



ACT Government Gazette

Gazetted Notices for the week beginning 21 July 2022

VACANCIES**Calvary Health Care ACT (Public)**

Lymphoedema Service Coordinator and Senior Clinician

Part-time Temporary

Classification: Health Professional level 4

Salary: \$114,928 - \$123,710 plus superannuation

Position No: LP6855

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 27 July 2022

Closes: 07 August 2022

Contact Officer: Marie Coulombe on marie-michelle.coulombe@calvary-act.com.au or (02) 6201 6190

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501639

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Marie Coulombe (02) 6201 6190 marie-michelle.coulombe@calvary-act.com.au

Registered Midwifery Educator

Part-time Temporary

Classification: Registered Nurse Level 3

Salary: \$115,743 - \$120,506 plus superannuation

Position No: LP7165

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 27 July 2022

Closes: 07 August 2022

Contact Officer: Elizabeth Bishop on Elizabeth.bishop@calvary-act.com.au or 0418796539

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501655

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Elizabeth Bishop 0418796539 Elizabeth.bishop@calvary-act.com.au

Emergency Department Medical Coordinator

Full-time Permanent

Classification: Administration Services Officer 6

Salary: \$91,315 - \$104,509 plus superannuation

Position No: LP7239

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 27 July 2022

Closes: 07 August 2022

Contact Officer: Kim McNeilly on Kim.McNeilly@Calvary-act.com.au or (02) 6201 6436

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501511

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@Calvary-act.com.au

Clinical Nurse Consultant
Full-time Permanent
Classification: Registered Nurse level 3
Salary: \$115,743 - \$120,506 plus superannuation
Position No: LP9979
Directorate: Calvary Health Care ACT (Public)
Advertised (Gazettal date): 27 July 2022
Closes: 07 August 2022
Contact Officer: Marcia Neilson on Marcia.Neilson@calvary-act.com.au or (02) 6201 6439
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>
Reference Number: 501586
Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>
Contact Officer: Marcia Neilson (02) 6201 6439 Marcia.Neilson@calvary-act.com.au

General Medicine Physician with Special Interest in Respiratory
Part-time Permanent
Classification: Specialist band 1
Salary: \$188,151 - \$232,185 plus superannuation
Position No: 602000
Directorate: Calvary Health Care ACT (Public)
Advertised (Gazettal date): 22 July 2022
Closes: 07 August 2022
Contact Officer: Tony Kwan on Tony.Kwan@calvary-act.com.au
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>
Reference Number: 501579
Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>
Contact Officer: Tony Kwan Tony.Kwan@calvary-act.com.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>**

Office of the Director-General
Ministerial and Government Services
Assistant Directorate Liaison Officer - Mental Health
Administrative Services Officer Class 6/Senior Officer Grade C \$91,315 - \$123,710, Canberra (PN: 57205)
Gazetted: 27 July 2022
Closing Date: 8 August 2022
Details: Do you thrive under the rush of tight deadlines? Are you ready to expand your knowledge and experience of organisational and government decision making? The ACT Health Directorate is seeking a highly motivated, organised and experienced team member to join the Ministerial and Government Services team.
The Assistant Directorate Liaison Officer (DLO) - Mental Health provides a key link between the ACT Health Directorate and the Minister for Mental Health's office, as well as providing support to the ACT Health DLO. The Assistant DLO will support in facilitating the flow of information and provide assistance and advice in matters relating to the work of the Directorate, the ACT Legislative Assembly and Cabinet.
The successful applicant will have a proven ability to build and maintain collaborative relationships, including the ability to actively manage up, excellent problem-solving skills and sound judgement. They will also have strong communication skills and sound attention to detail. This is a unique opportunity for a high performing individual to

work in a ministerial office and make a significant contribution to fostering a positive relationship between the ACT Health Directorate and the health Ministers' Offices.

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

Eligibility/Other Requirements: Knowledge of ACT Government's ministerial and government processes will be highly regarded.

Notes: This is a temporary vacancy 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.

Please note, this position will be working primarily from the ACT Legislative Assembly, London Circuit, Canberra City.

This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant.

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

Applications should be submitted directly to the Contact Officer.

Contact Officer: Lachlan Thomas (02) 6207 6163 Lachlan.Thomas@act.gov.au

Office of the Chief Health Officer

Director, Media

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54670)

Gazetted: 25 July 2022

Closing Date: 1 August 2022

Details: This is an exciting opportunity to be involved in the ACT's COVID-19 Response, a key priority for the ACT Government.

The successful applicant will work as part of a small COVID-19 communication and engagement team within the ACT Health Directorate's Office of the Chief Health Officer.

The team is leading the communication arm of the ACT Government's COVID-19 Response including external communication, corporate communication, public information campaign and stakeholder engagement.

Under broad direction, the Director, Media will:

assist in developing and managing the delivery of ACT Health wide media strategy (including crisis/issues identification and management)

identify and manage proactive media opportunities

develop and provide strategic advice on media issues to the Director-General and Ministers' offices

manage and ensure effective operation of the media inquiry process

develop and distribute media releases and digital content

establish and maintain productive cooperative relationships with internal and external stakeholders

monitor compliance to the media policy and keep it up to date

participate in the 24/7 on call roster (approximately one out of every six weeks).

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

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated high-level written and oral communication skills and experience.

Tertiary qualifications in a relevant field are highly desirable.

A minimum of two years relevant work experience in a related sector.

Behavioural Capabilities

Flexible, adaptive and comfortable with a changing working environment

Effective communication skills and the ability to develop and maintain relationships across ACT Health and relevant external parties

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

Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Compliance Requirements/Qualifications

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

Note: This is a temporary position available immediately up until 31 December 2022. Selection may be based on application and referee reports only.

How to Apply: Please provide a short pitch of less than one page telling us why you would be a good fit for this role.

Applications should be submitted to the Contact Officer.

Contact Officer: Andrew Benson 0481 004 015 Andrew.Benson@act.gov.au

Health Systems Policy and Research

Office of Professional Leadership

Chief Nursing and Midwifery Office

Senior Project Officer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 57358)

Gazetted: 22 July 2022

Closing Date: 29 July 2022

Details: The Clinical Placement Office coordinates and facilitates clinical and non-clinical placements for all disciplines across the ACT public health service under established Deeds and Schedules and plays a pivotal role in the strategic provision of the future ACT health service workforce. Placement administration is supported by a student management system, InPlace network, implemented on 1 April 2022. The position holder will liaise with clinical areas and education providers to identify, triage and respond to user and integration issues related to InPlace, the ACT government learning platform HRIMS, and digital health record system DHS. The position holder will implement innovative solutions to improve business processes and support clinical partners and external education providers.

Eligibility/Requirements

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

Tertiary qualifications in an ACT Health Directorate recognised allied health discipline. Eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a temporary position available from 12 September 2022 to 9 December 2022

This position is available to ACT Government officers and employees only.

Selection will be based on application and referee reports only.

How to Apply: Applicants are required to submit a one-page application addressing the Professional / Technical Skills and Knowledge criteria, curriculum vitae and details of two referees with one being your current manager/supervisor.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Naomi Mahon 5124 5127 Naomi.Mahon@act.gov.au

Health Systems Policy and Research

Public Health Protection and regulation

COVID-19 Response Team

Infection Prevention and Control Officer

Registered Nurse Level 3.1/Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 23873)

Gazetted: 21 July 2022

Closing Date: 28 July 2022

Details:

ACT Health is seeking to improve our capabilities in Infection Prevention and Control (IPC), specifically for COVID-19 and other respiratory pathogens. We are looking for a qualified IPC practitioner with demonstrated experience in delivering high level IPC advice across a range of settings.

If successful, you will be responsible for providing expert advice to support all aspects of the public health response to COVID-19. Working as part of a multidisciplinary team, you will assist with the development of plans for outbreaks and provide advice to support quarantine arrangements.

In the event of COVID-19 outbreaks in the ACT, you will play a critical role in assessing IPC at high-risk sites and supporting the outbreak management team to respond to outbreaks.

You will be expected to attend sites experiencing outbreaks to support responders with high-level IPC advice to assist with managing the outbreak. You can also expect to provide on-site assessment of quarantine locations.

Note, staff working in the hotel quarantine program will be required to participate in syndromic surveillance, regular testing for COVID-19, and other measures to reduce the risk of COVID-19 entering 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 highly encouraged to apply.

Eligibility/Other Requirements:

A current driver's licence is required. The successful application will need to undergo a pre-employment National Police Check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary position available immediately for 12 months. This position will be filled at either a Health Professional Level 4 or a Registered Nurse Level 3.1 depending on qualifications.

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 may be required to work after hours, weekends and on-call.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the required Skills, Knowledge and Behavioural Capabilities, your curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 Rebecca.Hundy@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

Director of Allied Health - Allied Health Adult patients

adult Mental Health unit

Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52991, several - 024FA)

Gazetted: 21 July 2022

Closing Date: 8 August 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

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. 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. The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Relevant Psychologist HP2 qualifications:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience
- Current Passenger vehicles 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:

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

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 41244 - 02477)

Gazetted: 22 July 2022

Closing Date: 9 August 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

As the Administration Support Officer, you will report to the Administration and Data Manager JHS and be expected to provide high level administrative support to the Senior Manager, Forensic Mental Health Services and to clinical and management staff with a focus on effective administrative support to ensure service delivery and providing high-quality customer service to mental health consumers and external stakeholders.

This position is based at 1 Moore Street however may be required to work across multiple sites including the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

DUTIES

Under general direction of the Administration Manager, you will perform a range of administrative and support functions for Alexander Maconochie Centre, Bimberi Youth Justice Centre and City health Centre

You will:

Undertake a range of administrative functions, including but not limited to:

Records Management

Management of team calendars and meeting papers

Data entry and data reporting including preparing brief reports

Reception duties including answering phone calls

General Office duties

Personal Assistant duties for the Senior Manager, FMHS when required

Provide Secretariat support to a range of FMHS meetings including recruitment processes.

Be responsible for the coordination of consumer court assessments inclusive of scheduling consumer appointments, typing of correspondence and availability of consumer records.

Communicate and liaise effectively with members of the clinical and management team and clinical and security staff to ensure effective coordination of administrative functions.

Preparing documents and reports as per legislation pertaining to the Release of Information relevant to FMHS.

Utilise a range of electronic systems (e.g., ACTPAS, TALEO, Converg, Excel) to manage invoicing, purchasing, recruitment processes, data reporting, appointment scheduling, and data collection.

Provide assistance to the Administration Manager, JHS when required.

Undertake other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

- Knowledge of Canberra Health Service internal software packages
- Current driver's licence is preferred but not mandatory
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: Jaime Locke (0) 5124 7706 jaime.locke@act.gov.au

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

Branch Community Mental Health Services

Community Mental Health Services

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45618-02440)

Gazetted: 25 July 2022

Closing Date: 8 August 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

Mental Health, Justice Health and Drug and Alcohol is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values Reliable, Progressive, Respectful and Kind.

Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and are supported by a Health Centre Coordinator and more broadly an Administration Manager.

ABOUT YOU

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Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

2. Ability to work in a collaborative manner and to adapt to a fast-paced environment.

Position Requirements/Qualifications:

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

Note: This is a permanent position

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Brad O'Donnell (02) 51241795 Brad.O'Donnell@act.gov.au

Clinical Benchmarking and SNAP

SNAP Team

SNAP Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 58146 - 024IK)

Gazetted: 22 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

Our Values: Reliable, Progressive, Respectful and Kind

Would you like to manage a small, cohesive, expert team of nurses and allied health officers, providing support and guidance to achieve optimal outcomes for the Sub and Non-Acute Patient (SNAP) Assessment team at CHS? SNAP Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. This important activity helps us identify our broad hospital roles, describes patient journey patterns, and supports optimal funding potential for the hospital.

PLEASE NOTE: Two SNAP Manager positions will be advertised from separate professions and only one will be filled.

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 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.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the Director of Clinical Benchmarking and SNAP. Care type changes are

performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

PLEASE NOTE: Two SNAP Manager positions will be advertised from separate professions and only one will be filled.

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

Proven advanced clinical experience identifying nuances of a patient journey.

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Applicant is required to be registered (or eligible for registration) as a Nurse with the Australian Practitioner Regulation Agency (APHRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

It is desirable for the applicant to hold a current driver's licence.

The applicant should:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Lesley Dickens 0421998104 lesley.dickens@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health Service Dialectical Behaviour Therapy Program

CAMHS DBT Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 24334 - 024HI)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

The Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health and Alcohol and Drug division of CHS. CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The Dialectical Behaviour Therapy (DBT) Team are a specialist team within CAMHS that provide evidence based individual and skills group therapeutic intervention to young people (14-18 years) who are experiencing moderate to severe mental illness and meet a minimum of three criteria for Borderline Personality Disorder.

The role contributes to the success of CHS through early intervention and treatment for young people with emerging personality vulnerabilities and their families.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a changing environment.

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

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

Position Requirements/Qualifications:

- A current Driver's Licence.
- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field.

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

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

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

Highly desirable for all disciplines:

- Experience working therapeutically with children, adolescents, or young adults with a Mental Illness.
- Availability for occasional out of hours work, with access to time off in lieu.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. An Order of Merit may be used to fill similar future vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo reference checks.
- 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: Renae Nardi (02) 5124 1880 renae.nardi@act.gov.au

Clinical Benchmarking and SNAP

SNAP Team

SNAP Manager

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58147 - 024II)

Gazetted: 21 July 2022

Closing Date: 4 August 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.

Would you like to manage a small, cohesive, expert team of nurses and allied health officers, providing support and guidance to achieve optimal outcomes for the Sub and Non-Acute Patient (SNAP) Assessment team at CHS? SNAP Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. This important activity helps us identify our broad hospital roles, describes patient journey patterns, and supports optimal funding potential for the hospital.

PLEASE NOTE: Two SNAP Manager positions will be advertised from separate professions and only one will be filled.

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 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.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the Director of Clinical Benchmarking and SNAP. Care type changes are performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

PLEASE NOTE: Two SNAP Manager positions will be advertised from separate professions and only one will be filled

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

Proven advanced clinical experience identifying nuances of a patient journey.

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Applicant is required to be registered (or eligible for registration) as a Nurse with the Australian Practitioner Regulation Agency (APHRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

It is desirable for the applicant to hold a current driver's licence.

The applicant should:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Lesley Dickens 0421998104 Lesley.Dickens@act.gov.au

Medical Services

Pharmacy

Pharmacist – Operations

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: 45091, several - 023SX)

Gazetted: 21 July 2022

Closing Date: 8 August 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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website: www.canberrahealthservices.act.gov.au

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

Position Requirements/Qualifications:

- Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - 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)
- Contact Officer: Keat Gan (02) 5124 2118 Keat.Gan@act.gov.au

Cancer and Ambulatory Support Services

Central Outpatients

Advanced Practice Nurse Plastics

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 36728 - 024H6)

Gazetted: 21 July 2022

Closing Date: 8 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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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 Central Outpatients Department provides clinical and administrative support for specialist outpatient services.

The Outpatient's Plastics Service is a tertiary level service providing trauma and pre and post-operative assessment, review and treatment of a range of plastic surgery related conditions in the outpatient setting. The service is provided by Visiting Medical Officers supported by registrars and junior doctors. The service is a high volume, high demand service.

The Advanced Practice Nurse (APN) provides comprehensive Plastics nursing assessment with advanced skill sets in the care of patients, as per the APN scope of Practice. This position will work collaboratively with the medical team and relevant allied health personnel to provide an efficient and effective outpatient plastics service. The role will manage and implement pathways for outpatient plastics care including specific advanced nursing care, provide nurse led care and assist in the overall running of the service.

DUTIES

Under limited direction of the Clinical Nurse Manager, you will:

Provide an advanced patient centered Plastics nursing assessment including nurse-led clinics, implementing comprehensive and tailored clinical care for patients and their families living with Plastic surgery conditions including both acute and complex wounds.

2. Support the Plastics Minor Procedure clinic in daily operations, clinical needs, management of stock and management of ongoing data entry.
3. Supports coordinated clinical care across health care settings with provision of timely and appropriate access to outpatient treatments, diagnostic testing, and referrals to relevant practitioners.
4. Develop, review, and implement APN specific pathways to ensure best practice, with timely and quality plastics outpatient services.
5. Assist with the operational requirements of the clinics including triaging, streaming, pre-appointment readiness and follow up of patients.
6. Maintain an up-to-date knowledge of plastics nursing management and provide regular and ad hoc reports and analysis on activity and outcomes with recommendations for system improvement.
7. Actively engage in development of policies, protocols, and practice guidelines to optimise evidence-based Plastics nursing practice. This includes developing, implementing, and evaluating patient management pathways and protocols in consultation with specialist Plastic surgeons and other members within the multi-disciplinary framework.
8. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

ABOUT YOU

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Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in Plastics nursing and wound management.

Ability to provide clinical leadership across the outpatient areas and community setting.

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Commitment to ongoing personal and professional development and the ability to work at an advanced practice level.

Position Requirements/Qualifications:

- Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.
- 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
- 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: 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.

Contact Officer: Rosemary Rummery (02) 5124 4019 Rosemary.Rummery@act.gov.au

Women, Youth and Children

Booking and Scheduling

Outpatient Administration

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 25067 - 0243Y)

Gazetted: 25 July 2022

Closing Date: 10 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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

Antenatal services, including Fetal Medicine Unit

Paediatrics

Reporting to the Administration Manager, this position contributes to the daily support of programs within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

ABOUT YOU

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Behavioural Capabilities

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Position Requirements/Qualifications:

Mandatory:

Current Driver's Licence

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

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

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Notes: This position may be filled at the ASO2 or ASO3 level depending on skills and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Sandra Fisher (02) 5124 7677 Sandra.fisher@act.gov.au

Rehabilitation Aged and Community Services

Social Work

Health Professional Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 53326, several - 024FY)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

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

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

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

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

DUTIES

Under limited direction of the Rehabilitation Aged Care and Community Services (RACS) Social Work Manager you will perform the social work role with limited supervision and understand the issues related to health and well-being and the impact on the person and their family/carer, including adjustment to change. You will:

Provide appropriate skilled clinical assessment and psychosocial interventions across a range of clinical areas, including individual and group work to patients and carers, with support.

Exercise independent professional judgment on routine matters and perform novel and complex or critical tasks under professional supervision, decreasing as expertise increases.

Liaise with patients, carers and service providers, to enhance and improve clinical outcomes and develop partnerships for health promotion and other service activities identified in the business plan.

Assist in the supervision and education of other staff and students. Actively participate in supervision, continuing professional development and performance management.

Actively contribute to the implementation of clinical governance activity, quality improvement projects, research programs and health promotion in areas relevant to service.

Actively participate in team meetings, complete clinical and administrative data collection and case records to a consistent standard.

Practice in accordance with the professional body's code of conduct, practice standards and organisational guidelines and legislative requirements.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

ABOUT YOU

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Behavioural Capabilities

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

- Relevant degree in Social Work qualifications and a minimum of 1 years' experience working professionally in Social Work is preferred.
- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW)
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National 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 two positions available, one for six months and one for nine months. Both with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Reference checks
- 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.
- 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: Natasha Synnott (02) 5124 0075 Natasha.Synnott@act.gov.au

Division Mental Health, Justice Health, Alcohol and Drug Services
Adult Acute Mental Health Services

AAMHS Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52996, several - 024FK)

Gazetted: 22 July 2022

Closing Date: 9 August 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

POSITION OVERVIEW

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

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

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

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

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Mental health Unit.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

ABOUT YOU

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Behavioural Capabilities

- Demonstrated clinical leadership and the ability to develop all members of the team.
- Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.
- Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum of two years' recent experience working as a Registered Nurse.
- The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable

- Minimum of 1 years' recent experience working as a Registered Nurse in an acute mental health facility
- Hold or be working toward Post Graduate qualification in mental health nursing.
- Clinical leadership experience
- Current driver's licence

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: There are several permanent positions available. Successful candidate/s maybe selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

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

Contact Officer: Hayden Turnbull (02) 5124 5452 hayden.turnbull@act.gov.au

People and Culture

Diversity and Inclusion Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42875 - 024IB)

Gazetted: 21 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

Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

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The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

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

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

Reporting to the Senior Director, The Diversity and Inclusion Manager will design and implement organisational wide programs to make CHS a truly inclusive workplace and to increase diversity of our workforce across all our services and talent pipelines.

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

- You bring new thinking, challenge the status quo, and iterate on existing programs of work to drive continuous improvement.
- You are able to assess cultural risks, anticipate bottlenecks, understand and address bias blockers, align resources and balance this with organisational needs as you implement DandI programs.
- You have the ability to influence without direct authority, think proactively, and work both collaboratively and independently.

Position Requirements/Qualifications:

- Project management skills and experience or relevant qualifications would be considered an advantage.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.

Contact Officer: Flavia D'Ambrosio (02) 5124 9585 Flavia.D'Ambrosio@act.gov.au

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

Adult Acute Mental Health Services

Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52987 - 02229)

Gazetted: 21 July 2022

Closing Date: 15 August 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

The Adult Acute Mental Health Services (AAMHS) covers AMHU which is acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B which will be a 10 bed low dependency unit for people

suffering moderate mental illness and MHSSU which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS 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 community services.

The AAMHS Allied Health Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided within the recovery focused therapeutic group program which is run by different allied health disciplines within the various adult mental health inpatient units. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the development of the AAMHS therapeutic group program, and the collection of data from the program. The Clinical Lead also provides supervision, leadership and professional development to the AAMHS staff and supports the clinical and operational governance of the team. The AAMHS is located at the Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

- Ability to guide team members in a collaborative and influential manner.
- Ability to synthesise and analyse complex clinical information and make decisions.
- Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

Position Requirements/Qualifications:

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

- Hold a current driver's 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.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.
- Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 5+1 interns and/or Higher Degree Students

For Social Work:

- Degree in Social Work,
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
- Be registered under the Working with Vulnerable People Act 2011 (ACT),
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

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

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

Contact Officer: Rosy Winter 0407 171 541 rosy.winter@act.gov.au

Medical Services

Pharmacy Services

Oncology and Haematology Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 30967 - 0240F)

Gazetted: 21 July 2022

Closing Date: 22 August 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

POSITION OVERVIEW

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

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

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

The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

The Canberra Hospital has two newly refurbished cancer wards that provides 28 beds for Oncology patients, and four additional day beds that provide additional capacity for Phase 1 trials as part of the Cancer Clinical Trials Program.

The Oncology and Haematology Pharmacist will work within the Canberra Region Cancer Centre to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist and provide a range of pharmacy services on a rostered basis.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce advanced training residencies and implementing a partnered pharmacist charting model at Canberra Health Services.

The role will be supported with structured training and access to resources for professional development support as well as access to study leave and other staff benefits under the ACT Public Sector Health Professionals Enterprise Agreement which can be located from this site: [Enterprise Agreements | Health \(act.gov.au\)](https://www.health.act.gov.au/enterprise-agreements)

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

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

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

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

- For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.
- For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level in this specialty area of practice, which may include a post graduate qualification at diploma level or above.
- The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Hamed Lane (02) 5124 2203 Hamed.Lane@act.gov.au

Medical Services

Pharmacy

Clinical Pharmacist Clinical Pharmacist

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: 29559, several - 0240C)

Gazetted: 21 July 2022

Closing Date: 8 August 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

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: [CHS website](#)

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

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

Work is underway to build a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The position holder will be based primarily at the pharmacy department at the University of Canberra Hospital (UCH) Specialist Centre for Rehabilitation, Recovery and Research Centre, which is located on the grounds of the University of Canberra. It is Canberra's first purpose-built rehabilitation hospital for people recovering from

surgery or injury or experiencing mental illness. As the largest rehabilitation centre in Canberra and surrounds, the hospital has 140 overnight inpatient beds, 75 day-places and additional outpatient services. There are 5 units based on this site:

- Neurological Rehabilitation – Stroke, Brain injury, Motor Neuron Disease, Multiple sclerosis
- General Rehabilitation – Amputations, Deconditioning/disability associated with illness, surgery or trauma
- Older Person's Rehabilitation – For patients with a range of age associated medical co-morbidities, will include GEM services
- Slow Stream Rehabilitation – For patients requiring low-intensity therapy and discharge planning input while awaiting further physical recovery, services, accommodation or supports
- Mental Health Rehabilitation Unit

This position would be an ideal opportunity for newly registered pharmacists and registered pharmacists with community experience interested in transitioning into hospital pharmacy practice to develop their clinical pharmacy skills in a hospital setting. The role will be supported with structured training and access to resources for professional development support as well as access to study leave and a range of other employee benefits under the ACT Public Sector Health Professionals Enterprise Agreement which can be located from this site: Enterprise Agreements | Health (act.gov.au)

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive.

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

Self-motivated, ability to demonstrate initiative and thrive in a busy and dynamic environment.

Ability to maintain high work standards and accuracy.

Position Requirements/Qualifications:

- Registration as a pharmacist with the Australian Practitioner Regulation Agency (AHPRA) and no restrictions on scope of practice.
- Hospital pharmacy experience is desirable but not essential.
- The successful applicant will need to be available for weekend, public holidays and after-hours work.
- 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.

Prior to commencement successful candidates will be required to:

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

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

Note: There are two permanent positions available.

Contact Officer: Hamed Lane (02) 5124 2203 hamed.lane@act.gov.au

Quality and Safety

Executive Branch Manager, Quality, Safety, Innovation and Improvement

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1185)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details: Interested candidates are sought for the position of Executive Branch Manager, Quality, Safety, Innovation and Improvement for engagement on a five year Executive contract.

The Executive Branch Manager is responsible for providing leadership to, and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout Canberra Health Services to drive improvement and innovation. This position will provide advice on quality and risk matters.

In this role you will also have oversight of quality systems, practices across the continuum of care and augment the use of clinical analyses to help evaluate care and promote continuous quality improvement including accreditation, infection control, clinical variation and standards compliance.

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

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

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

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Allied Health

Acute Allied Health Services

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20396, several - 02491)

Gazetted: 21 July 2022

Closing Date: 4 August 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

POSITION OVERVIEW

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

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

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

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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

ABOUT YOU

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Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered (or eligible for registration) with the Physiotherapy Board of Australia.
- At least one year of full-time equivalent work experience as a physiotherapist.

Desirable:

- Current drivers' licence.

Other:

- The successful applicant will need to be available to participate in overtime, restricted on-call and shift rosters to support 7-day service delivery.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: There is one permanent and several temporary positions available. You will be required to participate in an overtime, restricted on-call and shift rosters.

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

Director of Allied Health

Adult Mental Health Unit

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17267, several - 0242H)

Gazetted: 21 July 2022

Closing Date: 8 August 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

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

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

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

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

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessment and delivering individual and group based interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU/12B. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

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

Be flexible, adaptable and comfortable with change in the working environment

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Degree in Occupational Therapy and registered with Occupational Therapy Board Australia

Eligible for professional membership of Occupational Therapy Australia

Current passenger Vehicle 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.

Highly Desirable

Experience working within mental health in either an inpatient unit or community setting

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

Cancer and Ambulatory Support
(CAS)

Central Health Intake

Operations Manager Central Health Intake

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40942 - 024CV)

Gazetted: 21 July 2022

Closing Date: 8 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

Canberra Health Services is committed to the delivery of person and family centred, safe and quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities and aligning them with Canberra Health Services' Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

The division of Cancer, Ambulatory and Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, transcription and community health centre management.

CHS Central Health Intake is responsible for the intake, assessment and referral management for access to Canberra Health Services through community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake and the Central Outpatient's Booking Service. The two services are co-located under a single management structure of Central Health Intake. Digital Health Record integration will be critical to the functioning of the Central Health Intake and will require management and leadership to support systems implementation within the team.

It will require subject matter experts from within the team and Digital Health Record HR representatives to ensure consistent system implementation.

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

ABOUT YOU

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Behavioural Capabilities

Strong Organisational skills with a high degree of drive.

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

Ability to prioritise workloads.

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve system change.

Position Requirements/Qualifications:

Qualifications or experience in health services or project management.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Melissa O'Brien 51245198 Melissa.O'Brien@act.gov.au

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

Branch Child and Adolescent Mental Health Services (CAMHS)

CAMHS Acute Services: Administrative Service Officers Grade 3 (ASO3)

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 50786-024CR)

Gazetted: 25 July 2022

Closing Date: 1 August 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

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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will manage the office/administrative aspects of the community based team by provision of high quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

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

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

Position Requirements/Qualifications:

Mandatory:

- Must hold a current ACT driver's license.
- Experience in working within the mental health sector.

Desirable:

- Experience in working with children and young people.
- Experience with medical terminology would be an advantage.

Note: The successful candidate will be required to;

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

This position is a full time permanent ASO3 position. Appointment may be based on written application and referee reports only.

An Order of Merit may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Allison Vasquez (02) 51241975 Allison.Vasquez@act.gov.au

Medicine

Ambulatory

The Gastroenterology and Hepatology Unit

Clinical Care Coordinator GEHU

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 16795-024JE)

Gazetted: 27 July 2022

Closing Date: 10 August 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

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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients. The GEHU performs approximately 10, 000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The GEHU Clinical Coordinator will provide clinical leadership and coordinate the day to day activity of the Unit, including advanced clinical assessment and care to patients, coordinating clinics, lists in the Operating Theatre and procedural lists. The role will lead the nursing team to ensure safe and efficient flow, managing ordering of specialised supplies and equipment to meet operational needs and liaising with the multidisciplinary team. The Clinical Coordinator will have a key role in nurturing a nursing team which is appropriately skilled to provide specialised gastroenterology and hepatology care.

The Clinical Coordinator will work with other advanced practice nurses in the area to ensure evidence-based treatment is delivered to all patients.

ABOUT YOU

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

Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

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

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

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

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

Prior to commencement successful candidates will be required to:

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

How to apply:

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

Contact Officer: Valerie Davies (02) 51243488 Valerie.Davies@act.gov.au

Medicine

ACT COVID Care @ Home Program

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 58132, Several- 024IF)

Gazetted: 26 July 2022

Closing Date: 9 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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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 ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2, and are managed safely in the community. The ACT COVID – 19 Care@Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by nurses and supported by medical team. The ACT COVID – 19 Care@Home program is a 7 day a week program, with various shift starts of 0800, 0830 , 0900 and 0930. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

ABOUT YOU

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Personal Attributes:

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

Good Communication Skills

Ability to work in a team nursing environment

Adaptable and flexible to changes

Position Requirements/Qualifications:

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

Hold a current driver's licence

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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Margaret McManus 0432757412 Margaret.McManus@act.gov.au

Nursing

Nursing and Midwifery Resource Office

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56903, several - 02415)

Gazetted: 26 July 2022

Closing Date: 11 August 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within the relief and casual pool of the Nursing and Midwifery Resource Office (NMRO). As the CDN you will be a part of the education team to support the development and training of staff in conjunction with the Clinical Nurse Educator (CNE). You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas. The successful applicant/s will have an understanding of the principles of acute care nursing, however, will be supported by the CNE.

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:

- 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:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 5 years of Clinical experience
- Be an approved train the trainer

Desirable:

- Post graduate qualifications in nursing, education or related field.
- Recent relevant experience in education.
- Current driver's licence.
- 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Meghann Lang (02) 5124 3178 Meghann.Lang@act.gov.au

Cancer and Ambulatory Support

BreastScreen ACT

Multi-disciplinary Liaison Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 57773-024K7)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

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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

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 at (7.6 hours per week) and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Julie Solway (02) 51241821 Julie.Solway@act.gov.au

Division Nursing and Midwifery and Patient Support Services

E-Rostering Unit

eRostering Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00295-024J9)

Gazetted: 27 July 2022

Closing Date: 10 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 Division of Nursing and Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service).

In addition, the Division provides high quality strategic leadership and direction to the nursing and midwifery and patient support services workforce.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering support services across Canberra Health Services and within the Division of Nursing and Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support

ABOUT YOU

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Behavioural Capabilities

The successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, and contribute to change management across the Division.

Position Requirements/Qualifications:

- Working knowledge and experience with the use of Microsoft word, Excel spreadsheets and ability to use Excel formula to calculate and generate reports at intermediate level.
- Previous experience using an electronic rostering system is preferable.
- An understanding of best practice rostering processes would be an advantage.

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 Full-time Temporary position for Seven 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.

HOW TO APPLY:

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

Contact Officer: Christopher Harris (02) 51245853 Christopher.Harris@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Registered Nurse - Specialist Youth Mental Health Outreach

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27146 - 024KE)

Gazetted: 26 July 2022

Closing Date: 11 August 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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people aged 14-25 experiencing early psychosis or at ultra-high risk of developing psychosis.

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

ABOUT YOU

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Behavioural Capabilities

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

Commitment to achieving positive outcomes for young 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.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications in Nursing.
- Experience in Mental Health.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current Drivers licence.
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.
- The successful applicant will need to be for weekend and after-hours work, including public holidays.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Simone Clarke (02) 5124 3133 Simone.Clarke@act.gov.au

Fetal Medicine Unit

Sonography

Sonography Manager, Fetal Medicine Unit

Medical Imaging Level 5 \$142,141 - \$159,994, Canberra (PN: 57348 - 024K9)

Gazetted: 26 July 2022

Closing Date: 11 August 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

This is a newly established position in the Fetal Medicine Unit at Centenary Hospital for Women and Children and provides an exciting opportunity to provide strategic leadership, establish new systems and processes, including for the new Early Pregnancy Assessment Unit, and lead and manage a team through cultural change

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The CHS Fetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand.

The CHS FMU is seeking an appropriately qualified, experienced sonographer to provide high level leadership for the Sonography team. The successful applicant must have obstetric and gynaecological imaging experience, strong leadership skills, excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and the ability to bring about cultural change.

This Sonography Manager position is primarily a management role, with an agreed allocation of rostered clinical time. The position holder will report operationally to the Director of the Fetal Medicine Unit and professionally to the Director of Allied Health, WYC, however these reporting lines are subject to change.

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.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Model exemplary professional behaviour and capability in all aspects of work.

Position Requirements/Qualifications:

Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.

Mandatory:

Be registered with the Australian Sonographer Accreditation Registry (ASAR).

Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.

Be registered under the Working for Vulnerable People Act.

Certification in the 11-14 week (Nuchal Translucency certification), or completion of the theoretical course in working towards certification.

Desirable:

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Natalie De Cure (02) 51247591 Natalie.DeCure@act.gov.au

Alcohol and Drug Services

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21558-02438)

Gazetted: 25 July 2022

Closing Date: 8 August 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

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

The ADS are seeking an administrative service officer to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, Alcohol and Drug Services.

ABOUT YOU

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Behavioural Capabilities

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

Effective communication skills within a customer service environment

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

Position Requirements/Qualifications:

- Previous experience in Administrative 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Undergo Reference checks
- 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)

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

Contact Officer: Jodie Kenny Jodie Kenny (02) 512 47967 Jodie.Kenny@act.gov.au

Medicine

COVID Care @ Home

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 56648 - 024HR)

Gazetted: 25 July 2022

Closing Date: 10 August 2022

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website: www.canberrahealthservices.act.gov.au

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

The ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2, and are managed safely in the community. The ACT COVID – 19

Care@Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by Adult and Paediatric nurses and supported by on-call nursing and medical teams.

The ACT COVID – 19 Care@Home program is a 7 day a week program, with hours of work ranging from 0730 to 1800. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

As part of the Covid Care@home program administration team, you will be required work within in a multidisciplinary team providing administration assistance to nursing and specialist staff. A keen eye for detail and accurate data entry is essential. The successful applicant must be available to work on a 14 day roster, with weekend work essential.

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 consumer needs.

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

Self-Directed and a high level of emotional intelligence.

Position Requirements/Qualifications:

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

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

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

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

Selection may be based on written application and referee report only

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Liisa Teivoene (02) 5124 6798 Liisa.teivonen@act.gov.au

Medicine

Obesity Management Service

Service

Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33410-024A6)

Gazetted: 27 July 2022

Closing Date: 10 August 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

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 position entails working as part of a Chronic Disease Management interdisciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion and quality improvement activities and education.

Clinical service delivery may include group and individual therapy for people with morbid obesity.

Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric

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

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Applicants must have a minimum of 3 years (ideal 5 years) post qualification experience

Current ACT driver's license

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)

- 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 is temporary part-time for six months at (29:40) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Jane Osborne (02) 51241552 jane.osborne@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 26396 - 024JR)

Gazetted: 25 July 2022

Closing Date: 12 August 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

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. This position will be based at a Health-Centre in one of the above locations depending on the operational requirements of the service.

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 operation is based on the ACMHS model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The 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 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 will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with caseloads reflecting strengths based models of care.

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

This is an exciting opportunity for someone who may be interested in a 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:

- Hold a qualification in nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Mental Health Officer Training or willingness to obtain this requirement.
- Clozapine medication trained or a willingness to obtain this upon commencement and an awareness of current pharmacological interventions that are utilised in adult mental health teams.

Desirable:

- Strong understanding of adult community mental health services with minimum of 3 years post qualification experience.
- Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.
- Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.

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:

- Be Mental Health Officer trained – or willing to apply for that role
- Hold a current driver's licence
- 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: Brad O'Donnell (02) 5124 1795 Brad.ODonnell@act.gov.au

Women, Youth and Children

Community Health Programs

Program Support Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19306 - 023HN)

Gazetted: 25 July 2022

Closing Date: 8 August 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.

Are you interested in working in the Community? We are looking for a Program Support Nurse to work closely with the WYC Community Health programs leadership team to provide support for the delivery of clinical services. This may include strategic planning, writing documents including executive level minutes, reports, project plans and discussion papers, participating in or leading evaluation and project management.

The position is part time, 27 hours a week. How these hours are spread across the week is negotiable. The position is based in 1 Moore Street.

There is the possibility of extension and selection may be decided on application only.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Program Support Nurse works closely with the WYCCHP

leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

DUTIES

Under limited direction of the WYCCHP Director and ADON you will perform you will:

Identified and assist with progression of Community Health Programs activities, including facilitation with consumers and key stakeholders.

Support the co-ordination, benchmarking and communication across nursing initiatives, including representing the Program in forums as necessary.

Undertake research and literature reviews, and critically analyse information to inform best practice and delivery of exceptional health care when planning new initiatives or quality improvement activities, inclusive of all areas of the Program.

Develop and prepare project plans and project updates. Draft correspondence, briefing notes and executive level minutes. Prepare reports, discussion papers and submissions as directed.

Provide secretarial support to cross directorate and interagency committees as required.

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

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

- Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- Hold a current Driver's Licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary part-time position available at (27) hours per week for three months with the possibility of extension.

Prior to commencement successful candidates will be required to:

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

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

Emergency

Medicine

Emergency Department

Registered Nurse- Navigator/Clinical Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 12244, several- 024HW)

Gazetted: 25 July 2022

Closing Date: 8 August 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

An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position with the potential for a permanent position, as a Navigator/Clinical Coordinator in the Emergency Department. Successful applicants will be required to work a rotating roster with morning, evening and night shifts 7 days a week. Successful applicants will fill a temporary vacant position and potential annual leave backfill for a 12 month period. The number of successful applicants will be determinant on your preferred FTE.

ABOUT YOU

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Behavioural Capabilities

1. Ability to work independently and as part of a multidisciplinary team
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. High level patient assessment skills
4. High level communication skills and the ability to critically think

Position Requirements/Qualifications:

- Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency and holds or is working towards a higher degree,
- Relevant Post Graduate Qualifications are highly desirable,
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Nicole Slater 0434845187 Nicole.Slater@act.gov.au

Canberra Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Drug Alcohol Sentencing List

DASL Data Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58193- 024MB)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Our Vision: creating exceptional health care together

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

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

The ADS are seeking an administrative assistant to provide data management in collaboration with Drug Alcohol Sentencing List (DASL) and ACT Courts of client information who are on a Drug Alcohol Treatment Order (DATO).

ABOUT YOU

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Behavioural Capabilities

1. Be flexible, adaptable, and comfortable with a changing working environment.
2. Proven ability to be an effective member in a team environment.
3. Good analytical skills with high degree of accuracy.

Position Requirements/Qualifications:

Previous experience in Administrative 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.

Note: This position is part-time at (18:38) hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

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: Jodie Kenny (02) 51247967 Jodie.Kenny@act.gov.au

Contact Officer: Jodie Kenny (02)51247967 Jodie.Kenny@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Workforce and Development Team

Senior Recruitment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58175 - 024JM)

Gazetted: 25 July 2022

Closing Date: 8 August 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

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

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

Under limited direction from the Business Manager of MHJHADS, you will play a key role in facilitating recruitment processes, human resource (HR) management, and providing support and advice to the Director of Clinical Services (DOCS) on all matters relating to recruitment and establishments for the employment of Psychiatrists.

ABOUT YOU

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Behavioural Capabilities

High level communication and liaison skills, with the demonstrated ability to establish and maintain productive and collaborative working relationships.

Ability to be flexible, responsive and accommodate change in a complex and fast paced working environment.

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Relevant experience in a HR or recruitment background

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Strategy, Policy and Planning

Strategy and Governance

Senior Director, Policy and Government Relations

Senior Officer Grade A \$157,201, Canberra (PN: 17131 - 024CM)

Gazetted: 22 July 2022

Closing Date: 9 August 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

POSITION OVERVIEW

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Flexible to accommodate change in a complex environment.

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

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

Position Requirements/Qualifications:

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

Leadership and management skills and experience.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Josephine Smith 02 5124 9564 josephine.smith@act.gov.au

Women, Youth and Children

Community Health Programs

Youth Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 17043 - 024HP)

Gazetted: 22 July 2022

Closing Date: 9 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

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 School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

- Adolescent focused individual consultations

- Small health promoting group work

- Support for teachers to deliver the health curriculum

- Support for health promotion activities within the school

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019.

DUTIES

This role is based in ACT Government secondary schools four days a week with one day per week set aside to undertake administrative and training functions.

In this role, you will:

- Provide individual consultations for adolescents that are developmentally appropriate, evidence-based, trauma informed, client centred, confidential, holistic, inclusive, and trustworthy health care.

- Support adolescents to achieve lifelong health and wellbeing through education, health promotion, harm minimisation, early intervention, assessment, referral, and access to appropriate health care services.

- Consider and address the Social Determinants of Health when assessing an adolescent's health needs and planning their care.

- Supporting the development of a healthy school environment; advocating for the health and wellbeing needs of adolescents.

- Seek opportunities for professional development to ensure best practice in adolescent health care.

- Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

Note: This program does not provide or teach first aid, care for wounds or administer medication.

ABOUT YOU

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You will have the ability to work independently as an integral part of a diverse team within the school community. You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

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

Be a strong advocate for the health care needs of young people.

Kindness.

Position Requirements/Qualifications:

Mandatory:

- Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Experience working in adolescent health.
- Current Driver's Licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- More than 4 years' experience working in adolescent health.
- Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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: Sarah Reeves 0466827495 Sarah.Reeves@act.gov.au

Strategy, Policy and Planning

Strategic Communication and Engagement

Graphic Designer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46506 - 024KK)

Gazetted: 26 July 2022

Closing Date: 11 August 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

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

We're looking for an experienced and enthusiastic graphic designer to join our team.

You will be responsible for the innovative and engaging design of a range of materials.

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

Strategic Communication and Engagement

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

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

We help build trust and confidence in CHS through compelling, kind, and respectful communications.

The team also manages and responds to a high volume of highly visible communications and enquiries affecting our staff and the community.

This position is responsible for the graphic design of a range of materials which provide timely and accurate information, ensuring high community awareness, positive community engagement and reputation management.

Collaborating within and across teams, the role is responsible for delivering innovative and engaging design and will ensure the right information is provided to the right audience, at the right time.

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 be creative and innovative in approach, ideas, and designs.

Adaptability to change in a fast-paced diverse environment.

Positive attitude and willingness to develop skills where required

Collaborate effectively with both internal and external stakeholders, taking feedback and providing solutions and recommendations

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

Position Requirements/Qualifications:

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

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.

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.

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

Contact Officer: Emma Kelly 5124 6034/0417 744 447 Emma.Kelly@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

CIT Corporate Services

Business Support

Assistant Business Support Manager/Management Accountant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46316)

Gazetted: 22 July 2022

Closing Date: 9 August 2022

Details: The Business Support team in CIT Finance is seeking an individual with management accounting experience in a client focused role.

The Assistant Business Support Manager works collaboratively with the Business Support Manager team, specifically reporting to the Business Support Manager.

The primary focus of the position is to work collaboratively with the Business Support Manager team to provide management accounting and administrative support to Colleges, Divisions and the Executive and as required, to act as a liaison point for external parties.

This position requires a client focused outlook, flexibility, and willingness to take on additional tasks as required to support the 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: Post-Secondary/Tertiary qualifications or the equivalent (or progress toward) in Finance and Accounting will be highly regarded.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please ensure that your response to the selection criteria clearly outlines your skills and experience against each criterion. Please limit your response to three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dominique Wilson (02) 6207 9715 Dominique.Wilson@cit.edu.au

Executive Director, Corporate Services

Canberra Institute of Technology

Temporary Secondment (29 August 2022 for up to six months)

Position: E1028

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 25 July 2022

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

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

- strategic human resource management, including organisational development, employee relations, and workplace health and safety
- buildings and facilities planning, development and maintenance
- corporate services such as performance and reporting, student accounts and student information management systems
- finance including financial strategy, services and budget management
- audit, risk and corporate governance
- procurement, contracts and records management.

The position is accountable for overseeing efficient operations at CIT through understanding the environment in which we operate and applying a response to business and professional services at CIT that support the strategic and operational needs of the Institute and can adapt and transition in the context of the market we operate it. The position requires a person with exceptional leadership and executive management skills to provide strategic direction for the Division and the Institute. Experience in dealing with an extensive range of people management, government, financial management and wider community and business matters are essential. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills.

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

For further information please see the Executive Capabilities attached.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae via email to damian.west@act.gov.au by COB Thursday 4 August 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary secondment to commence as soon as possible for up to six months.

Remuneration: The position attracts a remuneration package ranging from \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.
Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.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**

Digital, Data and Technology Solutions

Customer Engagement Services

Education ICT

ICT Support Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 31013)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Are you looking for a job that supports ACT Public Schools and their teaching and learning outcomes? Are you an enthusiastic, driven, and proactive team member? If this sounds like you, Customer Engagement Services Branch under Digital, Data, Technology Solutions (DDTS) are looking for a positive team member who thrives on working in a fast-paced environment, enjoys a challenge, and has a willingness to learn and share information. We need you to fill the position of ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Software and Licensing Team, the ICT Support Officer is required to provide and document Software and Licensing related advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment.

We are looking for someone with excellent communication skills, a strong customer focus and the ability to establish a good rapport with clients and all stakeholders. Working within a small collaborative team of six, you will liaise with clients, technical teams, project teams and vendors regarding new software requests and approvals, purchasing, licensing, packaging, testing, upgrading, disposal and compatibility of software applications for use on the Education Network, SchoolsNET. You will coordinate with our Education clients and DDTS stakeholders to install, modify, upgrade, or remove software from SchoolsNet computers using our IT Service Management Ticketing System, ServiceNow to create, monitor, action and report our client Requests, Incidents, Problems and Changes.

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

Eligibility/Other Requirements: Applicants will have a high level of organisational skills, excellent attention to detail and ability to quickly adapt to a fast-paced environment. ITIL certification and experience in the use of ServiceNow and Microsoft Excel would be considered advantageous.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension and 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 similar vacancies over the next 12 months.

How to apply: Candidates are requested to review the Position Description and address the skills under the "What you will do" and "What you require" sections and submit a personal pitch, of no more than three pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Cashmore (02) 6207 6615 Jennifer.Cashmore@act.gov.au

Economic Development

Venues Canberra

Assistant Director - Business and Finance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36297)

Gazetted: 21 July 2022

Closing Date: 12 August 2022

Details: Venues Canberra manage GIO Stadium, Manuka Oval and Exhibition Park in Canberra - Canberra's leading sporting, event and function venues. We are seeking an experienced financial professional to deliver business outcomes, improve processes, prepare budgets and undertake financial reporting. The position will assist the Senior Director, Business and Finance, the senior management of Venues Canberra and impact most projects and operations within Venues Canberra. Excellent communication and stakeholder relationships skills are required, and the successful applicant will be expected to work with minimal supervision, be self-motivated and exercise initiative. Highly developed time management skills are necessary as it is a dynamic work environment with competing priorities.

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

Eligibility/Other Requirements:

Relevant formal higher education qualifications such as in Accounting, Economics, Financial Management and/or Business Management.

An ACT Government CMTEDD Baseline clearance is required for this position.

CA/CPA Qualifications are highly desirable.

How to apply: To apply, please supply a current curriculum vitae, referee contact details and a written response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Orr (02) 6256 6704 Melissa.Orr@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Communications and Customer Experience

Communication and Engagement Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53485)

Gazetted: 22 July 2022

Closing Date: 9 August 2022

Details: We are seeking a highly organised individual to join our dynamic team of communication professionals. If you are committed to supporting a positive team culture and keen to develop your communication skills, we want to hear from you!

The Communication and Engagement Coordinator role will assist with a variety of engagement activities and administrative tasks. You will help with the coordination of events, engage with internal stakeholders to identify content for communication channels, oversee team mailboxes and maintain the branch calendar of communication and engagement activities.

The successful applicant will have strong written skills and experience or a keen interest in the communications field. You will be supported to grow your skills as a communication professional by developing creative communication products and learning to draft, edit and publish, engaging content for a variety of channels using a range of web and design platforms.

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

Note: This is a temporary position available for 12 months with the possibility of permanency. This is a full-time role though it may be filled through a job share arrangement. Candidates looking for full-time and part-time work are encouraged to apply.

We encourage applications from candidates with broad experiences and diverse backgrounds, so we better represent the community that we serve.

How to Apply: Provide a maximum two-page pitch explaining what interests you about the job and how you meet the professional/technical skills and knowledge and behavioural capabilities outlined in the Position Description along with your curriculum vitae and the names and contact details of two referees. Send this documentation to the contact officer by the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Meere (02) 6205 4425 Kathryn.Meere@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

NA

Help Desk Supervisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18345)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Procurement ACT is looking for a motivated individual to lead our busy Help

Desk team in delivering procurement services and system support to its customers and stakeholders.

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

Our ideal candidate has exceptional customer communication and service delivery skills and will thrive off working in a busy and at times high pressure service environment. You will be agile, willing to take on new challenges and be driven to enhance efficiencies and quality of services.

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

The 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.

Please note, this position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

This is a temporary position available immediately for up to six months.

How to Apply: Please provide a copy of your curriculum vitae and respond to each of the Selection Criteria in a maximum two-page pitch.

This position is being re-advertised and previous applicants need not re-apply.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Sarah Burns (02) 6205 9056 Sarah.Burns@act.gov.au

CRA

D&PS

Senior Urban Designer

Senior Officer Grade A \$157,201, Canberra (PN: 57487)

Gazetted: 22 July 2022

Closing Date: 16 August 2022

Details: The Senior Urban Designer will be considered a subject matter expert in the field of urban renewal and will have scalable expertise to deliver a broad range of projects within the Authority's portfolio. We require a

candidate with strong leadership, strategic thinking and stakeholder engagement skills and the ability to support the review and development of policies and procedures.

The Senior Urban Designer will be responsible for the management and delivery of assigned urban renewal projects within the Authority's designated precinct. These projects may include landscape and urban design, city activation initiatives and place management plans. Working in partnership across the Authority and other key agencies is a key requirement of the position and will include providing high level support and advice to other business units as required.

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

Eligibility/Other requirements: The key capabilities for this position are strategic thinking, effective communication, and liaison with internal and external stakeholders, working under pressure on multiple projects with tight timeframes and supporting a team that is passionate about the Authority's renewal program. Please refer to the Selection Criteria in the Position Description for position requirements.

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

How to Apply: Applicants should provide their curriculum vitae including two referee contacts and a two page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Smee 0439 074 251 matthew.smee@hudson.com

Corporate

Workforce and Information Services

Digital Information Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58037, several)

Gazetted: 22 July 2022

Closing Date: 16 August 2022

Details: Do you have a great, consistent, and reliable work ethic and real drive to succeed? Then look no further!!!

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Information Management team are looking to recruit two new positions - a temporary and permanent Digital Information Officer (DIO) to embark on a digital journey to improve the CMTEDD user experience with digital information.

As the CMTEDD DIO you will assist the Information Manager in implementing digital enhance initiatives for information management across the Directorate, as well as supporting the greater information management team, including Freedom of Information case processing as required.

This fast paced team welcome and support potential team members who have the right attitude, behavioural capabilities and willingness to want to learn and contribute.

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 permanent and one two year temporary contract. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The 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: Applicants should provide a no more than two-page pitch addressing the requirements set out at "What You Will Do" and 'What You Require' from the Position Description, 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: Rebecca Grame (02) 6207 7553 Rebecca.Grame@act.gov.au

Property and Shared Services

Assistant Director, Property Upgrades

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 46709)

Gazetted: 21 July 2022

Closing Date: 8 August 2022

Details: ACT Property Group are looking to fill a role that manages a team of staff responsible for providing property upgrade services including property related project management. The team of trade and project management professionals deliver programs of property upgrades to ACT Government buildings. The team coordinates programs of works across multiple building locations. The person in this role provides coordination, programming and technical expertise in delivering the identified program of work. The role also drives good practice project management within the team and reporting to building custodians.

The successful person will have experience both in managing the delivery of property upgrade projects and coordinating a team of staff delivering this work, in a government or commercial setting.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services.

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

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

Eligibility/Other Requirements:

Hold a relevant professional qualification in Project Management, Engineering or Architecture 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.

Role specific requirements:

Qualifications and significant experience in property upgrades project management.

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV)
a current driver's licence (car)

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Notes: 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 Resume/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 directly via the Apply Now button below.

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

Access Canberra

Construction, Utilities and Environment Protection Branch

Junior Licensing Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 38569, several)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: Do you know how to read and interpret legislation? Do you have the skills to undertake licence application assessments? Have great attention to detail? If the answer is yes, then come and join the Lease Compliance and Occupational Licensing Team.

The Lease Compliance and Occupational Licensing team have a permanent vacancy to fill. We are looking for someone who has experience in administering licensing and registration laws. If you are motivated and enjoy working as part of a busy team then we would like to hear from you.

The Lease Compliance and Occupational Licensing team is part of the wider licencing teams within Construction, Utilities and Environment Protection Branch. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. This section is also responsible for providing administrative support for compliance activities in relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*.

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: Selection may be based on application and referee reports only. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Musgrove (02) 6207 6166 Katherine.Musgrove@act.gov.au

Corporate

Workforce and Information Services

Information Management

Director, Freedom of Information

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58035)

Gazetted: 27 July 2022

Closing Date: 19 August 2022

Details: Are you looking for the next step in your leadership journey or career in regulation or administrative governance fields? This is a new position responsible for leading a small team dedicated to achieving accurate, timely processing of statutory legislation.

You will be open to innovation and improving processes, as well as supporting a high-performing team to produce their best. You will have outstanding attention to detail and an adaptable, resilient approach to juggling competing priorities.

You will undertake the statutory role of Information Officer for the directorate and be an effective business partner providing high quality advice to a diverse organisation. As the central agency of the ACT Public Service, we are at the heart of government information management. The Chief Minister, Treasury and Economic Development Directorate leads the public sector to drive implementation of government priorities and provides

strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in modern activity-based offices. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to

<https://www.jobs.act.gov.au/work-with-us>

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. 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: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katharine Stuart (02) 6207 4497 Katharine.Stuart@act.gov.au

Treasury

Shared Services

Finance and Payroll Services

Assistant Accountant - Finance Services

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 06271, several)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: Applications are sought from suitably qualified and experienced accountants to work with the Reporting Team in Shared Services - Finance Services.

The successful applicants will be responsible for the provision of a wide range of services to several Directorates/Agencies, including the coordination of payment runs, salary overrides, general ledger tasks and reconciliations, assisting with the preparation of BAS and FBT returns, and working with the team on monthly and annual financial processes.

These positions report directly to a Team Leader, Finance Services.

Eligibility/Requirements A degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting degree or equivalent, is highly desirable.

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

How to Apply: Applications should include a supporting statement of no more than two pages, outlining experience and/or ability in the capabilities described in the Position Description. A current curriculum vitae, with contact details for two referees, is also required.

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

Contact Officer: Lindsay Shaw (02) 6205 4625 Lindsay.Shaw@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Assistant Director, Water Regulation

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11026)

Gazetted: 27 July 2022

Closing Date: 17 August 2022

Details: The Environment Protection Authority, located within the Construction, Utilities and Environment Protection Branch is seeking an Assistant Director, Water Regulation to lead regulatory work on water resources and lakes.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

The Environmental Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue, we offer:

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

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

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

This position will report to the Senior Director within the EPA and will lead the Water Regulation Team with two officers reporting to you.

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

Eligibility/other requirements: Relevant qualifications related to water resource management and/or pollution prevention, such as:

An appropriate degree or diploma from a tertiary institution, or

Eligibility for membership/registration with an appropriate professional body, or

Other comparable appropriate qualifications

Relevant qualifications and/or experience in investigations and compliance such as:

a Certificate IV in government investigations.

Current ACT or equivalent Driver's licence

Note: 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 located in a workplace designed for activity-based working, in which officers do not have a designated workstation/desk. A mix of work-from-home and in the office is expected at present, due to the COVID-19 health emergency, with details negotiated with managers.

How to apply: Applicants should submit a supporting statement of no more than four pages addressing the Selection Criteria described in the Position Description, along with details of two referees and a current curriculum vitae.

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

Contact Officer: Su Wild-River (02) 6207 1191 Su.Wild-River@act.gov.au

Corporate

Workforce and Information Services

Information Management

Freedom Of Information Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 02045)

Gazetted: 27 July 2022

Closing Date: 17 August 2022

Details: This role requires a dynamic and passionate person committed to achieving results and always looking one-step ahead. You will excel in this role if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

You will also have well-developed administration skills and ability to liaise with stakeholders to achieve appropriate outcomes. Attention to detail is vital. You will have proficiency in interpreting legislation in making

statutory decisions, ideally with previous experience in performing Freedom of Information processing and open access however on the job training will be provided.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in modern activity-based offices. Our team is committed to being a valued business partner in information management and governance.

We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to <https://www.jobs.act.gov.au/work-with-us>

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.

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: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response to support your application.

Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. Please include a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Katharine Stuart (02) 6207 4497 Katharine.Stuart@act.gov.au

Communications and Engagement

Whole of Government Communications and Engagement

WHOG Content

Assistant Director, Content

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38852)

Gazetted: 26 July 2022

Closing Date: 11 August 2022

Details: Do you have a habit of correcting your mate’s grammar? Spot spelling mistakes in menus on a regular basis? Know what makes a great story?

Then we have the job for you.

If you work well in a team, are self-motivated and proactively look for solutions to problems, we would love to hear from you.

The Chief Minister, Treasury and Economic Development Directorate’s Communication and Engagement team is looking for a SOGC Assistant Director, Content, to join the Our Canberra team.

This position will play a large role in the production of the monthly Our Canberra print newsletter, while also supporting the delivery of content for the Our Canberra website and e-newsletter, as well as the ACT Government’s social media channels.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will: Design and deliver engaging written (and occasionally photographic) for whole-of-government publications, campaigns, websites and digital channels, including social media and e-newsletters.

Support the Senior Director and/or Director in editorial decision making, whilst also providing advice on emerging communications and digital media opportunities.

Manage the implementation of engaging and interactive digital content strategies for whole-of-government projects, services and initiatives informed by research, audience insights and evaluation.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content.

Assist the wider team with the coordination, implementation and evaluation of communications activities as required.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations are desirable.

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. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Staff are currently working from home, as well as from the office, due to the COVID-19 restrictions. Please discuss any concerns you may have with the Contact Officer.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the ACT Government's Our Canberra team. Please include an up-to-date curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Fallon (02) 6205 7334 Naomi.Fallon@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Director, Property Intake, Security and Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50473)

Gazetted: 26 July 2022

Closing Date: 2 August 2022

Details: Details: ACT Property Group is looking for an experienced leader who has experience in managing and leading a multi-disciplinary team including trade professionals and office-based staff. Experience in building based security management is preferred. This role leads a team responsible for providing security, building maintenance and intake services across ACT Government owned buildings and properties. It is a dynamic job where no day is ever the same. The ACT Property Group team ensure buildings and maintenance are managed well and our customers have a service driven response to maintenance concerns. The person in this role will manage and oversee security functions in the organisation, including electronic and physical access security. The team also manages a trade compliance role that ensures our trades and contractors deliver a good quality and compliant trade services.

The person in this role ensures the team delivers high quality, efficient and productive trade and customer focussed services, provides professional guidance and direction, sets the strategic agenda with the team and manages human resource and industrial matters relevant to the team. The person in this role will also provide customers and senior leaders with information and reports on the activities, achievements and productivity of the team.

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

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/Requirements

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

Qualification/s in facilities management, project management, property management, management, procurement, contract management or similar is highly desirable.

A current driver's licence (car) is required.

Notes: This is a temporary position available immediately for a period of two months with the possibility of extension.

This position is available to ACT Government officers and employees only.

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 may be used to fill similar 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 one-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 directly to the Contact Officer

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

DDTS

CESB

Service Assurance

Refresh Team Leader

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 31824)

Gazetted: 26 July 2022

Closing Date: 2 August 2022

Details: Details: Who are we looking for?

Service Assurance / Refresh team has a expected vacancy coming up and we are looking for an enthusiastic Senior team member who can provide technical expertise and deliver the complete process of ICT asset replacement for ACT Government. This involves the installation of hardware, software and the deployment of applications and includes the provision of technical leadership. Someone who can work with technical contacts, business users and embedded ICT Teams. We are after someone who can provide good customer service and can own problems through to resolution and assist in the development, management and maintenance of all ACT Government hardware. Overseeing large scale projects within the Refresh team to ensure the deliverables are met.

What qualities do you need to have?

Have a good sense of humour and a flexible mindset

Ability to manage customer expectations in relation to the Refresh process

Commitment to high quality customer service principle and practises

Eligibility/Requirements

What qualities do you need to have?

Have a good sense of humour and a flexible mindset

Understanding of the ICT systems and applications supported by Digital, Data and Technology Solutions

Experience providing ICT support, troubleshooting and advice on the Refresh process

Manage customer expectations in relation to the Refresh process

Liaise and negotiate with all stakeholders including ACT Government Directorate representatives regarding the replacement of ICT assets

A willingness to share information and knowledge to team members and the broader DDTS

A typical day may include:

Provide leadership and guidance to Refresh Team members

Manage and co-ordinate resources to ensure the effective and timely deployment of ICT assets across all Directorates and provide technical support as required

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

Manage escalations, engaging with ICT teams and Directorates as required

Develop guidelines and procedures relevant to the operational requirements of the team

Notes: This is a temporary position available for six months.

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

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

How to Apply: To apply for this position, please ensure you include a two-page personal pitch which reflects your skills and capabilities against the 'What you will do' and 'Behavioural Capabilities' in the position description, an Application Coversheet and a copy of your current Curriculum Vitae with the contact details of two referees is required to be submitted with your application.

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 Sandra.O'Rourke@act.gov.au

Communications and Engagement

Strategy and Creative

Strategic Communications and Engagement

Assistant Director, Strategic Communications

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56046, several)

Gazetted: 22 July 2022

Closing Date: 9 August 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACTPS, to ensure that it is well positioned to perform its role.

We are seeking two communications professionals to join the Communications and Engagement Division. Our primary role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

These positions offer interesting and challenging work across a range of topics. Our team works flexibly, including the ability to work from home to balance staff circumstances with the needs of the Division.

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

Eligibility/Other Requirements: Relevant tertiary education qualifications such as Communications, Marketing and/or Public Relations is high desirable, with Past experience working in a government environment desirable. All ACT employees are required to undergo employment screening. An ACT Government CMTEDD baseline security clearance, or ability to obtain and hold a baseline security clearance is desirable.

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to apply:

a maximum two-page pitch addressing the Key Selection Criteria listed in page two of the attached Position Description;

a current curriculum vitae; and

contact details of two referees, one referee who is a current/recent supervisor and one referee who is a staff member who reports to you. Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Blanch 0458403027 Robert.Blanch@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

Corporate Services

People Management Branch

N/A

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09169, several)

Gazetted: 27 July 2022

Closing Date: 10 August 2022

Details: People Management Branch is seeking human resource (HR) specialists with demonstrated ability to successfully manage multiple strategic and operational HR deliverables in a diverse and dynamic environment, within set timeframes. Role responsibilities may include workforce planning and reporting, recruitment strategy and operations, application of various employment frameworks, including against project requirements and delivering diversity and inclusion outcomes.

Successful candidates will demonstrate strong analytical, conceptual and relationship management skills, along with sound judgement and risk management practices when delivering business outcomes, including providing high level advice and direction relating to complex and/or contentious HR matters.

Successful applicants will also demonstrate a comprehensive understanding of human resource legislation, conditions of service and associated human resources processes as it relates to the ACT Government's employment frameworks.

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: There are several permanent and temporary positions available. The temporary positions will be available for a period of three months with the possibility of extension up to 12 months and/or permanency

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

Selection may be based on application and referee reports only.

How to Apply: Candidates are asked to submit a two-page pitch, addressing the Selection Criteria in the attached position description, and include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Chandler (02) 6205 0949 Cathy.Chandler@act.gov.au

Children, Youth and Families

Practice and Performance

Aboriginal and Torres Strait Islander Policy Officer

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 41887)

Gazetted: 26 July 2022

Closing Date: 12 August 2022

Details: The Aboriginal and Torres Strait Islander Policy Officer is focussed on supporting the operation and continuous improvement of CYPs through the development and implementation of policies and practice guidance for staff. The position will be responsible for reviewing and consolidation of policies and practice guides with a cultural lens and ensuring the Aboriginal and Torres Strait Islander Child Placement Principles are embedded in practice. The position will also support the implementation of any further policy related recommendations relevant to the *Our Booris, Our Way* Review.

The *Our Booris, Our Way* review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

Eligibility/Other requirements:

QUALIFICATIONS, SUITABILITY AND EXPERIENCE

Essential qualifications and experience:

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

At least 5 years practice experience working with children, young people and their carers or families.

Experience working with Aboriginal and Torres Strait Islander families and communities.

Current Driver's Licence.

Desirable qualifications and experience:

Policy, Project management and or audits and review processes.

ADDITIONAL INFORMATION

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Educational, suitability and professional qualification checks may be carried out prior to employment.

This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: This is a temporary position available immediately for 12 months. A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: MelissaD Davis (02) 6207 5508 MelissaD.Davis@act.gov.au

Housing ACT

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41677, several)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details:

We are looking for an engaged leader in the Housing and Homelessness Policy team! The team is responsible for strategic reform, policy development and design and program implementation across Housing ACT including negotiating and liaising with the Commonwealth, States and Territories on national housing and homelessness policy agenda.

This position requires a committed, highly motivated and hardworking individual who has a track record of providing high-level advice including ability to lead, coordinate and prepare complex strategic and legal policy advice. The successful candidate will report to a Director in the 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.

Notes:

This position is temporary with a 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:

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Hay (02) 6207 0809 Elizabeth.Hay@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Visitor Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: Casual - several)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details: We're looking for energetic Visitor Services Officers to join our front of house museum team at Lanyon Homestead, Calthorpes House and Mugga Cottage. If you love working with people and telling stories about Canberra's cultural and natural history through guided tours, education programs and events – this could be the perfect job for you.

ACT Historic Places manages, conserves and interprets Lanyon Homestead, Mugga Cottage and Calthorpes House – three culturally significant places that reflect Canberra's Aboriginal, ecological and cultural history.

As a Visitor Services Officer, you will be central to ensuring that our visitors have the best museum experience through exceptional customer service at our museum shops and when delivering interpretative experiences.

Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and delivering tours and programs.

This is an exciting opportunity to work at Canberra's most significant cultural heritage tourism destinations.

Eligibility/Other Requirements: A current Australian driver's licence is essential.

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)

Notes: This is a casual position with varying working hours. Successful applicants will be required on weekdays, weekends, public holidays and occasional evenings. Penalty rates apply to weekend and public holidays.

How to Apply: Applicants should provide a two-page pitch telling us what you would bring to our team addressing the 'What you Require' section of the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

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

Contact Officer: Anne Brake 0439 833 642 0439 833 642 anne.brake@act.gov.au

Director of Public Prosecutions

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

ACT DPP

Legal

Prosecutor Associate COCA

Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 51827)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details:

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

The successful applicant will be a part of the Confiscation of Criminal Assets team (COCA) you will assist in the preparation of COCA court lists, assist confiscation lawyers in the conduct of confiscation litigation and prepare basic advice. Demonstrated high level organisational skills and the ability to manage a busy workload is essential. The successful applicant will need to have a demonstrated ability to manage documents in document intensive litigation. The successful applicant will be required to undertake research, analysis and perform administrative tasks.

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

Eligibility/Other Requirements:

The role requires the applicant to maintain complete confidentiality regarding the functions, roles, and cases within the COCA unit.

Requirements

Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment.

The successful applicant will be required to undergo a criminal record check.

How to Apply:

Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The statements addressing the Selection Criteria must be submitted in size 12 font, single spaced and not more than three pages.

Selection may be based on application and referee reports only.

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

Contact Officer: Rory McCrone (02) 6207 5399 Rory.McCrone@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**

Theodore Primary School

Principal - Theodore Primary School

School Leader A 2 \$189,549, Canberra (PN: 01814)

Gazetted: 27 July 2022

Closing Date: 12 August 2022

Details: Theodore Primary School is located in the Tuggeranong Valley in South Canberra. and caters for students from Preschool to Year Six. The school offers a modern, open plan learning and teaching environment.

The school delivers the Australian Curriculum where teachers provide learning programs that focus on student's individual needs by using data collaboratively. The school offers extracurricular programs including the

KultureBreak dance program, the Instrumental Band Program, the bike program and various sporting opportunities during the year. The social and emotional learning curriculum is based on MindUP which explicitly teaches students about emotions and appropriate responses. The Positive Behaviours for Learning framework ensures a positive school culture for all. The school values respect, integrity, personal best and compassion are embedded in all aspects of the Theodore Primary School community.

Theodore Primary School operates with a strong sense of community, including the School Board and the Parents and Citizens (Panc) Association which is the focal point for parent involvement at the school.

The information below provides an overview of additional school information. Further information may be obtained by visiting the school website.

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 minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

Notes: Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

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

specialist schools

flexible learning programs, and

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

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

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

How to apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button on www.jobs.act.gov.au by the due date.

Applications should be submitted via the Apply Now button below.

The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

Contact Officer: Sue Norton (02) 6205 8219 Sue.Norton@act.gov.au

SCHOOL IMPROVEMENT

Amaroo School

Amaroo School -Principal Senior Campus

School Leader A 1 \$175,964, Canberra (PN: 40586)

Gazetted: 27 July 2022

Closing Date: 12 August 2022

Details: Reporting to the Amaroo School Executive Principal, the Principal Senior Campus will lead a consistent approach to learning and teaching across the senior school. The senior executive leadership team consists of three principals, Executive Principal, Principal Primary Campus and Principal Senior Campus. The Principal Senior Campus will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The appointed Principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. Staff will be empowered to create and embed the Australian Curriculum and Pedagogical framework across the school.

With students at the centre, strategic priorities outlined in the School Improvement Plan are to improve student performance in reading across K-6 and to improve student performance in writing across years 7-10. With a strong focus on equity and inclusion, the Principal Senior Campus will collaboratively lead a consistent approach to learning across P-10. Specific to the senior campus, students may engage in specialist classes including Apollo ProgrAM, AMstudy, AMflex.

The Principal will continue to nurture and establish strong partnerships with parents and the wider community as an integral component of the Gungahlin community. This includes supporting the large number students coming from language backgrounds other than English and Australian Defence Force families. The Principal Senior Campus will collaboratively lead the school's improvement journey to promote an inclusive learning culture, equity of opportunity and excellent outcomes for all learners. The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan 2022-2026 are available on the school website and may provide further information.

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: The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Cindie Deeker (02) 6142 1253 Cindie.Deeker@ed.act.edu.au

SCHOOL IMPROVEMENT

Amaroo School

Amaroo School - Principal Primary Campus

School Leader A 1 \$175,964, Canberra (PN: 40599)

Gazetted: 27 July 2022

Closing Date: 12 August 2022

Details: Reporting to the Amaroo School Executive Principal the Principal Primary Campus will lead a consistent approach to learning and teaching across the primary school. The senior executive leadership team consists of three principals, the Executive Principal, Principal Primary Campus and Principal Senior Campus. The Principal Primary Campus will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The appointed Principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. Staff will be empowered to create and embed the Australian Curriculum and Pedagogical framework across the school.

With students at the centre, strategic priorities outlined in the School Improvement Plan are to improve student performance in reading across K-6 and to improve student performance in writing across years 7-10. With a

strong focus on equity and inclusion, the Principal Primary Campus will collaboratively lead a consistent approach to learning across P-10.

The Principal will continue to nurture and establish strong partnerships with parents and the wider community as an integral component of the Gungahlin community. This includes supporting the large number students coming from language backgrounds other than English and Australian Defence Force families. The Principal Primary Campus will collaboratively lead the school's improvement journey to promote an inclusive learning culture, equity of opportunity and excellent outcomes for all learners. The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School

Eligibility/Other Requirements:

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

Notes: The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cindie Deeker (02) 6142 1253 Cindie.Deeker@ed.act.edu.au

Margaret Hendry School

School Leader C - - Margaret Hendry School

School Leader C \$132,293, Canberra (PN: 48818)

Gazetted: 27 July 2022

Closing Date: 10 August 2022

Details: Job Description

Margaret Hendry School is a P-6 school. The school is innovative in its approach to learning as we bring to life the Education Directorate's Future of Education Strategy. Please visit our website for further information at

<http://www.margarethendryschool.act.edu.au>

We are seeking a highly motivated, innovative, dynamic and experienced School Leader.

The successful applicant will demonstrate expert knowledge and proven ability to bring together a community of learners inclusive of children, educators, families and the wider community. Demonstrated success in working alongside others to implement whole-school initiatives is desirable, e.g., Positive Behaviour for Learning and Early Years Literacy Initiative. The successful applicant will be a leader of learning with a deep knowledge of curriculum and high-level skill in supporting staff to implement a rigorous inquiry-based, personalised learning pedagogy P-6.

Key Responsibilities

To develop and achieve whole-school strategic goals and implement the school plan.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Provide inspirational leadership in curriculum and pedagogy, staff and student wellbeing and assessment and reporting.

Develop and manage productive staff relationships through supervising, mentoring and coaching, and work as a collaborative leader in the primary sector.

In conjunction with the Principal, be responsible for the maintenance of positive student, parent, and community relations.

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/Requirements: Current WWvP Card and Registered with TQI by time of appointment

Notes: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Joint Selection Committee (JSC) Put this under contact officer

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: Shannon Birch (02) 6142 2800 Shannon.Birch@ed.act.edu.au

SCHOOL IMPROVEMENT

BELCONNEN NETWORK

HAWKER PRIMARY SCHOOL

DEPUTY PRINCIPAL - Hawker Primary School

School Leader B \$154,033, Canberra (PN: 11044)

Gazetted: 27 July 2022

Closing Date: 10 August 2022

DETAILS: Hawker Primary School is a two-stream P-6 school. The unique open plan architecture requires a strong, collaborative culture, where teachers work closely in teams and share the responsibility of learning for all students.

The underpinning philosophy of the school embraces the loaves and the hyacinths principle in education: 'If thou of fortune be bereft and of thine earthly store hath left, two loaves sell one and with the dole buy hyacinths to feed the soul.'

The loaves are about the core foundation skills: Literacy and Numeracy and the skills involved in learning. The hyacinths are about passion areas, creativity, curiosity and confidence. At Hawker we strive to offer a strong academic program in addition to providing a wide range of opportunities to assist students in discovering their passions and talents.

Hawker Primary School is seeking a pedagogical leader with expertise and experience in leading professional learning teams to interrogate data and to improve practice in spelling with a focus on embedding high impact teaching strategies. This role will also involve leading the Preschool team with a teaching load in this space. The successful applicant will possess the knowledge and skills to lead the Preschool through the Quality Improvement Process.

JOB DESCRIPTION: The successful applicant will:

Manage staffing and timetabling with responsibility for day-to-day relief staffing.

Lead the implementation of the Australian Curriculum version 9.0

Work with the Leadership team to develop strong partnerships with all stakeholders - parents, staff and students.

Embed Cultural Integrity and lead the development of a Hawker Primary School Reconciliation Action Plan.

Undertake an appropriate teaching load in the Preschool and other duties as determined by the Principal. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this

commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Joint Selection Committee (JSC) Put this under contact officer

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: Kim McCormack (02) 6142 3030 Kim.McCormack@ed.act.edu.au

Safe at School

Wellbeing and PBL

Teach Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43102)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: We are seeking a motivated and organised individual to manage the administration and coordination aspects of Team Teach. Team Teach is a professional learning package for education staff designed around reducing restrictive physical interventions, promoting listening and learning, recovery and repair. The position will work closely with schools and ESO based staff to ensure the smooth oversight and facilitation of Team Teach across the Directorate.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal, communication and administration skills.

Eligibility/other requirements:

Highly Desirable

Knowledge of and/or experience with Team Teach.

Knowledge of behaviour supports.

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

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

Selection may be based on application and referee reports only.

How to apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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: Michael Wensing Michael.Wensing@act.gov.au Michael.Wensing@act.gov.au

System Policy and Reform

Education and Care Regulation Support

Educate and Inform Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40109)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Are you passionate about communications and quality outcomes for children? Do you have excellent written and verbal communication skills?

The Policy and Communications team is seeking an innovative, motivated, and high performing individual who can support the delivery of strategic communication and engagement priorities.

As part of the Policy and Communications team you will contribute to the design and delivery of communication and engagement opportunities for key stakeholders. To be successful in this role you must have a knowledge and understanding or interest in the National Quality Framework and the Education Act.

If this advertisement interests you, and you are looking to grow your communications skill set in a supportive and flexible environment then consider applying for the role. For more information please speak with the Contact Officer.

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

Eligibility/Other Requirements:

Experience and/or qualifications in communications and education and care will be highly regarded.

A current registration issued under *the Working with Vulnerable People (Background Checking) Act 2011* is required.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Eligibility/other requirements as detailed in the Position Description and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Berry (02) 6205 2482 Kylie.Berry@act.gov.au

Business Services Group

Governance

Feedback and Complaints

Senior Director, Feedback and Complaints

Senior Officer Grade A \$157,201, Canberra (PN: 42670)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: The advertised position will lead a small team managing responses to complaints and feedback received in the Education Support Office (ESO) on a day-to-day basis. In addition to this operational focus, the Senior Director is responsible for maintaining the Directorate's Complaints Management policy and a program of continuous improvement to strengthen the management of complaints across the entire Education Directorate (ESO and schools). This is a key priority for the Directorate and links closely with the Directorate's inclusive education reform program.

The successful applicant will have extensive experience in customer facing roles, ideally in complex complaints management and case management. They will require exceptional stakeholder management and negotiation skills in order to work effectively with the broad range of education stakeholders to achieve excellent outcomes. An understanding of school operations is also vital to this role.

Notes: This is a temporary position available any time after 12th August 2022 until 30th June 2023.

Selection may be based on application only.

How to Apply: Please submit your curriculum vitae and a pitch of no more than two pages that addresses your suitability for the role as outlined in the position description.

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

Contact Officer: Kristen Laurent (02) 6205 6749 Kristen.Laurent@act.gov.au

SPID

North Gungahlin

Majura Primary School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51598)

Gazetted: 22 July 2022

Closing Date: 29 July 2022

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The

Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

The Business Manager at Majura oversees the work of the administration team, including finance officer, EA/communications officer, student administration officer, reception/student attendance officer, staffing officer, Building Services Officer, and IT officer. In collaboration with the Deputy Principal the Business Manager also oversees the Learning Support Assistants offering student support across the school. The Business Manager plays an integral role in supporting the School Board.

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)

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Bobos (02) 6142 3140 Liz.Bobos@ed.act.edu.au

Service Design and Delivery

Student Engagement

Clinical Complex Case Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 46494)

Gazetted: 21 July 2022

Closing Date: 4 August 2022

Details: Clinical Complex Case Managers are responsible for providing strategic and behavioural/therapeutic advice through consultation and training on Work Health and Safety matters. In particular, relating to occupational violence and students with complex needs and behaviours. Ideally, we are looking for someone who has experience in developing plans to support schools and students with complex needs and 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.

Eligibility/Other Requirements:

Tertiary qualifications in Occupational Therapy, Speech-Language Pathology, Psychology, Social Work or Behavioural Analysis. (required)

Current registration/or ability to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on registration visit

www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 (required)

Current drivers licence. (required)

Registration or eligibility to be registered with relevant professional body.

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

How to apply: Please submit a response to the selection criteria (maximum three pages), a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Smith (02) 6207 0632 Rebecca.Smith@act.gov.au

School Improvement

North and Gungahlin Network

Gold Creek School

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 36590)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: Gold Creek School is a P-10 school in the Gungahlin area. Our school supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum.

We are seeking a dynamic teacher who has demonstrated skills and knowledge to teach Design and Technology, including woodwork and metalwork in a high school setting.

Eligibility / 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)

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.

Applications should be submitted via the Apply Now button at www.jobs.act.gov.au

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: Janine Walker, Janine.Waters@ed.act.edu.au, 0427 626 607

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

School Improvement

Belconnen Network

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 15070)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: University of Canberra High School Kaleen (UCHSK) is a 7-10 high school that operates as a Professional Learning Community.

The school is looking for a dynamic classroom teacher with high level pedagogy and curriculum skills to join the Design and Technology team. The successful applicant will develop strong professional relationships and work collaboratively with all members of the school community to ensure the success of all UCHSK students.

We are seeking a dynamic and outstanding teacher who has demonstrated skills and knowledge in teaching high school students in the following Design and Technology areas:

- Wood technology
- Metal technology

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)

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.

Applications should be sent to the Contact Officer.

Contact Officer: Greg Stirling, Greg.Stirling@ed.act.edu.au (02) 6142 0490

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

Business Services

Infrastructure and Capital Works

Asset Strategies/Sustainability and Environment

Assistant Director, Living Infrastructure and Water Resources

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 16813)

Gazetted: 27 July 2022

Closing Date: 10 August 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. We are seeking a motivated team player to develop strategic plans and policy with a focus on living infrastructure and water resource management. The position is in a small team dedicated to enhancing the Directorate's sustainability performance against ACT Government and Directorate priorities, including the Canberra Living Infrastructure Plan, ACT Climate Change Strategy and internal design standards.

As the successful applicant, you will possess a well-rounded understanding of living infrastructure and water resource management and planning and have a proven ability to develop policy and plans to achieve long-term 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 professional qualification in a discipline such as Engineering or Architecture or accreditation with a professional body recognised within Australia that is specifically relevant to the requirements of the role; or
Have significant building, technical or infrastructure knowledge and experience specifically relevant to the requirements of the role.

Notes: The role will be offered on a part- or full-time basis, and initially as a temporary 12 month position, with the possibility of extension or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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

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

Corporate Services

Customer Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 49480)

Gazetted: 27 July 2022

Closing Date: 30 July 2022

Details: Are you a professional, well-organised person who is flexible in approach, demonstrates initiative and enjoys a fast-paced environment with competing priorities? Would you like to be part of a small and dynamic team responsible who is committed to delivering quality customer service to Agency clients and support teams to meet internal deliverables including a view for continuous improvement? This role is primarily based as an in-office position to provide coverage to clients and customers, if this role appeals to you then we encourage you to apply for the diverse role within the Suburban Land Agency's (the Agency) Corporate Services Team.

To succeed in this position, you will possess excellent customer service experience and demonstrate this to the Agency's external and internal stakeholders particularly in relation to the announcements of land release and supporting the Sales and Client Services Team as required. As the first touch point for all Agency stakeholders and the conduit for internal teams, the ideal candidate will be friendly, approachable and demonstrate strong knowledge and skill to provide high level customer service and deliver solutions. The administrative component of this role is diverse and provides an opportunity to gain a breadth of experience across the broader team by providing administrative support to our Work Health and Safety, Human Resources, Records Management and building and fleet management teams

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/Requirements

Highly Desirable: Drivers Licence.

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

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.

Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to provide a written pitch of no more than two pages outlining your skills and experience against the Professional and Technical skills and Knowledge and Behavioural capabilities whilst considering the duties and responsibilities of the position. Please provide a current curriculum vitae and the name of two referees including a current manager and/or supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: AmyL Cusack (02) 6205 0032 AmyL.Cusack@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal Policy

Governance and Business Resilience

Assistant Director, Governance and Business Resilience
 Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52318)
 Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational governance and business continuity; strategic performance and enterprise reporting; and assurance and risk management.

We are seeking a strategic, logical, and analytic thinker who enjoys challenging work, has experience managing projects within a governance or legal setting, a can-do attitude and a keen eye for detail. The position will be responsible for a number of projects spanning the governance and risk management space. If you have relevant experience or believe your skills can translate into the position for you to take on this role then see the position description for more detail, as we want to hear from you!

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply. Please note, this position is based in a workplace designed for activity-based working (ABW) and you may need (or choose) to work from home remotely under current or future Covid-19 restrictions or related directions. Under ABW arrangements, officers do not have a designated workstation/desk.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency, dependant on work and operational requirements.

How to Apply: Please submit a maximum two-page written response addressing the Selection Criteria and a current curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Phillips (02) 6205 1225 Ian.Phillips@act.gov.au

Statutory Planning

Impact Assessment

Assistant Director, Impact Assessment
 Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43286)
 Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Are you a leader with experience working in planning and environmental assessment? Do you like a fast-paced work environment and critically analysing information to make decisions? Do you have strong written communication and leadership skills? Then Assistant Director in Impact Assessment is the job for you!

The Statutory Planning Division is seeking an Assistant Director who has experience managing a wide range of environmental, planning and/or development assessment processes. In this role, the Assistant Director will be responsible for undertaking environmental impact assessment and development assessment in accordance with the *Planning and Development Act 2007*.

The role will also require project management of strategic assessment projects and also involves some regulatory reform work and will require flexibility and adaptability to respond to a range of requests.

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/Requirements

Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jyoti Pradhan (02) 6207 1649 Jyoti.Pradhan@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Operational Support

Organisational Capability Unit

Trainer, Custodial Operations

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 57364)

Gazetted: 27 July 2022

Closing Date: 12 August 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Trainer, Custodial Operations (ASO6) within the Organisational Capability Unit (OCU).

This position is primarily responsible for the development, delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. It will also provide support in the assessment of related accredited qualifications.

You will be required to deliver a range of operational training using a variety of methods including group, face to face, one on one coaching, on the job sessions and provide support to the Senior Custodial Trainers with delivery of new recruit and mandatory training.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders to support training activity across ACTCS.

To be successful, you will have demonstrated experience in adult vocational education, strong written and verbal communication skills, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and administration skills and have a solid understanding of foundational skills required to undertake the duties of a Custodial Officer within the ACT.

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

Eligibility/Other Requirements:

Certificate III in Correctional Practice (custodial specialisation) or Certificate III in Immigration Detention Operations, is a mandatory requirement.

Certificate IV in Training and Assessment is mandatory. If a Certificate IV in Training and Assessment is not held, it must be attained within 12 months of employment.

Certificate IV in Correctional Practice (custodial specialisation) is mandatory. If a Certificate IV in Correctional Practice (custodial specialisation) is not held, it must be attained within 24 months of employment.

The successful candidate will be required to undertake specific training relevant to ACTCS and will be required to maintain an appointment as a Custodial Officer with ACTCS.

The successful candidate will be required to undergo a criminal record check.

How to Apply: To apply, applicants are required to submit three items: (1) a two - page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your relevant qualifications. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elise Brazel (02) 6207 4635 Elise.Brazel@act.gov.au

ACT Corrective Services

Programs and Interventions

Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 35022, several)

Gazetted: 27 July 2022

Closing Date: 17 August 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for suitably qualified people with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become Clinicians (HP3, Clinician (Social Worker/Occupational Therapist/Psychologist) within the Programs and Interventions unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicants will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC), contributing to reducing recidivism through the provision of interventions for offenders.

In addition, you will deliver a range of multidimensional treatment options for detainees with varied and complex needs and provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, participate in the ongoing review and evaluation of work practices and contribute to the development of policies and procedures.

A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

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

Eligibility/other requirements:

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position requires a Police Record Check.

A current driver's license is essential.

This position requires a pre-employment medical.

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

Occupational Therapist – Mandatory

Hold general registration with the Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Knowledge of trauma informed practice and how this can be applied to special populations.

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

Social Worker – Mandatory

Degree in Social Work

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

Knowledge of trauma informed practice and how this can be applied to special populations.

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

General registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

How to apply: Applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

A copy of their driver's licence. Please ensure you submit all three items.

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

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

Emergency services Agency

ACT Ambulance Service

Executive Officer to the Chief Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45432)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: Details: This role provides a valuable opportunity to be at the forefront of supporting the delivery of enduring change for ACT Ambulance Service. It will suit an enthusiastic, highly professional person who enjoy the challenge of leading a busy team. Under the general direction of the CO ACTAS, the Executive Officer will support the CO, ACTAS by providing efficient and cohesive management and advice at a senior level; managing the governance of key Committees, including coordinating meetings and activities; managing stakeholder relationships and networks; preparing high-level correspondence, briefs, submissions and reports; and, working collaboratively with key external partners to deliver projects objectives and outcomes.

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

Eligibility/Requirements Professional / Technical Skills and Knowledge

1. A broad understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.

Behavioural Capabilities

1. Demonstrated ability to effectively liaise with and provide information to key stakeholder on a broad range of ACTAS matters including those of a complex, sensitive and confidential nature.

2. A proven ability to undertake analysis to inform policy and support decision making at Executive/ senior management levels;

3. Demonstrated ability to work autonomously and to build and maintain effective working relationships

4. Demonstrated ability to work, health and safety (WHS) and behaviour consistent with the ACTAS Leadership framework.

Compliance Requirements/Qualifications

1. This is a designated security assessed position. Security clearance is not mandatory for the application process but the ability to obtain the security clearance is mandatory for the appointment to act in this position.

2. Driver's licence is essential.

3. This position does require a Working with Vulnerable People Check

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

A two-page A4 personal pitch (minimum size 12 font) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Executive Officer to the Chief Officer

A brief employment history (not more than two pages)

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)

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

Contact Officer: Howard Wren (02) 6207 0490 Howard.Wren@act.gov.au

ACT Corrective Services

Offender Reintegration

Employment Specialist

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58053)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to fill the position of Employment Specialist (SOGC) within the Offender Reintegration unit. The successful applicant will be responsible for leading a team working with offenders in the Alexander Maconochie Centre (AMC) and the Community, to help them achieve sustainable employment and/or training outcomes upon or post-release.

The successful applicant will have a thorough understanding of the complex needs and issues facing clients leaving custody and their access to employment opportunities. The Specialist will assist to identify and overcome barriers to engaging in employment, education and training and provide advice regarding these challenges to leadership. Further to this, you will be responsible for managing new projects and relationships from inception to delivery; providing support to stakeholders to appreciate the needs of offenders returning to the workforce.

In addition, you will liaise closely with staff within the AMC, Community Corrections, and other key stakeholders, building and maintaining effective relationships with organisations within the training and employment sector, in order to maximise opportunities available to our client cohort.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other requirements:

Qualifications in human services, teaching/facilitation, relationship management or equivalent and/or experience in a related field is highly desirable.

Experience working with offenders highly desirable or a willingness to work with offenders and in a correctional environment.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

How to Apply: To apply, applicants are required to submit three items:

A one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager

A copy of Driver's Licence.

Please ensure you submit all required items.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Victims Register Advocate

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45616, several)

Gazetted: 26 July 2022

Closing Date: 16 August 2022

Details: Victim Support ACT (VSACT) is seeking highly motivated individuals with excellent advocacy and communication skills to join our team at the ACT Human Rights Commission. Working under the direction of the Victims Register Manager, this role will administer the Adult Offenders Victims Register, the Youth Justice Victims Register and the Affected Persons Registers in accordance with the Charter of Victims' Rights and other legislation. Duties of the Victims Register Advocate include:

working collaboratively with external stakeholders to advocate for the rights and interests of victims of crime and affected persons;

working directly with victims of crime and affected persons to provide trauma-informed support and advocacy, including the provision of information, risk assessment and safety planning;

providing advocacy and assistance to victims of crime should they wish to make submissions in relation to an offender parole application, release on license application and/or external leave application;

providing advocacy and assistance to affected persons and appearing at ACAT Hearings and making submissions on behalf of affected persons.

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for you.

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

Note: Several positions are available, including permanent and temporary.

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 the role and provide a written pitch up to two pages demonstrating your ability and experience to perform the role, addressing both the professional/technical skills and knowledge and the behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees with your pitch.

Applications are to be submitted via the "Apply Now" button below.

Contact Officer: Allison Munro (02) 62074065 Allison.Munro@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Administrative Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 53476)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Victim Support ACT is seeking expressions of interest for the new role of administrative officer. The role is available full-time or part-time for six months at the ASO 4 level, commencing in early August 2022.

POSITION OVERVIEW

The administrative officer will report to the Senior Director, Victim Support ACT. The role includes managing day-to-day administrative tasks to ensure the smooth operation of Victim Support ACT (VS ACT). This position also provides high-level, confidential administrative support to the Senior Director and to the Victims of Crime Commissioner (VOCC).

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

What you will do:

Manage day-to-day administrative tasks relating to office operations including electronic filing, data entry, keeping induction procedures and staff registers up to date and maintaining records relating to staff working with vulnerable people registrations and office asset numbers

Provide high-level confidential administrative support to the Senior Director and the VOCC, including taking calls, responding to emails and meeting coordination

Eligibility/Requirements

To be successful in your application for this role it would be desirable if you have:

Prior experience in administrative and/or executive roles

A demonstrated ability to plan, prioritise, coordinate and manage workflows associated with the delivery of administrative support in a high-pressure environment

Strong oral and written communication skills, including high level liaison and interpersonal skills that allow you to establish and maintain relationships with people at all levels

Notes: This is a full-time, temporary position available for six months commencing mid-August 2022.

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

Selection may be based on application and referee reports only.

How to Apply: See the attached role description for further information regarding the duties and responsibilities.

Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the position description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Margie Rowe (02) 6207 9296 Margie.Rowe@act.gov.au

ACT Courts and Tribunal

Property and Contracts

Senior Property and Contracts Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58031, several)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: The Senior Property and Contracts Officer supports the delivery of property services, contract management and service delivery for the ACT Courts and Tribunal. The position supports the administration of the Public Private Partnership contract for the facilities and services in the courts building; but is also responsible for providing procurement and contract management expertise to the rest of the organisation and supporting facilities management of the Forensic Medicine Centre and ACAT Premises.

The position administers the day to day governance and service arrangements for the ACTCT sites, most notably the Public Private Partnership and Preventative Maintenance contracts that support property services to the ACT Law Courts, ACAT Premises and Forensic Medicine Facility, and supports the Director and Senior Director in ensuring high quality services and asset management is delivered across the portfolio. The position also plays a pivotal role in supporting other operational needs such as ICT Asset coordination for the organisation, and supporting delivery of capital works and Courtroom Technology improvement projects.

The Senior Property and Contracts officer also service the organisation through the provision of subject matter expertise in contract management, procurement and project management activities, to ensure best practice and improve organisational compliance and efficiency.

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

Eligibility/Other Requirements:

Certificate IV in Government (Procurement and Contracting) or the ability to obtain within 12 months is considered highly desirable.

Qualifications in Project Management will be considered an advantage.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool 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: A two page statement of claims against the Section Criteria should be submitted along with a copy of your current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Deaman (02) 6205 1184 Rodney.Deaman@courts.act.gov.au

ACT Corrective Services

Operational Support

N/A

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12666)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details:

An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and organised person, to fill the role of Executive Officer to the Executive Branch Manager, Operational Support.

The successful applicant will develop and manage administrative processes and systems to facilitate effective operation within the area, including diary management, arranging and scheduling appointments and meetings and monitoring the flow of documents in and out of the executive's office.

In addition, you will assist with drafting correspondence, briefings and reports and providing secretariat and minute-taking support to several working committees/meetings.

To be successful, you will have the ability to work in a demanding environment, possess excellent communication and interpersonal skills, in addition to having a high attention to detail and strong organisational, coordination skills, while also providing a range of high level, confidential support.

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/Requirements

The successful candidate will be required to undergo a criminal record check.

The successful candidate will be required to obtain a Working with Vulnerable People Card

How to Apply:

To apply, applicants are required to submit two items: (1) a one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Project Development

Director, Infrastructure Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 53983)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: Details: Do you have high level experience in the development and of new infrastructure projects? Do you like a challenge and want to be a key part of a high performing team, who are committed to the development of our growing and vibrant city?

The Project Development team has responsibility for supporting the commercial and financial development of the Territories' largest capital works projects. With a focus on the future designated projects in the Territory, the Director will manage key stakeholder relationships, resolve issues, and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

The Director will be expected to manage, coordinate, liaise and negotiate with key stakeholders and to provide analysis and advice to the Senior Director, Group Executive, Chief Projects Officer, Ministers, and Cabinet.

Key responsibilities for this position are to work with the agency project teams and external Consulting/Advisory teams to develop new Major Projects and facilitate funding through detailed Business Cases.

The successful candidate will be required to lead a small team to achieve outcomes, exercise a reasonable amount of self-management and autonomy in the delivery of quality outputs and support the broader policy and project remit of the Project Development team and Major Projects Canberra.

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/Requirements Desirable

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields.

Previous experience in business cases or development of new major infrastructure (Construction) projects.

Previous experience in policy development for infrastructure (Construction) projects.

An understanding of the requirements for program management and contract management of consultants in the preliminary stage's major infrastructure development.

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

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

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 three 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 directly via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Light Rail

Commercial

NA

Assistant Director, Transaction Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47831)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: Details: Are you our new Assistant Director, Transaction Management? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Assistant Director, Transaction Management will report to the Senior Director, Commercial and is responsible for managing all evaluation aspects of the procurement for the Light Rail Stage 2 project. The Assistant Director,

Transaction Management will have experience working under pressure in fast paced environment and the ability to influence, liaise and negotiate effectively with a wide range of with internal and external stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Requirements

- Relevant tertiary qualifications in an administration or business field will be an advantage.
- A good working knowledge of Objective will be an advantage.
- An understanding of the ACT government business and administrative processes, or equivalent.

Notes: This position is available immediately until September 2023, with possibility of extension, and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Assistant Director, Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46363)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Are you our new Business Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

The Business Manager reports to the Director, Project Governance and Administration, and is responsible for managing all aspects of the administration and governance of the Light Rail project.

As the Light Rail Business Manager, you will be an organised and dynamic thinker who is outcomes focused, with the ability to manage multiple priorities in a fast-paced environment, to support the Light Rail Project achieving its objectives.

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/Requirements

Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

Notes: This is a temporary vacancy available immediately until March 2023

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

Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

CIT Woden Project**Liaison and Social Objectives Manager**

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49411)

Gazetted: 22 July 2022

Closing Date: 16 August 2022

Details: Are you our new Liaison and Social Objectives Manager?

Do you like a challenge and want to be a key member of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology (CIT) campus in Woden, new Woden public transport interchange, and associated urban realm improvements. The project also includes development of a new building at the CIT Bruce Campus to accommodate CIT's dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence – the Yurauna Centre.

Working under the broad direction of the Senior Project Manager – Spatial, the Liaison and Social Objectives Manager is responsible for leading liaison and engagement to achieve the social objectives for the CIT Campus Project with a particular focus on the Yurauna Centre.

More specifically, the Liaison and Social Objectives Manager will:

Lead liaison and engagement activities with CIT and other key stakeholders to support CIT achieve the aspiration and intent set out in its *Strategic Compass 2025 – CIT Futures*.

Support relocation of CIT's operations from the Reid Campus to the new Woden Campus and the relocation of the Yurauna Centre to the CIT Bruce Campus.

Provide advice and administrative support into the development of briefing materials, such as Cabinet, Assembly and Board items, that relate to liaison with key stakeholders and progress against the CIT Campus Project social objectives.

Contribute to and/or manage the delivery of a range of projects within time, cost and scoping targets, and in alignment with the risk management framework.

Operate with sensitivity and in compliance with the Territory's principles and ethical standards, with special regard to probity, transparency and honesty.

Work in accordance with and uphold the ACT Government and Major Projects Canberra Values, as well as the Respect Equity and Diversity (RED) Framework and Work Health and Safety System.

Undertake other duties that contribute to the Directorate as directed.

Further detail on the Liaison and Social Objectives Manager role is provided in the Job Description.

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: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Professional qualifications in Engineering, Architecture or Project Management and/or significant building or infrastructure knowledge would be highly desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helene Tabor (02) 6207 1813 Helene.Tabor@act.gov.au

Office of the Legislative Assembly

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

Parliamentary Support

Chamber Support

Papers Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 214)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: The Office of the Legislative Assembly (OLA) has an exciting opportunity for an enthusiastic, motivated and skilled professional to fill the role of Papers Officer in the Chamber Support team. The Chamber Support function provides the procedural and administrative support necessary for the effective conduct of the business of the Legislative Assembly. It produces the official record of the Legislative Assembly in minute form (Minutes of Proceedings), the list of business before the Legislative Assembly (Notice Paper, including Questions on Notice), the Daily Program, the procedures and other documents for the effective functioning of the Assembly. It is also responsible for the accurate processing of legislation, the custody and maintenance of the records of the Assembly and liaison with the Cabinet Office on the introduction of legislation and presentation of documents. Some of the key responsibilities for this role are:

- Manage the distribution of tabled documents provided electronically and coordinate with and oversee the distribution of physical documents by attendants
 - Maintain the database of papers tabled in the Assembly and from it, produce relevant documents, including the Papers Index
 - Process legislation (introduction, amendment and presentation), coordinate Bills readings and oversee the Acts Register and Bills list and Bills Volume, ensuring details are accurately recorded and filed and circulated appropriately
 - Manage all aspects of petitions to be presented to the Assembly including publishing, liaison regarding important dates, arranging for presentation, cross-checking for accuracy and clarity and maintaining petitions database
- How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Contact Officer: Janice Rafferty 6205 0557 janice.rafferty@parliament.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

Program Solutions

Sales and Client Services

Sales Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 33034, several)

Gazetted: 27 July 2022

Closing Date: 10 August 2022

Details: The Sales and Client Services team are seeking people with a dynamic and enthusiastic attitude combined with skills and experience suitable for a sales, administration, and events environment.

The key capabilities include strong attention to detail, the ability to work under pressure on multiple projects within tight timeframes, efficient data entry skills and the ability to maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage.

Notes: There are several positions available, one permanent position and one temporary position.

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.

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

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Torcasio (02) 6205 3020 Kathy.Torcasio@act.gov.au

Transport Canberra and City Services

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

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

Chief Information Officer

Legal and Contracts

Procurement and Contracts

Assistant Director, ICT Procurement and Contracts

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33317)

Gazetted: 26 July 2022

Closing Date: 2 August 2022

Details: Legal and Contracts oversee the legal operations of the directorate and provide essential services and support to each area within TCCS. The Legal and Contracts branch is responsible for providing a wide range of legal, FOI, Procurement and Contract Management advice and assistance to the Business Units. The directorate has developed and manages a procurement governance framework for procurement and contract management across TCCS.

TCCS undertakes a wide range of procurement activities achieve Directorate goals. The Assistant Director, ICT Procurement and Contract Management facilitates ICT procurement and contract management outcomes for TCCS.

The Assistant Director, ICT Procurement and Contract Management ensures compliance with procurement governance, including Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management for ICT Procurement and Contract Management activities.

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

Eligibility/Requirements

Qualifications or relevant training in procurement and/or contract management is highly desirable

Notes: This is a temporary position available for an initial term of six months with the possibility of extension.

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

Selection may be based on application and referee reports only.

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 submit:

A maximum two-page pitch outlining how your experience and abilities satisfy the Professional/Technical Skills and Knowledge and the Behavioural Capabilities outlined in the Position Description.

A current curriculum vitae: and contact details of two referees, one referee who is a current/recent supervisor and one referee who is a staff member who reports to you. Referees will be contacted with your prior approval.

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

Contact Officer: Elita Barrett (02) 6205 5427 Elita.Barrett@act.gov.au

City Services

Development Coordination Branch

Customer Support and Business Improvement

Operational Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12329)

Gazetted: 26 July 2022

Closing Date: 9 August 2022

Details: The Operational Coordinator, Customer Service and Business Improvement, is responsible for receiving, recording and circulating planning and design submissions to relevant Transport Canberra City Services (TCCS) business units for review, assessment and acceptance within required timeframes. The Operational Coordinator is responsible for addressing industry queries regarding the submission and approval processes and for triaging and redirecting technical queries to the relevant teams within the Branch.

This position assists in:

- Monitoring submissions and compiling performance reports on the handling of submissions by the Directorate, including reporting against accountability indicators.
- The development and maintenance of TCCS Reference Documents.
- Preparing and maintaining operational processes and procedures for the Branch.

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:

- Competent in the use of Microsoft Office Suite and document management systems such as Objective and Project Wise.
- Relevant experience to competently perform the duties of this position.

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

How to apply: Please provide:

- A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements in 'What you require' of the Position Description.
- Contact details of two referees, or completed referee reports.
- A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Finnigan (02) 6207 7013 Rebecca.Finnigan@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39708)

Gazetted: 26 July 2022

Closing Date: 2 August 2022

Details: Canberra Memorial Parks is seeking an administrative expert to join our small and busy team. Based at Gungahlin Cemetery, the Executive Officer reports directly to the Chief Executive Officer (CEO) and involves the provision of high level confidential administrative and secretarial services to the CEO and the Authority Board. This

position is also a liaison point with TCCS and contributes to the development of policies and procedures and assists elsewhere in the organisation when and where appropriate.

More than just a role to support staff, this is an exciting opportunity for the right applicant to hone their existing skills and develop in all facets of business administration.

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/Requirements

Permanent Resident of Australia

A current non-restricted Drivers Licence (C-class) is mandatory

Preparedness to work anywhere across multiple sites in the ACT when required

How to Apply: Please provide a current curriculum vitae with details of two referees, and a response to the Selection Criteria no longer than two pages.

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

Contact Officer: Adam Gregory (02) 6207 0029 Adam.Gregory@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Senior Maintenance Technician

Capital Linen Service Band 8 \$114,928 - \$123,710, Canberra (PN: 58183)

Gazetted: 25 July 2022

Closing Date: 10 August 2022

Details: Are you a qualified and versatile tradesperson seeking a new challenge with an industry leader? Capital Linen Service (CLS) is looking for a Senior Maintenance Technician with experience, enthusiasm, and a wide range of skills to lead our high performing Maintenance Team.

CLS, which is based in Mitchell, ACT, provides an industrial linen service to a variety of clients in the ACT and surrounding areas, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions, and emergency services.

As an ACT Government business unit, CLS forms part of Transport Canberra and City Services (TCCS) Directorate, which is a team of close to 2000 employees across 50+ locations.

Working under limited direction of the Director Operations, the Senior Maintenance Technician will undertake a range of duties relating to the maintenance requirements of an automated industrial laundry.

The position of Senior Maintenance Technician plays a crucial role within CLS, which drives the planned and reactive maintenance requirements of the facility to meet operational requirements. This includes coordinating day-to-day management of these requirements, with regular interaction and reporting to the CLS Senior management team so informed decisions can be made regarding current facility and plant deficiencies, capability and optimisation.

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: Recognised tertiary or mechanical trade qualification.

Electrical qualification or aptitude.

Qualification or experience with industrial atomisation.

Welding and Fabrication.

Relevant or transferable industry experience.

Training and development of technical staff and apprentices.

Must be able to work some weekends, public holidays or out of hours; and

This position does require a pre-employment medical.

Notes:

DEFENCE MEMBERS

Transitioning and ex Australian Defence Force members with a recognised mechanical or technical qualification or trade are encouraged to apply.

How to apply: Please address the selection criteria in the “WHAT YOU WILL DO” and “PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE” located in the Position Description in no more than two pages. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@act.gov.au

Chief Operating Officer

GOVERNANCE AND MINISTERIAL SERVICES

Governance

Director, Corporate Strategy and Reporting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 13802)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: The Governance team within TCCS is responsible for the oversight of audit, compliance, business continuity, insurance coordination, risk management, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated applicants for the role of Director, Corporate Strategy and Reporting, which sits within the Governance team and is responsible for overseeing the whole of government reporting and planning requirements, and the Governance framework for the Directorate. This role also supports strategic and business planning for the Directorate, and coordinates the drafting, publishing, and tabling of the Directorate’s annual report.

The successful applicant will have high level experience in corporate planning, developing, and implementing Governance frameworks, policies, and procedures, aligned with the organisation’s Quality Management System. The applicant will also have demonstrated ability in researching, analysing, and preparing concise relevant and timely briefings and written reports with attention to detail. You will also have the ability to manage workloads and priorities to deliver a range of projects to timely completion and excellent oral and written communication skills with the ability to negotiate and make sound, well-informed decisions.

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

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

Applications should include a curriculum vitae with details of at least two referees, and an application of no more than two pages setting out why you are the best person for the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

City Services

Deputy Senior Director Infrastructure Planning

Infrastructure Officer 5 \$163,315, Canberra (PN: 36259)

Gazetted: 25 July 2022

Closing Date: 15 August 2022

Details: 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 Infrastructure Planning team with City Operations is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding

infrastructure deficiencies, contract management, project management, forward capital works planning, technical design review and providing support, advice and guidance on all assets associated with City Presentation and Roads ACT.

This position works closely with a variety of subject matter experts to update TCCS Municipal Infrastructure Standards, Specifications and relevant Standard Drawings.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

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 this role could be for you.

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

Eligibility/Other Requirements:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

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

How to Apply: The online application form requires a written response against the Selection Criteria and a curriculum vitae to be provided as a minimum. Please keep your response against the Selection Criterion less than six pages.

Please include referee contact details or reports as relevant.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Earl 0419982075 Owen.Earl@act.gov.au

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

City Services

ACT NoWaste

Strategic Coordination and Planning

Director, Business Analytics and Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35577)

Gazetted: 25 July 2022

Closing Date: 8 August 2022

Details: Come and join a high-performing team delivering new, innovative and sustainable recycling and waste management solutions for the ACT community in accordance with Government priorities and strategic objectives. The Director, Business Analytics and Systems fulfils a key role in the delivery of waste management outcomes for the Territory and operates under the leadership of the Senior Director, Strategic Coordination and Planning, ACT NoWaste. This role manages the delivery of the budget, complex and multi-faceted projects involving both outsourced and inhouse delivery of core services and infrastructure and data analytics.

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/Requirements Tertiary qualifications in Financial Management or Business Administration and CA/CPA qualification or progress towards is highly desirable.

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 is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

City Services

Roads ACT

Business Support

Administration Officer (Finance)

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 01850)

Gazetted: 22 July 2022

Closing Date: 29 July 2022

Details: Expressions of Interest are sought for a short-term vacancy as an administration officer (finance) within the Business Support team. The role provides administrative support to the Road Maintenance team located at Fyshwick depot.

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

How to Apply: Candidates should provide a one-page response to the selection criteria (what you require); a current curriculum vitae and contact details for two referees.

Notes: This is a temporary vacancy available for four months with possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

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

Contact Officer: Kimberley Nyberg (02) 6207 5825 Kimberley.Nyberg@act.gov.au

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

City Services

NoWaste

Waste Regulation

Compliance and Assessment Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41642)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: ACT NoWaste delivers the ACT Government's recycling and waste management program including:

Strategy, planning and policy

Stakeholder collaboration at a local, regional, and national level to reduce waste, increase reuse and recycling, and contribute to action on climate change and the ACT's transition to a more circular economy

Design, delivery and evaluation of policies, services, and infrastructure

Service delivery including household collections, waste drop off and recycling facilities

Waste education, engagement, behaviour change and communications program

Regulation including single use plastics phase out, the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT

Management of all Territory-owned recycling and waste management infrastructure

Customer service, revenue collection and data analytics

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government

functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We

welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

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

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.

The Waste Regulation Team

The *Waste Management and Resource Recovery Act 2016* (the Act) and *Waste Management and Resource Recovery Regulation 2017* (the Regulation) creates a regulatory environment that aims to promote and reward responsible practices in waste management and resource recovery. Additionally, it supports the Government's objective to reduce waste and minimise the volume of material going to landfill. The Waste Regulation Team is responsible for implementing and administering the Act and Regulation.

There are several programs operating under the Act and Regulation, including the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT. Additionally, new ICT systems are being developed to support ongoing efficient and effective administration of the Act and Regulation.

Note: A Merit Pool will be established from this selection process and will be used to fill temporary 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.

The current available position is for Regulatory Administration Officer, in the Compliance and Assessment team.

This is a temporary role for at least six months with a possibility of extension.

Future opportunities may arise across the ASO5 positions in the team. Opportunities to shift between positions may arise from time to time.

How to Apply: How to apply: To apply, please write no more than a two page pitch addressing the Selection Criteria in the attached document and attach your current curriculum vitae.

All enquiries should be directed to the contact officer in the first instance.

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

Contact Officer: Andrew Haines (02) 6207 3594 Andrew.Haines@act.gov.au

Territory and Business Services

Director Content and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35356)

Gazetted: 21 July 2022

Closing Date: 8 August 2022

Details: This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

This role is a senior leadership position in Libraries ACT, and a member of the Libraries ACT Executive Committee. It provides strategic input into the direction of Libraries ACT as well as facilitating the building of lifelong learners and enriching the community and the economy through library services, programs and projects that increase awareness of the library, engage with non-users and engage the community in ongoing learning.

This position provides strategic management to the marketing and outreach teams, leading by example and developing a collaborative, learning culture.

Eligibility/Other Requirements:

Recognised tertiary qualifications in library and information studies (as defined by ALIA), or a related discipline are highly desirable.

Extensive experience and skills in managing at a senior level within government-funded service organisations.

Notes: This is a temporary position available from 22 August 2022 for a period of six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Please address Selection Criteria and submit an up to date curriculum vitae.

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

Contact Officer: Karen York 0422071027 Karen.York@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

WorkSafe ACT

HR and Corporate

Corporate Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54921)

Gazetted: 22 July 2022

Closing Date: 5 August 2022

Details: WorkSafe ACT is a diverse and high performing Agency. We have an exciting opportunity for a suitably skilled and creative professional to join our growing HR and Corporate team as the Corporate Support Officer!

The Corporate Support Officer is primarily responsible for managing and coordinating all office support functions.

In this role you will develop local procedures and processes relating to corporate functions, monitor the WorkSafe ACT inbox and make sound judgments on how to process enquiries to ensure the Inspectorate meets its critical response times for matters relating to workplace injuries and other health and safety matters.

The role liaises with all levels across the agency and plays a vital role in ensuring WorkSafe ACT continues to function as a high performing agency.

If you are a highly organised individual with strong communication skills, we encourage you to apply!

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

A Merit Pool may be established from this selection process and may 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.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the position description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

APPOINTMENTS**ACT Health****Administrative Services Officer Class 4 \$76,255 - \$82,566**

Lauren Fulton, Section 68(1), 22 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Kahlia Smith, Section 68(1), 25 July 2022

Canberra Health Services**Registered Nurse Level 1 \$72,698 - \$97,112**

Lydia Antony, Section 68(1), 21 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Lucy Baranovsky, Section 68(1), 25 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jake Brown, Section 68(1), 19 July 2022

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

Felicity Cox, Section 68(1), 21 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Bhesh Devkota, Section 68(1), 25 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

May Flores, Section 68(1), 28 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Shilu Ghimire, Section 68(1), 19 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Isabel Johansson, Section 68(1), 25 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Chantelle Johnson, Section 68(1), 11 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Bhawana Lamichhane, Section 68(1), 11 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Leonie McKenna, Section 68(1), 14 July 2022

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

Jeannie Norman, Section 68(1), 25 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Mamta Paliwal, Section 68(1), 18 July 2022

Technical Officer Level 2 \$67,760 - \$77,593

Nicole Siddon, Section 68(1), 30 June 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Solomone Vasukiwai, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Damcho Zangmo, Section 68(1), 19 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Kathleen Morrisroe: 86875747, Section 68(1), 21 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Alisha Azmir: 86876336, Section 68(1), 25 July 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Emma Charge, Section 68(1), 25 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Anna Miliauskas, Section 68(1), 25 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Anita Turcic, Section 68(1), 28 July 2022

Community Services

Administrative Services Officer Class 6 \$91,315 - \$104,509

Felipe Andres Estrada Villamizar, Section 68(1), 25 July 2022

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Philip Graham, Section 68(1), 25 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

MARTIN LOME, Section 68(1), 25 July 2022

Education

School Assistant 2 \$51,548 - \$56,919

Chloe Davis, Section 68(1), 27 July 2022

School Assistant 4 \$70,028 - \$75,827

Nathan Ford, Section 68(1), 20 July 2022

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

Sharyn Lynch, Section 68(1), 25 July 2022

Justice and Community Safety

Correctional Officer Class 1 \$69,433 - \$82,797

Ronald Allen, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Thomas Bailey-Price, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Steven Bickerton, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Michael Carroll, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Hayden Clinch, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Aron Duffey, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Shaun Flint, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Reece Gossner, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Jason Gray, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Stuart Greig, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Matthew Hansen, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Stephen Hermann, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Luke Hinchcliffe, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Shannon Hocking, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Anthony Jux, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Simon Kelland, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Alana Kosmina, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Shane Leskinen, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Shantel Marshall, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Taylor Masters, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Toby McQualter, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Alex O'Connor, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Bradley Quinlivan, Section 68(1), 25 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Benjamin Radford, Section 68(1), 25 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Jean-Claude Sciacca, Section 68(1), 20 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Francois Telfser, Section 68(1), 20 July 2022

FB1 (FF 4th Class in Training) \$78,732

Nicolas Van Der Meer, Section 68(1), 25 July 2022

FB1 (FF 4th Class in Training) \$78,732

Mitchell Wayman, Section 68(1), 25 July 2022

Office of the Legislative Assembly

Administrative Services Officer Class 4 \$76,255 - \$82,566

Nicholas Byrne: 00827, Section 68(1), 01 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Dikshes Patel: 00848, Section 68(1), 04 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Miona Ikeda: 00815, Section 68(1), 11 April 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Adam Walker: 00845, Section 68(1), 18 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Robin Adele Chynoweth: 00844, Section 68(1), 04 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Kathleen de Kleuver: 00839, Section 68(1), 01 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Carla Schneider: 00841, Section 68(1), 31 May 2022

Transport Canberra and City Services**General Service Officer Level 3/4 \$53,867 - \$58,825**

James Anderson-Hobson, Section 68(1), 21 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Daniel Biddle, Section 68(1), 21 July 2022

General Service Officer Level 2 \$50,925 - \$52,777

James Emerson, Section 68(1), 27 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

David Francis, Section 68(1), 21 July 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Brock Ginman, Section 68(1), 24 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Stuart Mackay, Section 68(1), 25 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

michael pentony, Section 68(1), 21 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Terrance Waters, Section 68(1), 21 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Richard, Zatschler: 87789226, Section 68 (1), 24 July 2022

Worksafe ACT**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509**

Nicole Calvert, Section 68(1), 19 July 2022

TRANSFERS**ACT Health****Wendy Kipling**

From: Senior Officer Grade A \$157,201

Community Services

To: Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 17369) (Gazetted 5 April 2022)

Canberra Health Services**Kirsten Hunt**

From: \$100,957 - \$107,000

Canberra Health Services

From: Registered Nurse Level 2 \$100,957 - \$107,000 to Kirsten Hunt

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 32822) (Gazetted)

Seena John

From: Registered Nurse Level 1 \$71,730

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 25479) (Gazetted 1 March 2022)

Ramin Shrestha

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22699) (Gazetted 30 May 2022)

Leigh Thompson

From: Registered Nurse Level 4.1 \$130,846

Canberra Health Services

To: Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 10736) (Gazetted 20 April 2022)

Chief Minister, Treasury and Economic Development**Paul Sims**

From: Infrastructure Officer 2 105186

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development, Canberra (PN. 46708) (Gazetted 22 April 2022)

Justice and Community Safety**Matthew Rothwell**

From: Administrative Services Officer Class 6 \$104,509

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11693) (Gazetted 31 May 2022)

Major Projects Canberra

Bernadette Brennan

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 53486) (Gazetted 25 February 2022)

Transport Canberra and City Services

Diana Bannerman

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 10805) (Gazetted 20 April 2022)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Preventive and Population Health

Alcohol and Other Drug Policy

Megan Arnold

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 53148) (Gazetted 27 July 2022)

Corporate and Governance

People Strategy and Culture

Culture Review Implementation

Ann-Maree Hughes

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 41703) (Gazetted 26 May 2022)

Digital Solutions Division

Emery Zhen

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 46929) (Gazetted 2 May 2022)

Canberra Health Services

Wendy Alder

From: Registered Midwife Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.3 \$149,388

Canberra Health Services, Canberra (PN. 18010) (Gazetted 31 May 2022)

Alison Aust

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. 22468) (Gazetted 22 June 2022)

Rebecca Clayton

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33410) (Gazetted 4 April 2022)

Canberra Health Services

Liya Cyriac

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. 41195) (Gazetted 6 May 2022)

Clinical Services

Rhiannon Gschwend

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 23516) (Gazetted 31 May 2022)

Alison Hattley

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 49080) (Gazetted 17 May 2022)

Clinical Services

DANIELLA KEANE

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22474) (Gazetted 31 May 2022)

Jung Sook Kim

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22150) (Gazetted 12 April 2022)

Allied Health

Felicity Martin

From: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services

To: †Health Professional Level 6 \$157,201

Canberra Health Services, Canberra (PN. 45533) (Gazetted 13 August 2021)

Clinical Services

Heather Perry

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. 18243) (Gazetted 8 April 2022)

Allied Health

Andrew Slattery

From: Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services

To: †Health Professional Level 6 \$157,201

Canberra Health Services, Canberra (PN. 28425) (Gazetted 6 December 2021)

Clinical Services

Alexa Stenhouse

From: Registered Midwife Level 1 \$72,698 - \$97,112
 Canberra Health Services
 To: Registered Midwife Level 2 \$100,957 - \$107,000
 Canberra Health Services, Canberra (PN. 21096) (Gazetted 31 May 2022)

CARYS WILLIAMS

From: Registered Nurse Level 2 \$100,957 - \$107,000
 Canberra Health Services
 To: †Registered Midwife Level 3.1 \$115,743 - \$120,506
 Canberra Health Services, Canberra (PN. 38050) (Gazetted 27 May 2022)

Alison Aust: 84876738

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:22468) (Gazetted 22/06/2022)

Canberra Institute of Technology

CIT College of Technology and Design

CIT Department of Graphic Design, Entertainment, Media and Music

Mark Webber

From: Teacher Level 1 \$80,673 - \$107,642
 Canberra Institute of Technology
 To: †Manager Education Level 1 \$133,267
 Canberra Institute of Technology, Canberra (PN. 51885) (Gazetted 23 June 2022)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Wellbeing Team

Erin-Claire Barrow

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. 50050) (Gazetted 16 May 2022)

Access Canberra

Engagement, Compliance and COVID-19 Response

Marek Bilski

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
 Chief Minister, Treasury and Economic Development
 To: Administrative Services Officer Class 6 \$91,315 - \$104,509
 Chief Minister, Treasury and Economic Development, Canberra (PN. 49146) (Gazetted 31 May 2022)

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People

William Burston

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 30720) (Gazetted 26 August 2022)

Policy and Cabinet

Wellbeing Project Team

Lauren Clift

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. 44323) (Gazetted 16 May 2022)

Policy and Cabinet

Wellbeing Project Team

Jasmin Kientzel

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 44435) (Gazetted 5 May 2022)

Corporate

Corporate Management

Tyrone McCarroll

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 57527) (Gazetted 13 May 2022)

Access Canberra

Office of the Deputy Director General

Government Operations, Data and Strategy

Linda Muscat

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. 10464) (Gazetted 24 May 2022)

Corporate

Digital Strategy and Transformation

Digital Strategy and Transformation

Wai Wah

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. 10012) (Gazetted 23 May 2022)

City Renewal Authority

There were no promotions this week for City Renewal Authority

Community Services

**Housing ACT
Client Services
Gateway**

Jami Symons

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 07618) (Gazetted 2 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.

Cultural Facilities Corporation

Director of Public Prosecutions

There were no promotions this week for Director of Public Prosecutions

Economic Development

There were no promotions this week for Economic Development

Education

Service Design and Delivery

Student Engagement

Xiuhong Birtles

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 37496) (Gazetted 27 October 2021)

Service Design and Delivery

Student Engagement

Allied Health Service

Kate Favell

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Education, Canberra (PN. 53608) (Gazetted 18 February 2022)

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Kalara Gilbert

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 40373) (Gazetted 10 March 2022)

Business Services

Infrastructure and Capital Works

School Infrastructure Management

Clair-Ellen Gumley

From: Infrastructure Officer 2 \$91,428 - \$105,186

Education

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Education, Canberra (PN. 51907) (Gazetted 7 July 2021)

School Performance and Improvement**North and Gungahlin Network****Gungahlin College****Mali Wijesundara**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 39319) (Gazetted 6 June 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.

Environment, Planning and Sustainable Development**Corporate Services and Operations****Chief Operating Officer****Executive****Rachael Mileski**

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

Environment, Planning and Sustainable Development, Canberra (PN. 39532) (Gazetted 7 October 2021)

Statutory Planning**Merit Assessment and Deed Management, Impact Assessment, Leasing Services****Lincoln Rixon-Petty**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 15945) (Gazetted 2 May 2022)

Environment**ACT Parks and Conservation Service****Aaron Thomson**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development, Canberra (PN. 51021) (Gazetted 4 May 2022)

Suburban Land Agency**Development Delivery****Greenfields - Gungahlin****Alexandra Wood**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 40737) (Gazetted 3 May 2022)

Exhibition Park in Canberra

Health

There were no promotions this week for Health

Health - Jobs Website

There were no promotions this week for Health - Jobs Website

Independent Competition and Regulatory Commission

There were no promotions this week for Independent Competition and Regulatory Commission

Justice and Community Safety

ACT Human Rights Commission

President and Human Rights Commissioner

President and Human Rights Commissioner

Rosemary Budavari

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 48981) (Gazetted 11 May 2022)

ACT Emergency Services Agency

Operations

Public Information and Engagement

Teagan Day

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. 49238) (Gazetted 22 June 2022)

Parliamentary Counsel's Office

Legislative Publishing Section

Natalie MacLean

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 14196) (Gazetted 24 November 2021)

Legal Aid Commission

Major Projects Canberra

There were no promotions this week for Major Projects Canberra

Office of the Legislative Assembly

Suburban Land Agency

There were no promotions this week for Suburban Land Agency

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance / Program Delivery

Glenn Fish

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. 01885) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Roads ACT

Cheuk Leung

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 57409) (Gazetted 3 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.

Territory and Business Services

Libraries ACT

Libraries ACT

Morgan Mikulic

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 52706) (Gazetted 8 April 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.

Worksafe ACT

There were no promotions this week for Worksafe ACT