Note: There are several permanent and temporary positions available. The temporary positions are for six months with the possibility of extension. Part-time hours will be considered.

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: Shannon Reakes 0481053419 Shannon.Reakes@act.gov.au

Canberra Sexual Health Centre

Administration

Office Manager/Personal Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 30688 - 023UG)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Canberra Sexual Health Centre is based at Canberra Hospital. We provide outpatient clinic-based care for sexual health and HIV patients as well as an innovative outreach program in non-clinical settings. We have a strong philosophy of teamwork, evidence based practice and continuing professional development, which is supported by a weekly in-service program.

This position reports directly to the Director of Canberra Sexual Health Centre and the Administration Manager for Division of Medicine.

This position will provide administrative support to the Director and Clinical Nurse Consultant of Canberra Sexual Health Centre. You will organise and maintain appointment meetings for the Director, draft and prepare minor correspondence as necessary, arrange meetings, and provide secretariat for meetings, financial and basic HR support to the Director. This includes preparation of priority patient correspondence. You will assist with minor research and project tasks as required. Initiative, the ability to work under limited supervision and adapt to change is essential.

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

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

Position Requirements/Qualifications:

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Medical typing experience is highly desirable
- Certificate in administration is highly desirable
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available immediately until 07 October 2022 with possibility of extension.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Stuart Couper (02) 5124 5311 stuart.couper@act.gov.au

Finance Business Intelligence

Health Information Service, Clinical Records Unit

Clinical Records Unit Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07822-023IX)

Gazetted: 01 July 2022

Closing Date: 15 July 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

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www.canberrahealthservices.act.gov.au

The Health Information Service is looking for a suitable applicant to back fill the Clinical Records Manager in a full time capacity for a 6 month period commencing on the 11th of July.

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 management and organisational skills with the ability to work autonomously
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Confident communicator with strong liaison/negotiating skills

Position Requirements/Qualifications:

Relevant tertiary qualification in Health Information Management (or equivalent) and a minimum of five years' experience working professionally in a senior management role of a public health service 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](#).

Note: This is a temporary position for six months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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 full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Contact Officer: Jodie Mackenzie (02) 51241837 jodie.mackenzie@act.gov.au

Territory Wide Mental Health Services

Access Mental Health Team

Allied Health Assistant 3

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37823 - 023BX)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Overview of the work area and position:

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS 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
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services
- Territory Wide Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that

most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service

Under the direction of the multidisciplinary team (MDT), Allied Health Assistants (AHAs) working within MHJHADS support people to achieve their personal recovery goals as identified in their Recovery Plan. Staff at an AHA3 level are expected to demonstrate all the aspects of the full scope AHA role, plus knowledge, skills, attitudes and experience related to allied health support at an advanced level, including an in-depth understanding and application of principles and practices within the relevant allied health discipline/s. Staff at AHA3 level would also be expected to organise their own workload and set priorities within the service delivery model as delegated by the health professional.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

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 customer service skills to provide helpful and professional experiences to people who access the service.
Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

Registration under the ACT Working with Vulnerable People Act 2011.

A minimum of 24 months experience in a related/relevant organisation/service.

Hold a current driver's license.

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

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

Highly Desirable:

Experience working with people with a mental illness or disorder in a community setting.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Service credentialing and scope of clinical practice requirements for allied health professionals.

Undergo a pre-employment National Police Check.

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

Contact Officer: Jodie Russell (02) 6207 2570 jodie.russell@act.gov.au

**Rehabilitation, Aged and Community Services
Transitional Therapy and Care Program
Occupational Therapist**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30396 - 023YL)

Gazetted: 05 July 2022

Closing Date: 21 July 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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www.canberrahealthservices.act.gov.au

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP operates from the University of Canberra Hospital, Bruce. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist. The Senior Occupational Therapist is an important leadership role within the TTCP and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of older clients receiving TTCP services. This involves the provision of clinical assessments and interventions to facilitate positive client outcomes

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students.

This is a full-time permanent position. A merit list can also be created that can be used to fill other temporary or permanent positions in similar roles for the following 12 months.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

Position Requirements/Qualifications:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Current Driver's license.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Johanna Hunter (02) 5124 8383 Johanna.Hunter@act.gov.au

Medicine

Canberra Health Services

Enrolled Nurse

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 13607, several - 02320)

Gazetted: 06 July 2022

Closing Date: 22 July 2022

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

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Hospital in the Home (HITH) is an Inpatient service of CHS at Canberra Hospital and provides access to acute healthcare for patients generally, in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as Inpatients and would otherwise receive their medical treatment in a hospital ward. The Enrolled Nurse(EN) will work under the direction of the Registered Nurse to assist in providing complex clinical care to patients across the lifespan in consultation with Medical support and Allied Health with a Multidisciplinary Team focus. The EN will work in various settings including but not limited to the patient's home, the HITH unit at Canberra Hospital and after the appropriate training will assist with acquiring patient referrals to HITH. The EN will also actively participate in quality assurance processes in HITH.

The service requires driving to the patient's home to deliver the care; hence a current open Driver's License is essential. This role will work in the various areas within HITH – Home visiting, Reviews of patients in the HITH Unit at Canberra Hospital as well as supporting the Referral Nurse role.

ABOUT YOU

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Behavioural Capabilities

- Excellent interpersonal and communication skills with a proven ability to work effectively as part of a multidisciplinary team to provide patient centred care
- Drive for ongoing personal and professional development
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
- Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

- Relevant, be registered or be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Recent acute nursing experience in any of the following, but not limited, areas; medical, surgical, critical care and/or community.
- Current open Driver's license
- This position involves shift work, Morning and Evenings, some weekends and Public Holidays.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: These are permanent part-time positions available at (24 hours) per week. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Marg McManus (02) 5124 5164 margaret.McManus@act.gov.au

Women Youth and Children

Maternity Services

Registered Midwife Level 1 Transition to Practice

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 38003, several - 023WO)

Gazetted: 06 July 2022

Closing Date: 5 August 2022

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

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

As a Graduate Midwife you will be provided with an extensive orientation program that includes rotation through all areas of the Maternity Unit. Your professional growth will be supported by our whole midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers. Post completion of TTPP interested applicants will be encouraged to apply for the eighteen month 'Transition to Continuity' program.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

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

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

The successful applicant will need to be available rotational shift work

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

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

Note: There are several permanent full-time and part-time positions available.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Cancer and Ambulatory Support

BreastScreen ACT

Mutli-disciplinary Liaison Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 57773 - 0243L)

Gazetted: 06 July 2022

Closing Date: 14 July 2022

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

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POSITION OVERVIEW

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The Cancer, Ambulatory and Community Health 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 and Community centres 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 assessments are carried out at the Canberra city clinic.

BreastScreen ACT has an exciting opportunity for an experienced and motivated level 1 Registered Nurse to work as part of a Quality and Promotions team to achieve the National BreastScreen Program objectives of recruiting eligible women into the service.

ABOUT YOU

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Behavioural Capabilities

- Ability to work independently and as part of a team.
- Ability to be creative, innovative and flexible to accommodate change
- Highly organised and motivated
- High level communication and interpersonal skills and the ability to critically think.

Position Requirements/Qualifications:

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 temporary part-time position available at (7.35) hours per week for seven months with the possibility of extension. The above full-time salary 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: Julie Solway (02) 5124 1832 Julie.Solway@act.gov.au

**Allied Health
Nutrition Department
Dietitian**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26451 - 02418)

Gazetted: 06 July 2022

Closing Date: 22 July 2022

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Overview of the work area and position:

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

- Clinical Dietetic Services to:
 - o Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit
 - o Outpatients requiring specialist care from the ACT and regional NSW
 - Operation of centralised Special Diet Service
 - Operation of Infant Feeding Service
 - Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities
 - Food Service governance activities in partnership with the Canberra Hospital Food Service Department
- Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Flexible and adaptive approach to work.
- Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent and a minimum of 3 years' experience working professionally in Dietetics is preferred.

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

- Hold a current driver's license.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at The Canberra Hospital however will be required to work across Canberra Health Services sites and may undertake patient home visits.

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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Contact Officer: Andrew Slattery (02) 5124 5135 andrew.slattery@act.gov.au

Women, Youth and Children

Personal Assistants

Recruitment Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44561 - 0243V)

Gazetted: 05 July 2022

Closing Date: 15 July 2022

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

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www.canberrahealthservices.act.gov.au

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This role will provide support to the nursing and midwifery managers of the division with recruitment and HR functions during the expansion of services.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Good communication and interpersonal skills.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Position Requirements/Qualifications:

Desirable

- Previous experience working in the health sector.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Mitchel Green (02) 5124 7491 Mitchel.Green@act.gov.au

Women, Youth and Children

Canberra Maternity Options Service

Registered Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 44710 - 02306)

Gazetted: 04 July 2022

Closing Date: 21 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive
2. An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership
3. Positive work ethic and ability to problem solve

Position Requirements/Qualifications:

Relevant Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 2 years' experience working professionally and comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife is preferred.

- Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course is desirable but not essential.
- International Board Certified Lactation Consultant is desirable but not essential.
- 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: Part-time hours will be considered 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: Rebekah Howard (02) 5124 4386 Rebekah.A.Howard@act.gov.au

Medical Services - Pathology

Accounts

Pathology Accounts Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 48389 - 02434)

Gazetted: 05 July 2022

Closing Date: 21 July 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

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

The Pathology Accounts Section provides financial and administrative support including processing accounts payable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The section also undertakes billing for the external clients of ACT Pathology.

The administration officer is responsible under general direction for the raising of invoices within the billing system, using appropriate documentation and procedures. The officer will also be responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

Desirable

Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) would be an advantage.

Experience with databases relating to hospital and pathology operations for example Kestral, PBRC and ACTPAS systems with particular reference to pathology requests will be an advantage.

Position Requirements

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Brett Loiterton 5124 2839 Brett.Loiterton@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31328 - 0242C)

Gazetted: 06 July 2022

Closing Date: 22 July 2022

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

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- HP3: Minimum of 3 years (ideal 5 years) post qualification

Highly Desirable:

- HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Minimum of 3 years (ideal 5 years) post qualification

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Minimum of 3 years (ideal 5 years) post qualification
- 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:

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

Contact Officer: Carla Ormston (02) 5124 1269 Carla.Ormston@act.gov.au

Clinical Services

Medicine

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24599, several - 023QN)

Gazetted: 05 July 2022

Closing Date: 21 July 2022

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POSITION OVERVIEW

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

- Ability to work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level leadership skills
- High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

- (a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,
Or
- (b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several temporary part-time (potential for up to full-time hours) positions available for six months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Victoria Clarke (02) 5124 3753 Victoria.C.Clarke@act.gov.au

Director of Allied Health - Acute Health Inpatients

Adult Mental Health Unit

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 52987 - 0243E)

Gazetted: 05 July 2022

Closing Date: 21 July 2022

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

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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10 bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be req

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

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

Responsibility Statement:

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

Provide individual or group therapy service delivery.

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

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

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

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory Qualifications:

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

Minimum of 3 years (ideal 5 years) post qualification experience

Current Passenger Vehicles Driver's License.

Highly Desirable:

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

Experience working in an inpatient, acute mental health setting.

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

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

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

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.

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

CHS Women, Youth and Children

Booking and Scheduling

Administration Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 21434-023YP)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

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POSITION OVERVIEW

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Under limited direction of the Operations Manager, you will contribute to the daily support of Women, Youth and Children, both back and front of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. You will:

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Behavioural Capabilities

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

Position Requirements/Qualifications:

- Ability to type with speed and efficiency.
- Experience in Microsoft applications; in particular Excel, Word and Outlook.
- Hold a current driver's license.
- 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.
- 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.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system.

Applications must include a copy of a current curriculum vitae, and

- A response to the Selection Criteria under "What You Require".

Where possible include specific relevant examples of your work.

CHS Contact: Operations Manager, 5124 7491

Contact Officer: Mitchel Green (02) 51247491 Mitchel.Green@act.gov.au

Nursing and Midwifery Operational

Director of Nursing

Registered Nurse Level 5.5 \$178,535, Canberra (PN: 57771 - 023X9)

Gazetted: 04 July 2022

Closing Date: 1 August 2022

"How to Apply: To download a copy of the Candidate Information Pack which includes details about the organisation, the role, and how to apply, please visit www.hardygroupintl.com. To discuss further, please contact Rhodie Miller, Principal Consultant on M: +61 422816557 or E: rmiller@hardygroupintl.com

Please do not apply through the CHS website, any applications received here will not be regarded"

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POSITION OVERVIEW

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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.

The Director of Nursing and Midwifery, as a member of the senior leadership within the Division of Women, Youth and Children (WYC) will work in consultation with the Executive Director Nursing and Midwifery and Patient Support Services, as professional lead.

Experience or qualifications in midwifery, paediatrics and a tertiary qualification are highly desirable.

ABOUT YOU

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Behavioural Capabilities

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

Strong leadership capability, including capacity to build and inspire cohesive high performing teams,

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

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

Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

Relevant post graduate in advanced nursing or related field qualifications and a minimum of five years' experience working professionally in health care setting is preferred.

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

Tertiary qualifications or equivalent and eligibility for membership of the appropriate professional organisation. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Susan Freiberg (02) 5124 7389 susan.freiberg@act.gov.au

Surgery

Perioperative Registered Nurse Educator

Perioperative Registered Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22268 - 023YX)

Gazetted: 04 July 2022

Closing Date: 20 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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 Perioperative Nurse Educator provides high level support to the unit as required and specifically in coordinating, managing and assessing the effectiveness of and change required to nursing education programs within the Perioperative unit to facilitate the learning needs of nursing staff and operational requirements. This role will lead, supervise and manage the professional performance of the Clinical Development Nurses (CDN) from the four areas of the Perioperative Unit to ensure a cohesive educational team that promotes and enables evidenced based practice and professional development and safe practice of nursing staff. The Nurse Educator role will work together with the individual unit Clinical Nurse Consultants in timely management of the operational performance of the CDN roles.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

3. Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

Other:

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kerri Reeves 51243051 kerri.reeves@act.gov.au

Perioperative Unit

Extended Day Surgery Unit

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10881-023YW)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

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

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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 The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. 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 specialties, 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 Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes and is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.

About you: CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, lesbian, gay, bisexual, transgender/gender diverse, intersex and queer (LGBTIQ+) are particularly encouraged to apply.

Behavioural Capabilities: Proven advanced educational experience and clinical mentoring in a similar nursing role
Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

Position Requirements/Qualifications:

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

Desirable: Holds or is working towards a tertiary management and/or nursing qualification Certificate IV in Training and Assessment Postgraduate qualification in Nursing or Clinical Education.
Clinical experience as a Clinical Development Nurse role.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Please note prior to commencement successful candidates will be required to: Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases Undergo a pre-employment National Police Check.

Note: This position is part-time temporary position commencing August 2022 for three months with the possibility of extension at (24:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Deanne Cole (02) 51243987 deanne.cole@act.gov.au

Nursing

Sub Acute Geriatric Unit

Clinical Development Nurse - 11B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 43115 - 02400)

Gazetted: 05 July 2022

Closing Date: 21 July 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.

Seeking enthusiastic Registered Nurse with acute care experience to undertake an exciting role as Clinical Development Nurse of Acute Care of the Geriatric. The successful candidate will have a passion for support, education and mentoring.

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

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

ABOUT YOU

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

Behavioural Capabilities

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:

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

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Desirable Certificate IV in Training and Assessment.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for eight months with the possibility of extension. 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.
- Bring two referee reports, with one from your current line manager

Contact Officer: Kate McCallum 0432131084 Kate.e.McCallum@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

Education and Training Services

CIT Trade Skills

Hospitality, Culinary and Tourism

Culinary Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51136, several)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

Details: Are you an experienced Chef looking for a new career path? Would you like to teach the next generation of Chefs your cooking skills and knowledge?

The Hospitality, Culinary and Tourism department at CIT are looking for a team player and enthusiastic culinary teacher to provide excellent training and assessment for the benefit of students, their employers and industry within the guidelines of the Certificate III in Commercial Cookery course.

Due to the nature of this position, teaching across commercial cookery programs, additional tasks such as food ordering, food packaging, menu design, minimise food wastage, operate restaurant service periods in the CIT Restaurant, and maintaining kitchens and equipment to a high level of cleanliness is an integral part of this position.

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

Eligibility/other requirements: QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.*

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

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

Qualification - Certificate III in Commercial Cookery (SIT30816 or equivalent).

INDUSTRY EXPERIENCE

In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022*.

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

DESIRABLE

Certificate IV in Commercial Cookery or above e.g. Diploma of Hospitality Management.

Certificate III in Patisserie.

High level computer literacy.

Experience in navigating an on-line learning platform.

Knowledge of the Australian Apprenticeship system.

Note: There are currently two full time positions available.

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

The selection may be based on application and referee reports only.

How to apply:

All applicants are required to provide:

A written response addressing the Selection Criteria (no more than two pages)

A current curriculum vitae

Two referee reports (ACT Government referee reports can be located through this link

<https://www.jobs.act.gov.au/search?query=referee+report+word>)

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

Contact Officer: Nicole Dixon (02) 6205 4514 Nicole.Dixon@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

Partnership and Shared Services

Service Centre

Recruitment and Information Services

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33490)

Gazetted: 01 July 2022

Closing Date: 24 July 2022

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Senior Recruitment Officer is responsible for:

Operational support including, quality assurance of requests and allocating requests to officers across teams.

Providing support and guidance to staff including training.

Manage complex cases and requests in relation to a range of recruitment activities.

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation; and

Relationship management of directorate customers and their employees.

To be successful in this role you will have:

High levels of attention to detail.

Ability to build productive relationships within and across teams.

Excellent written and verbal communication skills.

Organisation and time management skills.

Ability to quickly reprioritise work according to changing priorities

Sound judgment.

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: There are two positions available, one available immediately for up to 12 months with the possibility of permanency and the other is available immediately for a period of 3 months with the possibility of extension up to 12 months and permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Applications should be sent to the Contact Officer

Contact Officer: Jenna Carroll (02) 6207 0343 jenna.carroll@act.gov.au

Digital, Data and Technology Solutions

Executive Group Manager, Digital Data and Technology Solutions

Executive Level 2.3 \$315,479 - \$329,577 depending on current superannuation arrangements, Canberra (PN: E786)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details:

Shape future strategy and direction with customer at the core

Drive culture change and integration

Promote transparency and value for money

The Digital, Data and Technology Solutions Group (DDTS) has responsibility to drive the ACT's digital and data agenda, lead the whole of government strategic direction for ICT including cyber security, as well as provide technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology.

The role of Executive Group Manager will contribute to and influence digital and data strategic thinking, direction setting and decision making by engagement with stakeholders and agencies of the ACT.

Reporting to the Chief Digital Officer, the Executive Group Manager will provide effective leadership in the planning, delivery and alignment of robust and effective systems and services to enable government and community outcomes; influence change within the Group and across government to promote high-quality technology and data services; manage a budget of approximately \$200 million; and represent the Chief Digital Officer, and the ACT Government, at Ministerial and cross-jurisdictional forums. The Executive Group Manager has three permanent and one temporary Executive Branch Manager direct reports as well as other Senior Directors and has indirect responsibility for approximately 500 employees.

Success requires an outstanding leader with a strong track record of achievement. You will have experience in driving change, be innovative in your approach, possess high order stakeholder management skills, have an outstanding partnering and customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

Remuneration: The position attracts a remuneration package ranging from \$315,479 - \$329,577 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

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

How to Apply: Before applying, please call David Baber, Partner at Fisher Leadership to discuss (direct on 0459 991 501).

Contact Officer: Bettina Konti (02) 6207 2242 cdo@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Cloud and Platform Services

Senior Windows Specialist

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05248, several)

Gazetted: 06 July 2022

Closing Date: 20 July 2022

Details: The Cloud and Platform Systems team is seeking multiple Senior Windows Support Specialists to join the Windows Support Team. In this role you will be responsible for the support, development and implementation of a range of Windows based solutions across on Premise and Azure Cloud platforms. You will need to have experience in the following products:

Microsoft Windows Server and related infrastructure (DNS, DHCP)

Microsoft Server Operating Systems 2012/2012R2/2016/2019

Microsoft Clustering

Microsoft IIS

Microsoft Systems Centre Operations Manager (SCOM)

Microsoft Systems Centre Configuration Manager (SCCM)

Microsoft SQL Server

Microsoft Windows PowerShell / PowerShell DSC

Azure / AWS Cloud Technologies and templating using JSON / YAML

Programming using Python, .NET, Node.js

VMware vSphere ESX including vCentre

HP Server Hardware (BL and DL Series) including HPSIM

In this role you will draw on your Windows Server experience and ability to lead the implementation and support of the ACT Government Windows Server Platforms. You will be required to liaise with stakeholders across directorates to deliver various Windows Server platforms to meet their requirements.

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: Applicant will need to hold or be able to obtain a Baseline Security Clearance

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.

Flexible working hours are available on discussion.

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

Please submit a written report of up to two pages, contact details for at least two referees, a current Curriculum Vitae, and Application Coversheet.

The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should also detail your experience, skills, and qualifications against the "What you require" section of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Tripodi (02) 6207 6839 Matthew.Tripodi@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

Service Delivery Business Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14276)

Gazetted: 30 June 2022

Closing Date: 7 July 2022

Details:

Who are we looking for?

Someone who excels within a smaller team which is responsible for providing great customer service.

Someone who has ability to liaise and provide Support within the NCS Business Unit.

Someone who is pro-active, and delivery focused to achieve positive outcomes for our clients.

Someone who has an ability to establish a good rapport with all stakeholders and maintain a collaborative professional relationship with team members and stakeholders.

Excellent communication skills and to be able to provide support when required and a willingness to learn.

Someone who is highly organised and driven who can identify opportunities for innovation and improvement.

What qualities do you need to have?

Experience providing business unit support from the Client/Directorate perspective.

High level communication skills and a strong customer focus, including the ability to relate well to customers and establish rapport to produce quality outcomes.

Accurate record keeping skills.

Preferred experience undertaking successful simple procurement and/or contract management activities, or appropriate transferable skills.

A willingness to share information and knowledge with the team and the broader DDTs.

Ability to establish and maintain effective business relationships with a wide variety of stakeholders.

Manage customer expectations in relation to the procurement and delivery process.

Ability to learn quickly. Preferred experience with APIAS, P2P, ServiceNow; MS Word and Excel.

A typical day may include

Assisting with the ServiceNow, P2P, and APIAS jobs.

Actively involved with creating and managing simple procurements of ICT Hardware and services.

Working closely with our internal and external clients to assist them with what they need.

Process Purchase Orders and allocate invoices for payment in a timely manner.

Prepare information and advice relate to procurements and stock control for NCS.

Assist with Adhoc duties as required.

Work with the Directorate to ensure we provide the best service and provide positive outcomes.

Assist with the stock control, procurement, report and advise key stakeholders of Business Unit activities.

Develop and drive improvements to Business Support processes.

Provide timely review of procurement and associated documentation.

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

Notes: This is a temporary position available immediately until 2 September 2022, with the possibility of extension.

This Expression of Interest process may also be used for other opportunities at level to backfill further short-term vacancies over the next 12-month period. Selection may be based on application only.

How to Apply: If this is ticking all the boxes for you, please send a one-page pitch outlining why you're the best person for the job and current curriculum vitae directly to the Contact Officer. Please also include the details of your referee(s).

Applications should be sent to the Contact Officer.

Contact Officer: Steve Arundell (02) 6207 4790 Steve.Arundell@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property, Workplan and Building Report Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11394)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: This role coordinates functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

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

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

Eligibility/other requirements:

This position requires:

Hold or have the capacity to obtain White Card

Hold or have the capacity to obtain Asbestos Awareness

A current driver's licence (car).

Qualification/s in Work Health and Safety, Procurement, Contract Management are highly desirable.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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: Evan Byrne (02) 6205 3991 ACTPGCorporate@act.gov.au

Access Canberra

Corporate Support and Capability

Assistant Director Accommodation and Business Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02124)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: If you pride yourself on your ability to juggle multiple projects at one time, enjoy collaborating with people to achieve outcomes and relish the prospect of making things happen, we'd love to hear from you!

Skills, Safety and Support is looking for a problem solver and on-the-go team player in our Accommodation and Business Service Team, also known as The Matrix Team.

We are looking for a person who can adapt and respond to challenges and opportunities as they arise. You will need to collaborate openly across Access Canberra teams and be comfortable engaging with people across multiple areas of Government and externally.

Working under limited direction you will provide a range of strategic accommodation solutions across Access Canberra sites including site maintenance needs, organising building access, managing an equipment pool for limited ICT equipment needs and general supply requirements. You will lead strategic accommodation and facilities projects while consulting with subject matter experts, providing advice and communicating progress.

The role will involve working collaboratively within the Skills, Safety and Support team in developing and maintaining meaningful relationships with both internal and external stakeholders and using strong liaison skills to negotiate positive outcomes for the organisation.

This role will represent and champion Access Canberra culture and activity-based work. You will understand and advocate 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.

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 a disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately for three months with the possibility of permanency. Access Canberra's workplace is designed for activity-based working (ABW) in 2020. 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 and may be used to fill future similar vacancies over the next twelve months.

How to Apply: Applicants should submit a response of no more than two pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

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

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

Economic Development

artsACT

Arts Infrastructure Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45603)

Gazetted: 01 July 2022

Closing Date: 29 July 2022

Details: artsACT is seeking an experienced Project Officer. The successful applicant will be responsible for supporting the delivery of the arts facilities' capital works program as well as the coordination of portfolio building management. The applicant will need strong project management skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

- A knowledge of the local and national arts sector is desirable.

Notes: This is a temporary position available from 8 September 2022 for up to 12 months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, 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: A two-page written response outlining how your capabilities suit the position should be submitted along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton (02) 6207 6809 CarolineM.Fulton@act.gov.au

Economic Development

VisitCanberra

Director, Research and Industry Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57972)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: The Director, Research and Industry Development, is a diverse role that leads a range of initiatives to support Visit Canberra's strategic objectives.

The role will be responsible for leading key programs that support the development of the ACT tourism industry, including the management and delivery of major tourism grant programs. A key component of this role will be monitoring and managing elements of the ACT's 2030 Tourism Strategy.

The role will also manage research and evaluation projects to provide internal and external stakeholders with relevant data and insights to inform marketing programs, strategy and business planning, and decision-making processes.

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

Selection may be based on application and referee reports only.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Candidates are required to provide a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Comacchio (02) 6205 6001 Teresa.Comacchio@act.gov.au

Shared Services

Strategic Finance

Assurance, Governance and Business Improvement

Internal Assurance Auditor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52369)

Gazetted: 04 July 2022

Closing Date: 25 July 2022

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance, Hybrid working arrangement and career progression? Then the Shared Services and Property Group Strategic

Finance Assurance team is looking for you! Shared Services and Property Group's vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including conducting internal assurance audits and undertaking data analysis as well as supporting the other teams with Strategic Finance as required. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

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 people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualification in Accounting, Finance or Audit is highly desirable.

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

Notes: There are several positions that will be filled as an Administrative Service Officer 5 (ASO5) or 6 (ASO6) dependent on the skills and experience of the successful applicant. Similar duties are delivered by both ASO5 and ASO6. The ASO6 is required to manage ASO4 and ASO5 and review the work performed by both staff. 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: The online application form requires a curriculum vitae, copies of qualifications and a two-page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Savita Cooke 0438 702 307 Savita.Cooke@act.gov.au

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Public Sector Industrial Relations

Redeployment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09382, several)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: The Industrial Relations and Public Sector Employment (IRPSE) team are looking for people who have the capacity to understand the rules and parameters of the ACTPS employment framework but also to comprehend the human and interpersonal impacts of our framework in practice by understanding what is at stake for affected employees.

Through exceptional stakeholder management and case management you will deliver a wholistic service of providing guidance, having difficult conversations, and reaching practical outcomes through our redeployment framework. You will thrive with sound empathy, resilience and integrity when using your knowledge and skills to navigate complex and sensitive situations.

You will uphold professionalism, impartiality and discretion when dealing with stakeholders and will often have to manage differing opinions. Above all, you will have emotional intelligence and integrity to understand and implement legislative obligations whilst managing all situations in an ethical manner.

What can we offer in return?

The IRPSE team value strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate.

We are committed to you and your development and will always support your growth and wellbeing. We have a transparent and empowering approach to ensuring you are successful in your role and are given opportunities for continuous improvement. Your input will be valued across the diverse workload that the IRPSE team is engaged in, and you will be appreciated and acknowledged for what you bring to the team.

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

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

How to Apply: Suitability for this position will be assessed on your skills, knowledge and behavioural capabilities in relation to the duties/responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position and curriculum vitae.

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

Contact Officer: Sharna Groot (02) 6205 4553 Sharna.Groot@act.gov.au

Workforce Capability and Governance

Strategy and Transformation Office

Director Research and Analytics

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52410)

Gazetted: 06 July 2022

Closing Date: 27 July 2022

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same, then this is for you.

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

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: To apply, submit a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Roy (02) 6207 4724 Caitlin.Roy@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 57886)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: As part of a small economics team, there is the opportunity to use your applied economic and policy skills to support the development of evidence-based policy and strategic advice. You will provide a leadership role to a team that builds bespoke economic and financial models to address policy questions and generate workable solutions. You will become an integral member of the Branch, delivering on key priorities.

Eligibility/other requirements: Tertiary or post graduate qualifications in economics or similar field would be highly desirable.

Prior experience in a public or private organisation with a focus on evidence-based analysis and advice will be highly regarded.

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

Applications to be submitted via the Apply Now button below.

Contact Officer: Kai WakermanPowell (02) 6205 9121 Kai.WakermanPowell@act.gov.au

Communications and Engagement

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 22774)

Gazetted: 05 July 2022

Closing Date: 29 July 2022

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

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement group is looking for an Executive Support Officer to join our dynamic Executive Office.

This position provides strategic, operational and administrative support to Senior Executives of Communications and Engagement division and is also involved with the overarching business and financial management of the division.

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.

If this role sounds like you, get in touch!

Eligibility/Other Requirements:

Experience in an Executive Office and/or communications and engagement environment in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

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

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

How to Apply: Please submit:

A maximum two-page pitch outlining your suitability to show that you have the capabilities in the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities

A resume outlining your work history and experience supporting Executive Offices

Two referee contact details (one should be a current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Trish Johnston 0417 832 995 Trish.Johnston@act.gov.au

Economic Development

Skills Canberra

Director, Vocational Education and Training Program Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04410)

Gazetted: 06 July 2022

Closing Date: 13 July 2022

Details: Skills Canberra is seeking a motivated and highly capable Director to lead the Vocational Education Training (VET) Program Administration and Compliance and Performance teams. This critical role manages the implementation of the ACT Quality Framework for the delivery of training. This framework covers key VET-related functions including, but not limited to, training contract administration, payments to and compliance of registered training organisations (RTOs), group training organisation registration, and the Training Initiative Funding Agreement between RTOs and the Territory.

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

Notes: This is a temporary position available from 27 July 2022 until 6 October 2022 with the possibility of extension up to six months. It is a full-time position with the flexibility to work part-time, if desired. The full time salary noted above will be paid pro rata. Applications may be decided based on written applications only. A merit pool will be established from this recruitment round and may be used to fill similar vacancies over the next 12 months. This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Working from home — unless required to attend the office for a specific purpose — is supported and the successful candidate will be provided information on how to work from home safely and effectively. This position is available to ACT Government officers and employees only.

How to Apply: To enable us to assess your merit, you should provide:

a current curriculum vitae

a pitch, of no more than two pages, providing evidence of your suitability for the role

two referees with a thorough knowledge of your work performance and outlook. Ensure at least one of the referees is your current or immediate past supervisor/manager. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Prospective applicants are strongly encouraged to discuss the role with the Contact Officer.

Applications should be sent to the Contact Officer.

Contact Officer: Anita Dolstra (02) 6205 7092 Anita.Dolstra@act.gov.au

Access Canberra

Customer Coordination

Projects and Improvements

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53156)

Gazetted: 06 July 2022

Closing Date: 13 July 2022

Details: Are you a highly organised individual who is skilled in communication, research, coordination, and negotiation with good time management? Do you have experience in delivering projects and can work as a team player to achieve shared goals?

Applications are sought from suitably experienced and motivated individuals to fill a temporary full-time Project Officer vacancy in the Customer Coordination Branch at the Chief Minister, Treasury Economic Development Directorate (CMTEDD).

This position will support the Assistant Director, Projects and Improvements to deliver key Government projects for the Customer Coordination Branch.

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

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

How to Apply: If this sounds like you, please submit a response of no more than two pages that demonstrates your suitability for this position based on your skills, knowledge and behaviour in relation to the duties/responsibilities (details are in the Position Description).

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

Contact Officer: Cai Wilden 13 2281 Cai.Wilden@act.gov.au

Treasury, Economic and Financial Group

Director, Economic and Regulatory Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55458)

Gazetted: 06 July 2022

Closing Date: 22 July 2022

Details: ACT Treasury is seeking a dynamic and motivated person help lead a small team providing economic advice and analysis on a broad range of matters of interest to the ACT.

As the Director of the Economic and Regulatory Policy Unit, you will work with the Senior Director to lead and supervise project team members, manage projects and contribute to the wellbeing of Canberrans through your advice and economic assessment. Your economic and policy experience will help you to have a tangible impact on the development of important initiatives such as climate change policy, energy reforms, water pricing, competition and regulatory policy.

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: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

How to Apply: Submit a curriculum vitae and your pitch (maximum of two pages) addressing the Selection Criteria on how you would approach the role and details of two referees should.

Applications should be submitted to the Contact Officer.

Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Economic Development

Events ACT

Assistant Director Procurement and Contracts

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31428)

Gazetted: 06 July 2022

Closing Date: 13 July 2022

Details: We are a dynamic team, with a temporary vacancy for a skilled procurement and contract management expert who has financial management experience.

The successful candidate we are looking for will:

Be a seasoned procurement and contract management professional with a strong customer-centric approach to their work.

Be able to provide expert procurement advice to the team.

Have extensive knowledge of the ACT Government Procurement and Financial management frameworks.

Be confident with financial management and work with the Finance and Business Services team to coordinate procurement activity, financial processing and commitments and contribute to reporting requirements for Events ACT.

Have experience in building and using relationships and networks with internal and external stakeholders and working in a team environment

Be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive.

Think on your feet and work effectively under pressure and within tight time frames/deadlines to deliver high-quality procurement and contract management outcomes that align with the team's goals and event objectives.

Identify and prioritise issues and apply sound time management and strong organisational practices.

If you're looking for a temporary role where no day is the same and you're always wanting to be busy, then this role is for you.

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

Eligibility/Other Requirements: Procurement, financial and contract management experience is preferred.

Notes: This is a temporary position available immediately for six 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your skills, knowledge and behaviours, as per the Position Description, make you the best fit for the role.

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

Contact Officer: Melanie Eldred (02) 6207 4302 Melanie.Eldred@act.gov.au

DDTS

Customer Engagement Services Branch

ICT ESA

Business Operations Support

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12007)

Gazetted: 06 July 2022

Closing Date: 18 July 2022

Details: The role is responsible for the overall management of administrative functions in support of the Emergency Services Agency ICT Embedded Team. You will be required to ensure compliance with DDTS policies and standards and ACT Government financial regulations. You will:

- Provide administrative, IT service, project and financial support services on behalf of ESA and ESA ICT embedded team, liaising with suppliers, vendors, and customers.
- Undertake financial activities including quoting, accruals, journals, invoice coding and preparation for account payment authorisation, goods receipting, resolve billing and service discrepancies, end of month activities and financial and budgetary forecasting, reporting and analysis.
- Assist with the development and maintenance of the ESA service and application portfolio documentation and processes, including coordinate security plans and risk plans, review business system support, determine future needs, develop agreed service performance indicators and support application and infrastructure lifecycle management.
- Prioritise and action ICT related requests on behalf of the Directorate by following correct procedure and ensuring appropriate approval is sought. Including assessing requirements, gathering quotes and coordinating financial purchasing of ICT equipment.

- Resolve customer requests within the Service Level Agreement and escalate requests where required within an Information Technology Infrastructure Library (ITIL) environment.
- Audit assets, telecommunications and ICT items against services paid for, coordinate corrective actions to amend records, coordinate the upgrade items nearing end of support, maintain registers of contracted services and accountable items, undertake limited contract compliance activities, and ensure service level agreements are being met for terms and conditions.
- Maintain financial records, HR records and operational records according to the ACT Records Management Act.
- This position does not involve direct supervision of staff.

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

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

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

Notes: This is a temporary position available from 25 July 2022 to 7 July 2023 with the possibility of extension 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: Your application should include the following:

A two to three-page response which addresses the following:

- Please describe where you have successfully improved the financial management aspects of a team.
- Describe a time when you have successfully developed a new business process and saw it successful implementation.
- Detail how you meet all the requirements set out in the Position Description.

Responses should consider the requirements as described in the Position Description.

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

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

Economic Development

artsACT

Assistant Director, Arts Infrastructure

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57738)

Gazetted: 01 July 2022

Closing Date: 29 July 2022

Details: artsACT is seeking an experienced Assistant Director. The successful applicant will be responsible for supporting the delivery of the arts facilities capital works program including project scope development, financial management, programming and reporting. The applicant will need strong project management skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

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

Eligibility/Other Requirements:

- A knowledge of the local and national arts sector is desirable.

Notes: This is a temporary position available from 8 September 2022 for up to 12 months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, 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: A two-page written response outlining how your capabilities suit the position should be submitted along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton (02) 6207 6809 CarolineM.Fulton@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

Executive Branch Manager, Children and Families

Temporary Vacancy (25 July 2022 – 25 August 2022 with possibility of extension)

Community Services Directorate

Children, Youth and Families

Position: E1257

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 5 July 2022

Applications are sought for the role of Executive Branch Manager, Children and Families. This temporary vacancy is available from 25 July 2022 to 26 August 2022 with the possibility of extension.

The Executive Branch Manager, Children and Families will be responsible for the provision of voluntary early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delay.

The Executive Branch Manager will oversee the Child Development Service, which provides assessment, referral, and linkages for children 0 – 6 and children up to 8 years with complex needs who have not had a previous assessment by allied health professionals. The Service will also provide Autism assessment for children up to 12 years of age. Some therapy programs will be offered for children who are not eligible for the NDIS.

The position occupant has responsibility for key performance indicators pertaining to children and young people in early intervention and prevention programs, policy, program, and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in early intervention at both local and national level.

Currently, One CSD Reform is underway, and a key component of the position will be to actively engage and work with staff throughout the reform process.

To apply: Interested applicants are asked to submit no more than a two-page pitch along with a current curriculum vitae and contact details of two referees to Ms Anne Maree Sabellico via email, annemaree.sabellico@act.gov.au by COB Tuesday 19 July 2022.

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

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

Contact Officer: Anne Maree Sabellico (02) 6205 0839 annemaree.sabellico@act.gov.au

Inclusion and Participation

Community Relations and Funding Support

Contract Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03884)

Gazetted: 06 July 2022

Closing Date: 20 July 2022

Details: The Community Relations and Funding Support (CRFS) team within the Community Services Directorate is seeking an experienced contract manager to join the team for a short-term vacancy with possible extension. The team is dynamic with a wide variety of responsibilities across the Directorate including procurement, contract management, financial and payment processing, grants administration and a range of other duties that support the work of the Directorate. This position would suit a flexible person who develops skills quickly and who has experience in one or more of these areas and is looking to build skills across new areas of responsibilities.

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

Notes: This position is available immediately for four months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, 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 current curriculum vitae along with a two-page pitch responding to the selection criteria in the Position Description.

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

Contact Officer: Kate West (02) 6205 4377 Kate.West@act.gov.au

Strategic Policy

Executive

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52576)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

Details: Strategic Policy is responsible for the development and provision of human services policy, programs and funding, as well as governance and advice to the Executive and the Office of the Minister. The Division brings together strategic policy advice, data analysis, digital strategy and Aboriginal and Torres Strait Islander policy and engagement to address areas of increased focus and priority for the Directorate, including early intervention system reform for children, young people and families.

Strategic Policy also leads the strategic and corporate planning cycles within the Directorate, and coordinates external reporting functions to Territory and Commonwealth bodies.

The Executive Officer is a strategic role which contributes to the overall management of the Strategic Policy division. The Executive Officer (EO) reports to the Executive Group Manager, Strategic Policy and provides support to the Division, as required.

Responsibilities for the Executive Officer under limited direction include:

Provide high level advice and executive support to the Executive Group Manager, Strategic Policy.

Coordinate briefs and advice, and manage the advisory and briefing workflow, ensuring quality, timeliness, accuracy and consistency.

Manage issues of sensitivity and confidentiality and prepare written correspondence and briefs.

Facilitate effective engagement with Ministers' staff, Commonwealth and state/territory government agencies, ACT Government and non-government agencies, as well as community and private sector stakeholders.

Foster and support positive and productive relationships with all areas of CSD and ACT Government directorates.

Provide secretariat services to a range of executive led meetings.

Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

Eligibility/Other Requirements:

Essential experience:

Experience in a similar role is essential.

Desirable qualifications and experience, but not essential:

Relevant qualifications would be an advantage.

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

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dumbrell (02) 6207 0258 Vanessa.Dumbrell@act.gov.au

Corporate Services

Director, Financial Reporting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07754)

Gazetted: 01 July 2022

Closing Date: 22 July 2022

Details: The Community Services Directorate is looking for an experienced and motivated accountant to lead the Financial Reporting team within the Directorate. The position is responsible for overall management of the financial function, managing the preparation of monthly and annual financial statements in accordance with the Australian Accounting Standards and Treasury Guidelines as well as ensuring compliance with legislation, policies and principles. The position is responsible for the development and implementation of a range of financial policies, procedures and guidelines across the Directorate. The position reports to the Chief Finance Officer.

Eligibility/Other Requirements:

Essential qualifications and experience:

experience in a financial management role, including the delivery of financial statements, audits or financial management support to a number of business areas;
strong leadership and communication skills.

Desirable, but not essential, qualifications and experience:

relevant tertiary qualifications in accounting highly desirable; and
membership of professional accounting body is desirable.

How to Apply: To be considered for this position please submit a response addressing the skills, knowledge and behaviours identified in the Position Description and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Borgese (02) 6205 9717 Joseph.Borgese@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.

Housing

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11323)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: Make a difference to peoples' lives by bringing your leadership, 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 supporting the high-level policy pieces; looking into the latest research on the connection between wellbeing and stable housing; contributing to a Ministerial brief on an operational challenge; and reporting on outcomes of specific initiatives. You will be leading a 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.

Duties/ Responsibilities

1. Provide high level strategic advice to the Executive and Minister on policy and program issues related to social housing and homelessness issues.
2. Lead and manage strategic policy activities, including undertaking social housing and homelessness policy research and analysis, program development, implementation, evaluation and reporting. This may include managing discrete policy projects.
3. Coordinate and undertake the preparation of complex submissions, policy papers, legislation, senior executive briefings and high-level correspondence.
4. Represent the ACT Government, Directorate and Housing ACT as required and undertake high level liaison with representatives of the Australian Government, other government agencies, representatives of industry and the community sector and members of the community.
5. Develop and maintain strong collegiate relationships with colleagues across government and the non-government sector.
6. Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

If this interests you, we would love to hear from you!

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline including social policy and law will be highly regarded.

How to Apply: Please provide no more than two pages for your response to the selection criteria as well as an updated curriculum vitae and details of two referees.

Selection Criteria

Service Delivery

1. Demonstrated excellent interpersonal, communication and consultation skills and the ability to develop and maintain effective relationships with multiple stakeholders.

Teamwork

2. Demonstrated experience in managing high performing policy teams and working with cross directorate and inter-jurisdictional working groups and working in a dynamic team environment with minimal supervision and within tight timeframes.

Achieves Results with Integrity

3. Demonstrated ability to deliver complex policy advice within specified deadlines while effectively understanding, anticipating and managing competing priorities.

Thinking and Innovating

4. Demonstrated strategic policy development and analytical skills with an excellent knowledge of policy processes in complex, sensitive and technical areas.

Leadership

5. Demonstrated high-level ability to deliver strategic objectives and consistently display commitment to the principles of workplace diversity, participative work practices and workplace health and safety.

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

Contact Officer: Sanzida Akhter (02) 6207 0224 Sanzida.Akhter@act.gov.au

Housing ACT

Policy and Business Transformation

Homelessness Services

Senior Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 22048)

Gazetted: 30 June 2022

Closing Date: 13 July 2022

Details: Do you want to make a positive difference to vulnerable people in our community?

Homelessness Services (HS) is looking for an experienced and committed individual to join the team in ensuring people who are at risk of or experiencing homelessness in the Canberra Community have access to high quality support services and programs to assist in breaking cycles of disadvantage and homelessness.

The successful applicant will possess or have the ability to quickly acquire sound contracting and negotiation skills within a human services environment. Under limited supervision the Senior Program Officer is responsible for the monitoring and reporting on funded contracts and programs, including relationship management and providing operational advice on specialist homelessness services. The position occupant will be expected to demonstrate the ability to think strategically in an operational environment and possess strong interpersonal, written communication, organisational and skills for the preparation of documents including briefings and reports.

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

Notes: This is a temporary position available 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.

How to Apply: Applicants are asked to please submit a two page statement against the Selection Criteria keeping in mind the duties and responsibilities of this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Biljana Petrova (02) 6205 1966 Biljana.Petrova@act.gov.au

Strategic Policy

Performance and Systems

TRIM Administrator/Records Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07347)

Gazetted: 04 July 2022

Closing Date: 11 July 2022

Details:

DIRECTORATE OVERVIEW

The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

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

Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>.

DIVISION OVERVIEW

Strategic Policy is the central division for the organisation. The division is responsible for the provision of human services policy, programs, governance, performance reporting, data analysis and visualisations and advice to the Senior Executive and relevant Ministers.

BUSINESS UNIT OVERVIEW

The Record Management Team is responsible for providing support and strategic direction to the organisation in the area of Records and Information Management.

This includes supporting the Directorate to be compliant with the Territory Records Act and ensuring appropriate Records management of both paper and digital records.

The Records Management team works with the Whole of Government team to work towards management of a whole of government solution and EDRMS.

The team is responsible for training staff in appropriate record management, throughout the entire lifecycle of records, and the use of technologies to support this as well as ongoing improvement in business processes to support the appropriate management of information which is critical to the organisation.

Eligibility/Other Requirements:

Desirable qualifications and experience, but not essential:

Comprehensive Knowledge of Micro Focus Content Manager 9 is required.

Understanding of the *Territory Records ACT 2002*

Experience in the delivery of training and support of staff

Note: This is a temporary position available immediately up until 3 October 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a written application responding to the required Selection Criteria in the Position Description, limiting each response to 350 words, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Black (02) 6205 4804 Robert.Black@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

Business Services

People and Performance

Recruitment

Assistant Director - Recruitment (BAU Operations)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41868)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: The Recruitment (BAU Operations) Assistant Director will support the Directorate, Senior Director and Director in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Assistant Director Recruitment (BAU Operations) will work collaboratively to support the functions of the Team. The Assistant Director Recruitment (BAU Operations) will have a focus on:

Management of day-to-day operational recruitment and movement activities including teacher onboarding, school leader advertising, staff movements, and monitoring of regulatory requirements including Teacher Professional Registration and Working with Vulnerable People Registration.

Supporting the annual school leader, classroom teacher and school administrative employee transfer rounds.

Oversight of classroom teacher, school administrative support and building services officer casual temporary employment registers and systems supporting casual registration, engagement, time interpretation and remuneration.

Improving, developing, and implementing ACTPS/EDU systems supporting the broader functions of the Recruitment Section including but not limited the School Staff Expenditure Monitoring System (SSEMS) in partnership with EDU Strategic Finance, Casual Relief System (CRS), Staffing Integrated Management System (SIMS) and UKG Kronos.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

Eligibility/other requirements: This position requires a solid understanding of the Human Resource 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.

Applications to be submitted via the Apply Now button below.

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

School Performance and Improvement

South and Weston

Narrabundah College

Building Service Officer 3

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 57862)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

Details: Narrabundah College is looking for a well organised, highly motivated and skilled person for the Building Service Officer role.

The successful applicant will be an integral part of the team supporting and working with the Business Manager in facilities management. This includes leading and managing the building works at the school, maintaining the school buildings and grounds in a clean and tidy condition regarding safety and security hazards, completing emergency and other repairs to Work, Health and Safety standard and ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students and staff in providing a safe, clean and well-presented environment for the whole community. Hours of attendance will be negotiated with the successful candidate.

Following Directorate policies, and in consultation with the Business Manager and Principal, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The successful applicant will need to possess excellent communication skills to provide effective services to various stakeholders.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: http://www.worksafe.act.gov.au/health_safety

A pre-employment medical clearance may be required.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps

Desirable:

An industry recognised trade qualification or equivalent work experience

A current First Aid certificate

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

How to Apply: Please submit your curriculum vitae with details of two referees, along with a two-page pitch explaining:

What it is that interests you about this role

The skills, knowledge, and behaviours you would bring to the role (aligned with the Duty Statement and Selection Criteria listed in the attached Position Description)

How you would make a positive impact if offered the opportunity

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

Contact Officer: Kerri Morrison (02) 6142 3200 Kerri.Morrison@ed.act.edu.au

Education

Tuggeranong Network

Caroline Chisholm School

Executive Teacher Senior Campus

School Leader C \$130,338, Canberra (PN: 13054, several)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: Caroline Chisholm School are seeking a highly motivated and enthusiastic Executive Teacher to join our Professional Learning Community.

We are a dual campus P-10 school. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion.

Our vision as a school is to champion excellence and equity in our community. We hold high expectations and encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is research driven, and focuses our strategic school improvement through the domains of Teaching, Learning, Wellbeing and Strategy.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (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.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Mitchell (02) 6142 3550 Shane.Mitchell@ed.act.edu.au

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

Service Design and Delivery

Executive Group Manager, Service Design and Delivery

Executive Level 2.2 \$294,706 - \$307,869 depending on current superannuation arrangements, Canberra (PN: E107)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: The Executive Group Manager Service Delivery and Design reports to the Deputy Director-General and is part of the Directorate's Senior Executive Team and Corporate Executive team.

The position requires a person with exceptional executive leadership and management skills as well as expertise in service design, continuous improvement and an understanding of the relationships between the Directorate, Government, Minister, peak bodies and community.

The position requires superior skills in developing and implementing new service models, improvement strategies, program reform and the ability to think strategically. Excellent interpersonal, organisational and communication skills are critical for this role.

High level analytical and negotiating skills, superior judgment in relation to financial management and organisational improvement and the capacity for innovation and value adding are necessary.

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

Contract: The successful applicant will be placed on a short-term contract until 10 July 2023.

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

How to Apply: Applications should include a maximum two page Expression of Interest and a current Curriculum Vitae including the details of two referees.

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

Contact Officer: Jane Simmons jane.simmons@act.gov.au

School Improvement

North/Gungahlin Network

Gungahlin College

Information Technology, Robotics and Mechatronics Teacher

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 25244)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

Details: Gungahlin College is located in the North/Gungahlin Network and caters for students from year 10 (specialised G and T STEM program) to year 12, supporting the learning of over 1100 students. We have a staff of approximately 130 teachers, learning support and administration professionals.

We are seeking a dynamic and outstanding teacher who has demonstrated skills and knowledge with teaching senior secondary students in the following areas:

Robotics and Mechatronics (preferred Circuit Design and Arduino based Programming)

Digital Technology with focus on Game Development, Programming and 3D Modelling

Networking and Security

Our ideal candidate has experience and knowledge with the ACT Board of Senior Secondary Studies policies and procedures and working in a fast paced and busy school environment.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) 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: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your **two-page statement** does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response.

Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sabina Imamovic (02) 6142 1000 Sabina.Imamovic@ed.act.edu.au

Business Services

Infrastructure and Capital Works

Asset Strategies/Sustainability and Environment

Assistant Director, Built Environment

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 41919)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: The Infrastructure and Capital Works Branch of the Education Directorate integrates sustainable performance objectives into infrastructure projects across the ACT public school portfolio. A key objective of the Directorate is to provide high quality and sustainable learning environments that enrich the student experience. The position is responsible for the development and maintenance of programs, policies and strategies to improve the environmental performance of buildings and infrastructure at ACT public schools. The position is in a small team dedicated to enhancing the Directorate's sustainability performance against ACT Government and Directorate priorities, including the ACT Climate Change Strategy, Zero Emissions and internal design standards. As the successful applicant, you will have an up-to-date knowledge of sustainable technologies and management practices to improve the operation of plant and equipment and reduce greenhouse gas emissions from schools. You will undertake data analysis and physical audits of ACT public school sites to identify building efficiency and resource management solutions to achieve the Directorate's and the ACT Government's strategic sustainability objectives.

This role supports the Director, Sustainability and Environment, Asset Strategies. Key to the role will be the ability to undertake stakeholder consultation, collaborate with colleagues and take direction to ensure integrated and consistent approaches across the branch.

Eligibility/Other Requirements:

Mandatory

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

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace (city office) designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damien Anderson (02) 6205 4329 Damien.Anderson@act.gov.au

Service Design and Delivery

Executive Branch Manager, Complex Case Management

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E1117)

Gazetted: 06 July 2022

Closing Date: 25 July 2022

Details: The Education Directorate has a long-term vacancy from August 2022 for a period of five years to fill the position of Executive Branch Manager (EBM) Complex Case Management.

The Executive Branch Manager (EBM) Complex Case Management is a key leadership role in the Directorate and across ACT Government. The EBM has responsibility for the wellbeing of students in the ACT Education system demonstrating challenging and complex behaviours and provides strategic leadership in the development and delivery of case coordination and school support services including allied health, workforce occupational therapy, psychologists, speech therapists and a service offering package to assist schools in developing and training their workforce.

The EBM reports to the Executive Group Manager and is a member of the Groups Corporate Executive team. The position has day to day reporting obligations to the EBM Student Engagement to ensure a consistency in approach across all student facing support services.

The position requires a person with exceptional leadership and executive management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading a diverse allied health professional workforce and be capable of leading a team of senior clinicians.

Remuneration: The position attracts a remuneration package ranging from **\$243,560 - \$254,418** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$217,171**.

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

How to Apply: Interested candidates should submit an application addressing the Executive Capabilities, outlining what they could contribute to this critical role, details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: For further information on the position, please contact Kate McMahon on (02) 6205 9205 or kate.mcmahon@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

Suburban Land Agency

Governance and Corporate Services

Governance

Governance and Risk Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40200)

Gazetted: 06 July 2022

Closing Date: 27 July 2022

Details: Be part of a great place. The Suburban Land Agency (the Agency) is seeking applications from potential candidates for the position of Governance and Risk Officer sitting within the Governance and Corporate Services Branch.

The Governance team is committed to working collaboratively to deliver business improvement through best practice governance and reporting. We promote a culture of learning, disclosure, transparency and accountability. We are responsible for:

supporting compliance by meeting regulatory, statutory and legal obligations

supporting the Board to oversee the operations and functions of the Agency.

We deliver:

coordination of the Agency's legislative reporting

coordination of external and internal audit functions

coordination of Freedom of Information requests, Public Interest Disclosure (PID), conflicts of interest and other integrity matters

overarching guidance on risk management matters

oversight of policies and procedures

guidance, tools, resources and training on governance matters.

The position is diverse and requires an individual who is flexible, a team player and possesses strong analytical and organisational skills. To succeed you will have the ability to remain agile in time of competing and tight deadlines to meet relevant reporting requirements.

You will be responsible for the delivery and administration of key activities such as managing the Agency's Risk Management Framework, Risk Treatment Plans, management of audit processes and reporting and liaise with internal and external stakeholders. You will also provide high level administrative support to the Agency's people and strategic business objectives, particularly in relation to the coordination and development of Board and Committee papers and support.

Eligibility/other requirements:

Note: This is an expected temporary vacancy from mid-August 2022 for a period of 12 months with the possibility of extension and/or permanency.

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

How to apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three 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 submitted via the Apply Now button below.

Contact Officer: Daniel Koroma (02) 6207 6898 Daniel.Koroma@act.gov.au

Suburban Land Agency

Governance and Corporate Services

Governance

Board Secretariat

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39065)

Gazetted: 06 July 2022

Closing Date: 20 July 2022

Details: Applications are sought from potential candidates for the position of Board Secretariat.

The Board Secretariat role sits within the Suburban Land Agency's (SLA) Governance team and is responsible for providing operational support to the SLA Board (including its committees), and the SLA Executive.

As the Board Secretariat you will collaborate across teams, with Executive, and the SLA Board and Committees to coordinate meetings, strategic governance activities and reporting. The position requires an organised and dynamic thinker who can monitor and track the progress of multiple assigned tasks to meet tight deadlines that support the Agency's people and strategic business objectives.

Notes: This is a temporary position available from mid-August 2022 for 12 months with possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than three 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 submitted directly via the Apply Now button below.

Contact Officer: Julia Forner (02) 6207 7096 Julia.Forner@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Commercial Tourism Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09878)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: Are you a highly organised and driven individual? Do you enjoy a challenge and problem solving as part of a team? Are you someone who shines in a fast-paced and diverse environment?

The Volunteer and Visitor Experience Team within ACT Parks and Conservation Service (PCS) is looking for a Commercial Tourism Manager to help manage and support commercial tourism opportunities across the ACT's parks, reserves, and plantations. 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 and Events Officer.

This includes management of the Nature Stays portfolio of properties, using compliance frameworks such as Plans of Management, the *Nature Conservation Act (2014)*, the *Public Unleased Land Act (2007)*, and the *Emergencies Act (2004)*, in addition to developing stakeholder relationships with industry, government, and community, to seek out, identify, assess, and develop tourism opportunities and challenge solutions for the Commercial Tourism Stream of VVE.

The role involves maintaining positive relationships with stakeholders, supporting the management of the Nature Stays portfolio of properties, a working knowledge of financial management, administrative duties, strong project management skills, and some event and shift work. This position has direct supervision 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: Mandatory:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training

Be prepared to work some shift work for key events as required

Be prepared to wear a uniform; and

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.

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

How to apply: Please 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 0422069693 Lisa.Testoni@act.gov.au

Office of the Director General

Communications, Engagement and Media

Internal Communications and Culture

Assistant Director, Internal Communications and Culture

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16616)

Gazetted: 01 July 2022

Closing Date: 8 July 2022

Details: We're looking for an enthusiastic and experienced communications professional with a passion for internal communications and creating a positive thriving culture within an organisation containing a diverse workforce.

This is a new and unique opportunity to use a broad range of communication skills from strategy development, creative writing, storytelling to designing dynamic internal engagement opportunities; working on multiple projects to support the internal engagement and communication activities of the greater directorate.

We are looking for someone who displays initiative and contributes great ideas to make this position their own.

You'll work with a variety of internal stakeholders on a suite of internal communication products and tools as well as drive the development of the EPSDD Internal Communications and Engagement Strategy.

If this sounds like you, we want you 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.

Note: This is a temporary position available 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.

How to apply: Interested candidates are requested to submit a statement of claims no more than two pages outlining the skills and experience you could bring to the role that align with the Position Description.

Please also attach your curriculum vitae and the contact details of two current referees.

See the attached Position Description for further information about the role.

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: Alexandra Magee (02) 6207 2136 Alexandra.Magee@act.gov.au

Development and Implementation

Loose Fill Asbestos Coordination Team

Assistant Director, Personal Support Team

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34629)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

Details: The Loose Fill Asbestos Coordination Team (Coordination Team) within the Development and Implementation Division of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably experienced and qualified applicants for the temporary vacancy of Assistant Director, Personal Support (SOGC) until 31 December 2023.

The Assistant Director, Personal Support leads the delivery of personal support case coordination, supports community recovery, community engagement and education activities for affected homeowners and the broader ACT community in relation to the management of and eradication of loose fill asbestos insulation from the Canberra community.

The ideal candidate we are looking will be an exceptional frontline Human Services PR actioner, with a demonstrated ability to support quality engagement and outcomes for clients, as well as the broader community recovery from the impacts from loose fill asbestos insulation in Canberra homes.

The successful applicant will work as part of a small multi-disciplinary team, will be comfortable working in a regularly changing environment addressing complex and sensitive issues.

The Coordination Team 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:

Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Current Driver's Licence

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: This is a temporary position available immediately up until December 2023.

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.

Interviews will be conducted as part of this recruitment process.

How to apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alana McLnerney (02) 6205 4742 Alana.McLnerney@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

Executive Branch Manager, Security and Emergency Management Division (SEMD)

Temporary Vacancy (ASAP – Up to two months with possibility of extension)

Justice and Community Safety Directorate

ACT Corrective Services

Position: E352

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List

Date circulated: 5 July 2022

The Justice and Community Safety (JACS) Directorate is seeking expressions of interest for a temporary vacancy in the role of Executive Branch Manager, Security and Emergency and Management Division commencing asap for approximately two months plus possible extension.

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for and across the ACT Government. SEMD also provides high level policy advice and secretariat support to several whole of Government committees that coordinate security and emergency matters across the ACT. SEMD has a whole of government focus and works closely with security and emergency personnel in all directorates.

The position operates within a security context and is often required to handle classified materials and information. As a Designated Security Assessment Position, the successful candidate will be required to obtain and maintain a security clearance (NEGVET1).

To apply: Interested candidates should submit an Expression of Interest of no more than two pages and current curriculum vitae (including the contact details of two referees) to Jon Peach via email, jon.peach@act.gov.au by COB Monday 11 July 2022.

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

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

Contact Officer: Jon Peach (02) 6205 0739 jon.peach@act.gov.au

ACT Emergency Services Agency

ACT State Emergency Services

Volunteer Management Team

Director Volunteer Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44656)

Gazetted: 05 July 2022

Closing Date: 24 July 2022

Details: Do you enjoy working in dynamic volunteer environment, would you like to contribute to keeping our ACT community safe? The ACT Emergency Services Agency (ESA) is seeking an experienced and motivated ESA Volunteer Director. The Director ESA Volunteer Management (DVM) reports directly to the Chief Officer ACT State Emergency Service and provides high level leadership and management to a team responsible for the design and delivery of volunteer membership strategy, engagement, and operational capability for the ACT ESA.

Essential to the success of the ESA volunteer membership's contribution to community safety is a partnership with the operational service's Chief Officers, ESA executives and senior leadership, including:

ACT State Emergency Service (ACTSES)

ACT Rural Fire Service (ACTRFS)

ACT Fire and Rescue Community Fire Units (CFU) and

ESA Operations - Mapping and Planning (MAPS)

ESA Operations Branch

The DVM leads the management and coordination of the Volunteer Services membership, recruitment, community engagement and liaison, training and development programs. The DVM also plays a key role in ensuring the identification of key capabilities required within the volunteer membership to support the Agency's emergency management activities, in line with its legislated responsibilities under the *Emergencies Act 2004*.

The DMV will lead the team in establishing, planning, developing, implementation and maintenance of programs, policies, and administrative systems to support a one Agency approach to volunteer membership management.

This includes volunteer community engagement activities that build preparedness and resilience within the ACT community, to deal with the impacts of critical incidents, and natural disasters.

Additionally, the DVM will be responsible for the initial management of matters related to volunteer conduct and education regarding the obligations of volunteers. This includes development and review of policy documents that govern volunteer membership across the Agency.

The preparation of complex correspondence, reports, and briefing material will be a significant part of the role as will representing the Agency and its volunteer membership at local and national level forums, committees, and working groups.

Consultation with the ACTESA volunteer membership outside normal business hours is a requirement of the role, as is interaction across the broader ACT Government.

Eligibility/Other Requirements:

Relevant experience within an operational environment and/or Incident Management Teams will be highly regarded.

Relevant tertiary qualifications are highly desirable.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Undergo National Police Records Check.

Minimum C Class driver's licence is essential.

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

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Scott (02) 6205 0544 Rohan.ScottRFS@act.gov.au

ACT Emergency Services

ACT State Emergency Service

Operations

Director Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44653)

Gazetted: 04 July 2022

Closing Date: 20 July 2022

Details: The ACT State Emergency Services is seeking an experienced and motivated Director -Operations. The Director Operations will be highly organised with experience in leading diverse and complex teams, including engaging with volunteers to achieve core priorities. Experience in the development of business plans, project management and achievement of Service Standards is also necessary for success in this role.

The Director Operations will be self-motivated, responding efficiently to business needs with initiative. They will demonstrate sound judgement, professionalism, and adhere to tight timeframes particularly in times of critical response.

Consultation with the ACTSES volunteer membership outside normal business hours is a requirement of the role, as is interaction across the broader ACT Government.

The Director Operations is responsible for the provision of high-level leadership and direction to ACTSES staff and volunteer membership. Along with the provision of day-to-day operational effects to the ACTSES and plays a key role in leading incident response activities within the ACTSES legislated responsibilities.

The Director Operations will be highly organised, have a good attention to detail and will lead the ACTSES on core priorities, be self-motivated, respond efficiently to business needs, adhere to tight timeframes, and show initiative, sound judgement and professionalism.

Eligibility/Other Requirements:

Relevant tertiary qualifications are highly desirable.

A strong working knowledge of the Australasian Inter-agency Incident Management System (AIIMS) is highly desirable.

Qualifications or the ability to gain qualifications to perform roles within a Level 2 or Level 3 Incident Management Team is desirable.

Minimum C Class driver's licence 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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

undergo National Police Records 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: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Draheim (02) 6207 8400 Anthony.Draheim@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.

Emergency Services Agency

Capability, Coordination and Support

Director ESA Facilities, Assets and Equipment

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52141)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Director, ESA Facilities, Assets and Equipment.

The Director, ESA Facilities, Assets and Equipment will lead the team to ensure the provision of expert advice and guidance on facility related issues including compliance, repairs, maintenance and upgrades. This may include assisting the ESA operational services with asset and equipment management. This role also requires excellent relationship building and people skills to work with a wide range of internal and external stakeholders to manage the ESA's integrated Facilities Management Contract, so excellent customer service skills is a must.

You will also be responsible for preparing complex procurement advice and reports, contract management plans and general correspondence related to property maintenance and upgrade work as well as oversee a small team providing building and facilities contract management functions, as well as security services.

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

Eligibility/Other Requirements:

A current White Card and Asbestos Awareness, or the ability to obtain these is highly desirable.

Qualification/s in facilities, project, property, procurement or contract management is highly desirable.

A current driver's licence ('C' class) is required.

Background / Security clearance checks may be conducted.

A pre-employment medical is not required.

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 \(act.gov.au\)](#)

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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Oneale (02) 6207 8437 Maree.ONEale@act.gov.au

Corporate

Governance and Business Improvement

Ministerial Services

Assembly Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51835)

Gazetted: 04 July 2022

Closing Date: 18 July 2022

Details: The Ministerial Services Unit within Justice and Community Safety Corporate, is seeking an enthusiastic person to fill the role of Assembly Liaison Officer. The Assembly Liaison Officer is responsible for coordinating a

proactive agenda of business for JACS Ministers in the lead up to, during and following ACT Legislative Assembly sitting periods.

This position provides a central point of contact between the Directorate, the Chief Minister, Treasury and Economic Development Directorate's Government Business and Coordination team, other directorates, and the ministers' offices on Assembly business.

The Assembly Liaison Officer will undertake Assembly and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion.

This role is required to respond quickly to business needs and adhere to tight timeframes and will also provide support on an as-needs basis as a JACS Directorate Liaison Officer.

Eligibility/other requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) and SharePoint is desirable.

This position does not require a Working with Vulnerable People Check.

Note: This position is a temporary position available immediately up until January 2023 with the possibility of extension and/or permanency.

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.

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

How to apply: Please provide your current curriculum vitae and a two-page pitch outlining your Skills, Knowledge and Capabilities relevant to the position.

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

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

ACTCT

ACAT

Annual Report Coordinator, ACAT

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57954)

Gazetted: 30 June 2022

Closing Date: 11 July 2022

Details: Can you use your words to captivate an audience? Do you possess the initiative to search for the answer?

Are you self-motivated to complete tasks by the deadline?

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, self-driven and enthusiastic person to perform the role of Annual Report Coordinator. We are seeking someone with:

great attention to detail

a love for data and explaining what it means

a passion for writing!

The role will see you responsible for managing the timely development, completion, and publication of the ACAT annual report. You will need to work closely with colleagues and the ACAT President, to obtain data and information to use in the report.

If you have a positive mindset and are proactive in how you approach your work, we encourage you to submit an expression of interest.

Notes: This is a temporary position available immediately for up to two months. 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 provide a:

curriculum vitae

details of two referees (one of which must be your current supervisor/manager); and

an expression of interest pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain how you meet the five criteria listed under Professional / Technical Skills and Knowledge and Behavioural

Capabilities listed in the attached Position Description.

Applications should be sent to the Contact Officer.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

Legal Aid Commission

Experience Lawyer (ICL)

Full-time Permanent

Classification: Legal 3

Salary: \$103,405 - \$120,690 plus superannuation

Position No: Legal 3

Gazetted: 05 July 2022

Closes: 26 July 2022

Details: With the introduction of the Lighthouse Project into the Canberra Registry, Legal Aid ACT is seeking a suitably qualified person to fill a vacancy in the Family Practice acting predominantly as an Independent Children's Lawyer (ICL). The successful candidate will enjoy challenging work with excellent supervision and mentoring by senior ICLs in the jurisdiction.

The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements:

- Five years PAE in family law.
- Evidence of the completion of ICL training or an interest in doing so.
- Eligibility to hold a restricted Practising Certificate in the ACT is required. Covid/Booster vaccination is currently a condition of employment.

How to Apply: Applications should include a recent curriculum vitae, address the Selection Criteria and provide two current referees.

Contact Officer: Jessica Cruise on jessica.cruise@legalaidact.org.au or 6243 3473

Experience Lawyer (Supervising)

Full-time Permanent

Classification: Legal 3

Salary: \$103,405 - \$120,690 plus superannuation

Position No: Legal 3

Directorate: Legal Aid Commission

Gazetted: 05 July 2022

Closes: 19 July 2022

Details: Legal Aid ACT is seeking suitably qualified persons to fill supervising lawyer vacancies in the General Practice.

The General Practice is a diverse legal practice also providing the Older Persons Legal Service, Civil Litigation, Helpdesk and the Youth Law Centre. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements:

- Eligibility to hold a restricted Practising Certificate in the ACT is required.
- Covid/Booster vaccination is currently a condition of employment.

How to Apply: Applications should include a recent curriculum vitae, address the Selection Criteria and provide two current referees.

Contact Officer: Derek Schild on derek.schild@legalaidact.org.au or 6243 3403

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

Project Development and Support

Project Management Office

Contracts and Prequalification

Senior Director, Contracts

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 58006)

Gazetted: 06 July 2022

Closing Date: 25 July 2022

Details: Are you our new Senior Director, Contracts?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Senior Director, Contracts will lead the Contracts Team is part of the Project Management Office Branch within the Project Development and Support Division.

The Contracts team prepares and drafts the various agreements and contracts used in the delivery of the Territory's capital works program and maintains a suite of contemporary contracts for this purpose.

As a senior leader within Major Projects Canberra, this role requires a person who can inspire, energise and positively influence teams and individual outcomes.

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

Eligibility/Other Requirements: Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a) A Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

b) Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

c) Have a least 10 years relevant experience in Project Management.

Highly Desirable:

A degree or diploma in a relevant technical field of Business Administration, Contract Management, Project Management, Construction Management or Law or a related discipline (copy to be provided with application) - or demonstrated equivalent experience.

Experience in the commercial and legal aspects of delivering significant infrastructure projects for Government.

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

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

Project Development and Support

Project Management Office

PMO Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14547)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: Are you our Project Management Office's new Administration Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration, and high performance.

The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet, and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Management Office (PMO) Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team, Workplace Health and Safety Active Certification Team and the Project Management and Reporting System (PMARS) Team.

The Administration Officer will report to the Director, PMARS. The Administration Officer will be provided with opportunities to work across all PMO Teams.

This position will work across MPC's Project Management Office to provide assistance to the teams that work within the PMO. Working collaboratively with PMO teams and the Executive Branch Manager, this position will support the delivery of services required of the PMO.

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

Note: This is a temporary position available immediately until September 2025 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than 400 words per criterion addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications to be submitted via the Apply Now button below.

Contact Officer: Clinton Harvey (02) 6207 0257 Clinton.Harvey@act.gov.au

Project Development and Support

Project Management Office

PMO Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 18908)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

Details: Are you our Project Management Office's new Administration Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration, and high performance.

The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet, and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Management Office (PMO) Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team, Workplace Health and Safety Active Certification Team and the Project Management and Reporting System (PMARS) Team.

The Administration Officer will report to the Director, PMARS. The Administration Officer will be provided with opportunities to work across all PMO Teams.

This position will work across MPC's Project Management Office to provide assistance to the teams that work within the PMO. Working collaboratively with PMO teams and the Executive Branch Manager, this position will support the delivery of services required of the PMO.

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

Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than 300 words per criterion addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton Harvey (02) 6207 0257 Clinton.Harvey@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

Suburban Land Agency

Development Delivery

Urban and Commercial

Development Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 37214)

Gazetted: 05 July 2022

Closing Date: 5 August 2022

Details: Be part of a great place!

Through greenfield development and urban renewal, the Suburban Land Agency (the Agency) creates experiences and lifestyles that are uniquely Canberran, where everyone feels welcome and at home.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

Affordable living

A safe and healthy population

Social inclusion and diversity

Housing choices

Environmental sustainability.

The position of Development Director is within the Development Delivery Branch (the Branch) which is made up of two business units – Greenfields and Urban and Commercial. We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental and economic return on land development activities in the ACT. In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses. We establish project teams and manage projects from inception to completion.

Eligibility/Other Requirements: Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

1. Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

2. Architecture – a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

3. Project Management – either:

a. A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

b. Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

c. Have at least 10 years relevant experience in project management, as described in the work levels.

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

How to Apply: Applications are sought from potential candidates for the position of Development Director within Urban and Commercial. Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than four (4) 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 submitted via the Apply Now button below.

Contact Officer: Irena Sharp (02) 6205 4044 Irena.Sharp@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

ACT NoWaste

Waste Education and Partnerships Team

Education Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45538)

Gazetted: 05 July 2022

Closing Date: 22 July 2022

Details: Looking for a meaningful community education role to help enhance Canberra's sustainability? The Waste Education and Partnerships team of ACT NoWaste is looking for an Education Assistant. In this role you will help inspire and support the Canberra community to recycle right and reduce waste.

We are looking for someone who will deliver engaging education programs and presentations for school and community groups at the Recycling Discovery Hub in Hume, online and in the broader community at public events. The position requires attention to detail, excellent communication skills, organisational skills and a talent for engaging with 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:

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)

A current First Aid certificate is required.

Current Class C driver's licence or equivalent.

Notes: This position is part-time at 30 hours per week and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 two page pitch outlining what you will bring to the role and demonstrating your suitability in relation to the Selection Criteria. Please also provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Harris-Pascal (02) 6207 2314 Daniel.Harris-Pascal@act.gov.au

City Services

Infrastructure Planning

Asset Data Integration

Spatial Asset Data Information Manager

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 22915)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community.

We are looking for an enthusiastic data professional to join the Asset Data Integration team within Infrastructure Planning for 9 months with a possibility of extension.

Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets.

Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance, and direction on all assets associated with City Presentation and Roads ACT.

This position is responsible for maintaining and developing ACT Roads datasets within our Asset Management System as well extracting and analysing these data sets.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence, and innovation as well as demonstrate the related signature behaviours.

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 for nine 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. 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: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than two pages addressing the requirements for the points listed in Selection Criteria (WHAT YOU REQUIRE section) in the attached position description.

Contact details of two referees and a current curriculum vitae

Applications to be submitted via the Apply Now button below.

Contact Officer: Stephen Neilsen (02) 6207 2556 Stephen.Neilsen@act.gov.au

City Services

City Presentation

Urban Treescapes

Community Engagement Coordinator

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 49302)

Gazetted: 04 July 2022

Closing Date: 7 July 2022

Details: A short-term vacancy is available within Urban Treescapes

EXPRESSIONS OF INTEREST are invited for the role of Community Engagement Coordinator. The successful applicant will work within a small team that plans and carries out tree planting, tree removal, and maintenance activities. The role will be required to assist with the development, administration, and delivery of Urban Treescapes programs. The role may also involve leadership of a small team of workers and will include responsibility for carrying out site specific risk assessments and ensuring that crews work safely, the allocation of plant and equipment for jobs, record keeping and reporting, and carrying out audits as required.

Please see the attached Position Description for further details.

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

Notes: This is a temporary position available from 18 July 2022 until 19 August 2022. This position is available to ACT Government officers and employees only. 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: Expressions of Interest are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements for the points listed in What You Require in the attached position description.

Contact details of two referees.

A current curriculum vitae (resume).

Submit your expression of interest to Amanda.Evans@act.gov.au by COB 7 July 2022.

Applications should be sent to the Contact Officer.

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

City Services

City Presentation

Licensing and Compliance

Land Use Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17351)

Gazetted: 04 July 2022

Closing Date: 11 July 2022

Details: Licensing and Compliance (LandC) is seeking a highly motivated and enthusiastic person to fill the Land Use officer position. The Land Use Officer position is a primary community contact within the Land Use Team, providing procedural and advice on short and long-term land use matters, administered under the *Public Unleased Land Act 2013* and *Planning and Development Act 2007*.

The position provides community advice, on a range of application processes associated with, construction storage, events, large scale commercial or community base operations, commercial waste bins, signage, residential and gate access etc.

Under limited supervision, the primary responsibilities for this position are to:

Operate as the primary community stakeholder contact for procedural land use matters

Process and evaluate land use applications via the Land Booking system, in line with the associated legislation, procedures and regulatory frameworks

Process land use fee payments, fee scheduling, invoicing, and the receipt of public monies via Cashlink and Land Booking system

Provide input for high level document drafting, including Standard Operating Procedures, ministerial correspondence, letters to stakeholders, reports etc.

Liaise with other areas of TCCS, ACT Government and Commonwealth authorities, contractors, staff, and members of the public.

Assist with operational duties and support the Public Land Use Team as required

Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required

Dependant on resourcing needs within the team, this position may also be required to backfill or assist other positions as required.

Eligibility/Other Requirements:

Driver's licence (C-class)

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 \(act.gov.au\)](#)

Notes: This position is available for up to three months and selection may be based on application and referee reports only. Please see attached Position Description for further information.

How to Apply: A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements of "What you will Do", refer Position Description. Contact details of two referees and a current curriculum vitae (resume).

Submit your expression of interest to Sarah Farrelly (02) 6205 2814 or sarah.farrelly@act.gov.au

Applications should be sent to the Contact Officer.

Contact Officer: Sarah Farrelly (02) 6205 2814 Sarah.Farrelly@act.gov.au

City Services

City Presentation

Urban Treescapes

Design and Development Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 11016)

Gazetted: 04 July 2022

Closing Date: 7 July 2022

Details: INVITING EXPRESSIONS OF INTEREST

A short-term vacancy is available within Urban Treescapes

The Design and Development Coordinator is responsible for reviewing and coordinating feedback about urban landscape development and design proposals. Typical submissions for review include Estate Development Plans, Development Applications (DA) and pre-DA enquiries, proposed Territory Plan variations, proposed sale of unleased land, Capital Works public infrastructure development projects, green field and brown field development proposals, and utility infrastructure projects.

Please see attached Position Description for details of the duties to be undertaken.

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 immediately for up to 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. 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: Expressions of interest are sought from potential candidates and should include:

A supporting statement of one to two pages outlining experience and/or ability and addressing the requirements for the points listed in What You Require in the attached Position Description.

Contact details of two referees.

A current curriculum vitae (resume).

Submit your expression of interest to **Carma.Sweet@act.gov.au** by COB 07 July 2022.

Applications should be sent to the Contact Officer.

Contact Officer: Carma Sweet (02) 6207 7158 **Carma.Sweet@act.gov.au**

City Services

City Presentation

Sport and recreation Facilities

Assistant Director - Operations Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34748)

Gazetted: 01 July 2022

Closing Date: 15 July 2022

Details: Sport and Recreation Facilities is a section within City Presentation area, who is responsible for the management and maintenance of ACT Government Community Sportsgrounds. Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Assistant Director will be responsible for the day-to-day operations and to oversee the ground maintenance and management teams 18 staff in total.

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: Must hold a current driver's licence. Turf Management Trade Qualification Highly desirable with proven experience in sportsground management.

Notes: This is a temporary position available from 3 August 2022 until 5 January 2024 with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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 written application addressing the selection criteria in the Position Description (What you require) together with a current curriculum vitae. Please provide referee contact details on the application.

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

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

Contact Officer: Luke Halpin (02) 6207 9444 **Luke.Halpin@act.gov.au**

City Services

City Presentation

Place Management

General Service Officer 3/4

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 25373, several)

Gazetted: 01 July 2022

Closing Date: 19 July 2022

Details: Do you enjoy working outdoors? Do you care about our City's Presentation? Then this position may be perfect for you.

The General Services Positions Grade 3/4 within Place Management work as part of a team undertaking maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused.

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

Eligibility/Other Requirements:

Workplace Health and Safety Induction (White Card)

Driver's licence C Class is essential, Medium Rigid (MR) is preferred.

Asbestos awareness card or a willingness to obtain

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain

Implement Traffic Control Plans qualification or a willingness to obtain

Notes: We have several positions available for both permanent and temporary positions. The temporary positions will be available for a period of up to 12 months.

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

How to Apply: Applicants wishing to apply for these roles should address the questions in 'Attachment 1' of the Position Description.

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

Contact Officer: Tessa Roberts 0419001377 Tessa.Roberts@act.gov.au

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

Transport Canberra

Strategic Policy and Programs

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48199, several)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

As a Policy Officer you will undertake all aspects of project work including research, analysis, stakeholder consultation and project reporting, provide general support to a multidisciplinary team and actively participate in and contribute to an open, trusting, respectful, and collaborative culture.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent is highly desirable.

Notes: There are two permanent positions available in the PALS (City Services) team and one in the Transport Policy and Regulation team. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

Transport Canberra

Strategic Policy and Programs

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35594, several)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

As an Assistant Director you will lead or contribute to small project teams, promote a structured approach to policy, legislation, and regulation project delivery, support coordination of and engagement with stakeholders, and coordinate the delivery of reports, government submissions, and high-level briefs.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent.

Notes: There are three positions available, one permanent position available in the PALS (Transport) team, one temporary position available until 24 December 2022 with the possibility of extension and/ or permanency in the PALS (Transport) team and one temporary position available until 31 March 2023 with the possibility of extension and/ or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

Transport Canberra

Strategic Policy and Programs

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39619, several)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

As a Director you will lead the delivery of multiple projects, mentor the team and build capability, lead stakeholder and community consultations, and oversee the preparation of reports, government submissions, and high level briefs.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent.

Notes: There are three positions available, one permanent position in the PALS (Transport) team, one permanent position in the Transport Policy and Regulation team and one temporary position available for up to 12 months with the possibility of extension and/or permanency in the Road and Safety and Active Travel team. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

Transport Canberra

Strategic Policy and Programs

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 38479, several)

Gazetted: 30 June 2022

Closing Date: 14 July 2022

The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

Your role as a Senior Director will be focused on leading and inspiring your team, setting strategic direction, providing complex policy and legislative advice, and fostering a culture of collaboration across TCCS and other government agencies.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent.

Notes: There are two positions available one permanent in the Transport Policy and Regulation team and one temporary position available for 12 months with the possibility of extension and/or permanency in the PALS (City Services) team. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Transport Canberra Operations

Bus Operator in Training

Bus Operator - Training \$74,582, Canberra (PN: C10875, several)

Gazetted: 04 July 2022

Closing Date: 25 July 2022

Details: Transport Canberra is looking for new and experienced bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation, and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the *Transport Canberra Operations (ACTION) Enterprise Agreement 2021 – 2022*

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.

Want to know more about the Transport Canberra recruitment process, eligibility, and suitability requirements?

Read the *Transport Canberra Bus Operator – Applicant information Pack*

Note: If successful, you will be employed on a full-time temporary basis while undergoing 4 weeks of training.

Casual opportunities will then be offered upon successful completion of the training course.

How to apply:

Complete the online application form.

Respond to the selection criteria as outlined in the “What you require” section of the Position Description.

Attach the following documents to the online form:

Your curriculum vitae and your Selection Criteria

The completed ‘Bus Operator Acknowledgement’ form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

A copy of your current Working with Vulnerable People registration

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required or a copy of the receipt for your Working with Vulnerable People application

For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Submit the online application and supporting documents via the APPLY NOW button

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessika Philp (02) 6207 9022 TCCS.TCRecruitment@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Transport Canberra Operations

Bus Operator in Training

Bus Operator - Training \$74,582, Canberra (PN: SDRT01, several)

Gazetted: 04 July 2022

Closing Date: 25 July 2022

Details: Transport Canberra is looking for new and experienced bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation, and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation, and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the *Transport Canberra Operations (ACTION) Enterprise Agreement 2021 – 2022*

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: If successful, you will be employed on a full-time temporary basis while undergoing four weeks of training, following successful completion of the course, you will be offered permanent part-time employment.

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements? Read the Transport Canberra Bus Operator – Applicant information Pack

How to Apply:

Complete the online application form.

Respond to the selection criteria as outlined in the “What you require” section of the Position Description.

Attach the following documents to the online form:

Your curriculum vitae and your Selection Criteria

The completed ‘Bus Operator Acknowledgement’ form

A copy of your Australian driver’s licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required or a copy of the receipt for your Working with Vulnerable People application. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Submit the online application and supporting documents via the APPLY NOW button

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: Jessika Philp (02) 6207 9022 TCCS.TCRecruitment@act.gov.au

Worksafe ACT

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

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

Labour Hire Licensing

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51879)

Gazetted: 06 July 2022

Closing Date: 13 July 2022

Details: WorkSafe ACT is a fully independent statutory office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of regulatory compliance and enforcement, awareness raising, education, inspection, and investigation.

We have an exciting and rare temporary employment opportunity for a highly organised professional to fill the role of Assistant Director within the Labour Hire Licensing team.

The Labour Hire Licensing team is responsible for the regulator’s licensing functions, compliance and enforcement, industry engagement and the development of systems and procedures to support its operational efficiency.

The Assistant Director is responsible for managing the day-to-day operations of the Labour Hire Licensing team.

You will lead, manage and monitor the performance of staff, including setting work priorities in line with corporate objectives.

Eligibility/Other Requirements: Prior experience managing a team would be highly regarded.

Notes: This is a temporary position available from 22 July 2022 for up to six weeks. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on written application and referee checks only. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under ‘Ideal Candidate’ as listed in the Position Description.

Applicants should also provide a curriculum vitae and contact details of at least one referee.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.act.gov.au

General Inspectorate

Inspector

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705, Canberra (PN: 50869)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: Are you passionate about work health and safety? Do you have strong people skills and ability to de-escalate conflict?

If yes, you could be the next Inspector we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Inspector within our General Inspectorate Team. The Inspector is responsible for identifying non-compliance with WHS legislation and recommending appropriate responses to enable persons conducting a business or undertaking to achieve compliance. You will conduct workplace visits, verification activities, audits and projects and will work closely with the more senior inspectors.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply. Not sure if this role is for you? Contact us to find out more! One of our friendly managers will be happy to talk you through what a typical 'day in the life' looks like.

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the Selection Criteria in the 'Ideal Candidate' section of the Position Description. Please also ensure you demonstrate your ability to meet the Essential Requirements of the role. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.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.

Quality, Coaching and Systems

Training and Capability Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55670)

Gazetted: 05 July 2022

Closing Date: 19 July 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We are seeking for an experienced individual to join our Quality, Coaching and Systems team. We have a permanent vacancy available for a motivated and highly organised professional to fill the role of Training and Capability Officer.

The successful candidate will have well developed people skills and will play an important role in the development and; coordination of our training packages and; the delivery of the Capability Framework.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on referee reports and written application only. This position is in a new

workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing how you are our ideal candidate as described in the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: MattE Davis (02) 6205 2618 MattE.Davis@worksafe.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 \$114,928 - \$123,710

Samara McCann, Section 68(1), 4 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Monica Stonebridge, Section 68(1), 4 July 2022

ACT Long Service Leave Authority

Administrative Services Officer Class 4 \$76,255 - \$82,566

Yeshi Wangchuk, Section 68(1), 23 June 2022

Canberra Health Services

Assistant in Nursing \$55,927 - \$57,820

Santosh Baral, Section 68(1), 7 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sharda Choudhary, Section 68(1), 21 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jacob Downes, Section 68(1), 30 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Alison Dyer, Section 68(1), 7 July 2022

Health Professional Level 4 \$113,397 - \$122,062

Chelsea Hillenaar, Section 68(1), 1 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Alannah Hughes, Section 68(1), 7 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Amarachi Ihesiulor, Section 68(1), 7 July 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)

Zorica Jankovic, Section 68(1), 24 June 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Michelle Lumbab, Section 68(1), 1 July 2022

Technical Officer Level 1 \$62,599 - \$65,631

Julie Quizon, Section 68(1), 24 June 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sabina Shrestha, Section 68(1), 1 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Wing-Yi Wong, Section 68(1), 23 June 2022

Chief Minister, Treasury and Economic Development

General Service Officer Level 8 \$73,429 - \$77,593

Daniel Billman, Section 68(1), 6 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Gemma Hogben, Section 68(1), 1 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Shiwali Mahajan, Section 68(1), 5 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Joshua Rae, Section 68(1), 11 July 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Lloyd Smith, Section 68(1), 1 July 2022

Community Services

Administrative Services Officer Class 3 \$68,685 - \$73,920

Aaron Clark, Section 68(1), 1 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Caitlyn Kline, Section 68(1), 4 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Natasha Moore, Section 68(1), 1 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Marco Santos Chalub, Section 68(1), 1 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Bhupendra Upadhyay, Section 68(1), 1 July 2022

Education

Building Service Officer 3 \$73,429 - \$77,593

Jacob Keppell, Section 68(1), 27 June 2022

School Assistant 2 \$51,548 - \$56,919

Kathryn Matthews, Section 68(1), 1 July 2022

School Assistant 4 \$70,028 - \$75,827

Dylan Mclachlan, Section 68(1), 5 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Arna Walker, Section 68(1), 4 July 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sheridan McElligott, Section 68(1), 4 July 2022

Infrastructure Officer 4 \$136,524 - \$155,109

Kate Podolak, Section 68(1), 7 July 2022

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Caitlyn Gwyther, Section 68(1), 27 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Caitlin Murphy, Section 68(1), 5 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Andrew Porter, Section 68(1), 27 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Glen Riddle, Section 68(1), 5 July 2022

Technical Officer Level 1 \$62,599 - \$65,631

Isobel White, Section 68(1), 4 July 2022

Transport Canberra and City Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Tammi Breasley, Section 68(1), 4 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ian Grimes, Section 68(1), 1 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Martha Kebede Kassaye, Section 68(1), 4 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Deborah Ogwu, Section 68(1), 4 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Jenina Perry, Section 68(1), 4 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Afakasi Rasmussen, Section 68(1), 4 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Maota Siueva, Section 68(1), 4 July 2022

Capital Linen Service Band 1 \$51,001 - \$53,047

Tedros Tsegay, Section 68(1), 4 July 2022

TRANSFERS

ACT Health

Rajvir Kaur

From: Senior Officer Grade B \$135,355

ACT Health

To: Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 34187) (Gazetted 26 July 2021)

Canberra Health Services

Kanokchon Mayurasakoon

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 57568) (Gazetted 11 May 2022)

Samantha Pringle

From: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Calvary Health Care ACT (Public)

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 18491) (Gazetted 22 April 2022)

Bryn Woodland

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 41968) (Gazetted 30 May 2022)

Chief Minister, Treasury and Economic Development

Sophie Bell

From: Administrative Services Officer Class 5 \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 49471) (Gazetted 24 May 2022)

Anne Flynn

From: Administrative Services Officer Class 5 \$89,705 - \$89,705

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 02045) (Gazetted 24 May 2022)

John Turnbull

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 42695) (Gazetted 29 April 2022)

Community Services

Myfanwy Greenwood

From: Senior Officer Grade A \$157,201
Environment, Planning and Sustainable Development
To: Senior Officer Grade A \$157,201
Community Services, Canberra (PN. 57396) (Gazetted 12 May 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Digital Solutions

Technology Operations

Dionysius Oliva

From: Information Technology Officer Class 1 \$73,920 - \$84,144
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$91,315 - \$104,509
ACT Health, Canberra (PN. 20760) (Gazetted 24 March 2022)

Digital Solution Division

Information and Data Management

Information Management Hub

William Williamson

From: Senior Officer Grade B \$135,355 - \$152,377
ACT Health
To: †Senior Information Technology Officer Grade A \$157,201
ACT Health, Canberra (PN. 43124) (Gazetted 24 March 2022)

Canberra Health Services

Clinical Services

Medicine

Gastroenterology and Hepatology

Tegan Denniss

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 12121) (Gazetted 2 May 2022)

Muhammad Khuram

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 22941) (Gazetted 6 December 2021)

Kayla Konemann-Matic

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services, Canberra (PN. 14510) (Gazetted)

Clinical Services

Mental, Justice, Alcohol and Drug Services

Mental Health

Ian Mangrobang

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 33949) (Gazetted 2 May 2022)

Elyce Norton

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 16188) (Gazetted 12 May 2022)

Tosanwumi Otokuefor

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 41612) (Gazetted)

Gareth Williams

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 36831) (Gazetted)

Chief Minister, Treasury and Economic Development

Economic and Financial Group

Insurance Branch

Erica Lejins

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 44512) (Gazetted 29 April 2022)

Access Canberra

Fair Trading and Compliance

Investigations

Madeline Short

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 42695) (Gazetted 29 April 2022)

Economic Development

Business and Innovation

Key Sectors

Callum Stringer

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 33536) (Gazetted 15 April 2021)

**Economic and Financial Group
Economic and Financial Analysis
Nicole Wong**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 55175) (Gazetted 10 March 2022)

Education

**System Policy and Reform
Enrolments and Planning
Schools Planning**

Helen Hai

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 41631) (Gazetted 17 May 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 Performance and Improvement
North Canberra/ Gungahlin School Network
Margaret Hendry School**

Natalie Leighton

From: School Assistant 3 \$58,404 - \$62,857

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 52152) (Gazetted 31 May 2022)

**School Improvement
Isabella Plains Early Childhood School
Shauna O'Halloran**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 36623) (Gazetted 6 May 2022)

**Business Services
Governance
Risk, Security and Emergency Management**

Scott Wood

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 00426) (Gazetted 4 May 2022)

Justice and Community Safety

**Emergency Services Agency
Risk and Planning
ESA Spatial Services**

Aaron Hughes

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety, Canberra (PN. 07949) (Gazetted 26 April 2022)

ACT Corrective Services

Operational Support

Training and Development Unit

Ellena Wargren

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 57338) (Gazetted 16 May 2022)

Major Projects Canberra

Light Rail

Sarah Dark

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Major Projects Canberra, Canberra (PN. 51233) (Gazetted 1 April 2022)

Project Development and Support

Ministerial, Governance and Corporate Support

Stefanie Packard

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra

To: †Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 10047) (Gazetted 31 May 2022)

Transport Canberra and City Services

City Services

City Presentation

Urban Treescapes

Jeremy Greig

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 13178) (Gazetted 23 September 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.