



ACT Government Gazette

Gazetted Notices for the week beginning 10 November 2022

VACANCIES

ACT Audit Office

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

Financial Audit

Senior Auditor

Senior Auditor \$92,220 - \$112,306, Canberra (PN: 59467, several)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

The Senior Auditor under the guidance of the Assistant Director, and/or Director is responsible for: planning and completing assigned audits of financial statements and reporting the results of these audits, including the supervision of audit teams consisting of auditors, contractors and consultants; delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology;

assisting in the effective administration of the ACT Audit Office as required; and

maintaining effective and constructive relationships with auditees and providing professional and technical audit and accounting advice.

Expressions of interest are sought for an acting role in the position of Senior Auditor, Financial Audit (several).

Please see the attached position profile and selection criteria.

Notes: This is a temporary position available from 2 February 2023 until 25 October 2023.

How to Apply: Expressions of Interest should include a current curriculum vitae and a maximum three-page pitch addressing the Selection Criteria as per the Position Description.

Expressions of Interest should be submitted by, Monday, 21 November 2022.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jatin Singh (02) 6205 1158 Jatin.Singh@act.gov.au

Performance Audit

Senior Auditor

Senior Auditor \$92,220 - \$112,306, Canberra (PN: 42808)

Gazetted: 10 November 2022

Closing Date: 28 November 2022

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Senior Auditor you will be responsible for assisting in the conduct of performance audits and reviews of the operations of ACT public sector entities.

The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. You should have an awareness of, and understanding and

commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

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

Eligibility/Other requirements: Relevant tertiary qualifications are highly desirable. Applicants must be fluent in English. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

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

Contact Officer: Matthew Bowden (02) 6207 2291 Matthew.Bowden@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Applications Support

Security and Access Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 58505)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: Do you have experience co-ordinating, implementing or managing a guarding service? Are you a tech savvy individual who understands security concepts and enjoys working in a diverse, fast-paced environment? Do you have good communications skills and the ability to build and maintain good working relationships? Do you work well in a team to achieve common goals?

Digital Solutions Division (DSD) is looking for a motivated individual to join the Application Support Hub. The Applications Support Branch has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

In this role, you will:

Liaise with service providers, vendors and stakeholders in relation to system support

Undertake investigation, research and audit activities relating to assigned tasks

Provide technical support services to ACT Health project teams

Be on-call, when required, to support the 24/7 critical nature of the ACT Health protective security environment

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Experience in the implementation of IT within the healthcare domain is highly desirable. This role will have a requirement to be on call to support the 24 x7 DHR and ancillary systems.

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

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

Applications should be submitted via the Apply Now button below.

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

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.

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Social Policy

Senior Policy Officer and Assistant Director

Administrative Services Officer Class 6/Senior Officer Grade C \$91,315 - \$123,710, Canberra (PN: 59235, Several)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: ACT Health Directorate is seeking two people to fill the positions of Senior Officer Grade C and Administrative Services Officer 6 within the Health Policy and Strategy Branch.

These positions provide an opportunity to work on an important piece of legislative reform for the ACT, which includes the regulation of Assisted Reproductive Technology and establishment of a donor conception registry. It is expected the Assistant Director in the Health Policy and Strategy Branch will work collaboratively across a range of areas in ACT Health, with other ACT Government directorates and external stakeholders. The incumbent will communicate professionally and work with flexibility, efficiency both individually and as part of a complex team/community effort.

It is expected the Senior Policy Officer will work under limited direction and exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes.

For further information please see the Position Descriptions attached.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/ Other requirements: For the Assistant Director Position, experience in legislative reform, including, for example, preparation of policy advice and drafting instructions to inform legislative reform is desired.

Notes: These positions are available immediately until 31 December 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies within over the next 12 months.

How to Apply: Please review the Position Descriptions for details about the role and associated responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person for this role. The pitch should show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities consistent with the Position Description.

Please identify within your application which position you are applying for (the Senior Officer Grade C or the Administrative Services Officer 6)

Applications should be submitted directly via the Apply Now button below

Contact Officer: Jane Pepper (02) 5124 3877 Jane.Pepper@act.gov.au

Digital Solutions Division

Applications Support

Director, Analyst and Administrator

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51614)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: An opportunity exists to manage a team in a busy dynamic analyst and administrator branch. We are looking for enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of Director, Analyst and Administrator within the Application Support Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Application Support Hub has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

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

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

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

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Future Capability and Governance

Director, Training

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51436, Several)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: The Future Capability and Governance Hub has an opening for Director, Trainer who will work closely with the Lead Trainers, other Trainers, Analysts and Project Managers to deliver the end user training and develop of training resources. The Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area.

The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

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

Eligibility/other requirements:

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

Experience in the development and implementation of training courses is highly desirable.

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

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Office of the Chief Information Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54380)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: The Digital Records Officer will work with the Digital Records team to transition to a digital record environment. As part of a team, you will assist with project management tasks including liaison with stakeholders, secretariat responsibilities for a range of meetings, develop communications plans and documentation, facilitate training sessions, undertake project work and service desk back support where required. Under the direction of the Senior Digital Records Officer, the Digital Records Officer will be responsible for: Developing and supporting stakeholder relationships to deliver projects and to administer Objective and enhance system functionality.

Undertaking the systems administration processes for Objective EDRMS environment, resolving technical and functional issues including access, security, audit and basic system administration as required.

Liaising and negotiate with relevant work areas in relation to changes or amendments to the Objective environment and provide training and training material where necessary.

Participating in user support/working groups.

Undertaking other duties appropriate to this level of classification that contribute to the division or directorate.

Eligibility/Other Requirements:

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

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

Notes: This is a temporary position available for 12 months from 3 January 2023 until 3 January 2024.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Brown (02) 5124 9624 KellyM.Brown@act.gov.au

Policy, Partnerships and Programs

Health Policy Branch

Maternity in Focus Project Team

Project Support Officer and Secretariat

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59193)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: ACT Health Directorate is seeking an appropriately qualified person to fill the position of Project Support Officer and Secretariat, Maternity in Focus Project.

The Maternity in Focus Project team will be responsible for the Implementation of the Maternity in Focus: The ACT Public Maternity System Plan 2022-2035 including the Maternity in Focus: First Action Plan 2022-2025 working with a broad range of internal and external stakeholders including community partners and consumers.

The Project and Secretariat Officer is required to exercise a considerable degree of independence to achieve the policy and project outcomes. The position will require well-developed written and verbal communication skills to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes. The ability to work remotely or in hybrid arrangement (home and office) is important.

For further information please see the Position Description attached.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Notes: The team is currently working from home with the option of one non-mandatory day a week in the office. It is expected that this role will commence and operate in a mostly remote working environment.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person for this role. The pitch should show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities.

You will also need to include a current curriculum vitae including details of work history, any relevant qualifications, and the contact details of at least two referees.

Applications should be submitted directly via the Apply Now button below

Digital Solutions Division

OCIO

N/A

ASO4 Records Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48225)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: Under the direction of the Assistant Director, Legacy Records the Records Officer will:

- Undertake inventory and sentencing of paper records in accordance with the *Territory Records Act*
- Update and maintain records by inputting data into the Records Management system accurately and in accordance with Records Management practices
- Undertake other duties as directed related to the disposal program and the activities of Records Management
- Undertake other duties appropriate to this level of classification which contribute to the operations of the Division.

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

Eligibility/Other Requirements

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

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

Note: This is a temporary position available until 30 June 2023 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: KellyM Brown (02) 5124 9624 KellyM.Brown@act.gov.au

Population Health

Health Protection Service

Environmental Health

Environmental Health Trainee

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 12039)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Environmental Health team has an opportunity for a Trainee to join the team who is currently studying toward their Environmental Health qualifications.

The position provides field based practical training while supporting university studies within the Environmental Health field. The Environmental Health team is responsible for regulating all aspects of food safety within the ACT while the Environment functions are responsible for all other aspects of Environmental Health. The teams conduct a variety of public health regulatory activities, including food safety inspection and management of outbreaks, swimming pool and cooling tower compliance inspections and other potential public health risks such as insanitary conditions.

The Environmental Health section works closely with other areas of government such as Access Canberra, the Environmental Protection Authority and Transport Canberra and City Services. The team actively engage in a risk-

based approach to bring compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment.

Eligibility/other requirements: Enrolment within an accredited Degree/Post Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)

Note: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applications must address the Professional/Technical Skills and Knowledge Criteria and Behavioural Capabilities listed in the Position Description in no more than three pages. Applications that do not address the criteria will not be considered.

A current curriculum vitae and evidence of enrolment in the Environmental Health qualification must also be provided.

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

Contact Officer: Lyndell Hudson 0435 010 936 Lyndell.Hudson@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Assistant Director, Finance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50860)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: Are you an experienced finance professional with a proven ability to manage difficult and complex accounts and situations, utilising your knowledge of government rules, regulations, guidelines, and procedures? The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for managing the effective delivery of a range of financial, accounting, budget, and administrative support services. This involves monitoring the performance of the division, providing advice on budget, finance, and performance related matters with stakeholders ensuring alignment with the division’s strategic priorities and budget.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Executive Officer is responsible for the provision of efficient, effective, and compliant administrative and secretarial support, ensuring coordination of administrative assistance across all divisional branches and Operational Governance Committees.

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

The implementation and support of the Digital Health Strategy.

Management of technology services and projects

Management of the relationship and services delivery by technology vendors

Development, implementation and maintenance of technology policies and procedures.

ensuring information security.

Information management

Protective security

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

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

Applications should be submitted via the Apply Now button below.

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

Health systems policy and research group

Office of professional leadership and education

Clinical Placement Office

Clinical Placement Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 42097)

Gazetted: 16 November 2022

Closing Date: 23 November 2022

Details: The ACT Health / Canberra Health Services Clinical Placement Office is seeking to fill the position of Clinical Placement Officer Administration Officer ASO3 Part Time 0.4 FTE (14.42 hours per week).

Under broad supervision from the Manager, Clinical Placement Office the Clinical Placement Administration Officer will assist with Clinical Placement Office business including:

Assisting with the InPlace student management Data base and HRIMS online learning platform, auditing and reports.

Provide technical support to staff, students and education providers in relation to the InPlace and HRIMS applications.

Create student HRIMS account weekly utilising a bulk upload EXCEL spreadsheet

Provide administration services such as responding to communications and taking appropriate action.

Demonstrate a strong customer service focusing in communicating with relevant stakeholders.

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

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

Eligibility/other requirements:

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

Note: This is a part-time temporary position for six months with the possibility of extension at 14:42 hours per week the salary noted will be pro rata.

Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants are required to submit a one-page application addressing the Professional / Technical Skills and Behavioural Capabilities as outlined in the Position Description for this position and a curriculum vitae.

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

Contact Officer: Naomi Mahon (02) 5124 5127 Naomi.Mahon@act.gov.au

Digital Solutions Division

Applications Support

Technology Operations Hub

Senior Director, Analyst and Administration

Senior Information Technology Officer Grade A \$157,201, Canberra (PN: 44335, several)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: An opportunity exists to manage a team in a busy dynamic in analysts and administrator. We are looking for enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of Senior Director within the Technology Operations Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Technology Operations Hub has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

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

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

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Applications Support

Patient Experience Lead

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53696)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: An opportunity exists to lead a team in a busy dynamic Analyst and Administration team. We are looking for an enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality patient experience. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Application Support Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Application Support Hub has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

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

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

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

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Future Capability and Governance

Business Intelligence and Data

Data Capability Developer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 49442)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: Are you a Data Professional that's up for a challenge? Do you have experience in reporting and analytics, data management and project management skills? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team, then this may be the opportunity for you. Join us and you could contribute to the transformation of our health system and make a difference to the community.

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

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

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

Notes: 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.

Business Intelligence Specialists are required to obtain vendor accreditation to develop reports. The costs of training are covered by ACT Health. Given the tight timelines of the project, training schedules are set and may occur during overnight hours.

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

Applications should be submitted via the Apply Now button below.

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

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.

Digital Solutions Division

Future Capability and Governance

Director, Lead Trainer

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57736)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: The Future Capability and Governance Hub has an opening for Director, Lead Trainer who will work closely with the Trainers, Analysts and Project Managers to oversee the delivery of the end user training and development of training resources. The Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area.

The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

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.

Digital Solutions Support

Future Capability and Governance

Trainer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58711, Several)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: The Future Capability and Governance Hub has an opening for Assistant Director, Trainers who will work closely with the training manager, other trainers, Analysts and Project Managers to provide end user training and develop training resources. The Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area.

The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

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

Eligibility/other requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Experience in the development and implementation of training courses is highly desirable.

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

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Applications Support

Assistant Director Analyst and Administrator

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57503, Several)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: An opportunity exists to lead a team in a busy dynamic system administration team. We are looking for an enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Technology Operations Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Technology Operations Hub within the Digital Solutions Division is responsible for managing and supporting the ACT Health Systems. The Assistant Director, Analyst and Administrator will be responsible for managing the team in developing workflow design, configuring and testing the system. Lead Analysts will be designated to a focus area.

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

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

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

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solution Division

Technical Specialist Integration

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53702)

Gazetted: 16 November 2022

Closing Date: 27 November 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

The Digital Solutions Division within the ACT Health Directorate is looking to recruit a Technical Specialist Integration.

The Technology Operations Branch comprises Hubs responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders, and partners.

You will possess highly developed organisational and time management skills with the ability to manage difficult situations while maintaining a positive attitude.

The Technical Specialist will be responsible for the entire cycle of interface application development including analysis, design, specification, implementation, and maintenance. This will include interfaces between the Digital Health Record and other internal and external systems, with medical devices and with pathology analysers. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Proficient knowledge of HL7 and FHIR protocols is highly desirable.

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

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

If are shortlisted, please note that an aptitude test will be utilised as a part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@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.

Digital Solutions Division

Applications Support

Assistant Director, Security and Access Officer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57553)

Gazetted: 15 November 2022

Closing Date: 27 November 2022

Details: Do you have experience co-ordinating, implementing or managing a guarding service? Are you a tech savvy individual who understands security concepts and enjoys working in a diverse, fast-paced environment? Do you have good communications skills and the ability to build and maintain good working relationships? Do you have good management skills?

Digital Solutions Division (DSD) is looking for a motivated individual to join the Application Support Hub. The Applications Support Branch has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

In this role, you will:

Oversee staff in the creation and auditing of user accounts
Undertake investigation, research and audit activities relating to assigned tasks
Provide technical support services to ACT Health teams
Work with and or on electronic equipment
Be on-call, when required, to support the 24/7 critical nature of the ACT Health protective security environment
ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. Experience in the implementation of IT within the healthcare domain is highly desirable.

This role will have a requirement to be on call to support the 24 x7 DHR and ancillary systems.

This is a permanent vacancy.

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

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

Applications should be submitted via the Apply Now button below.

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

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.

ACT Long Service Leave Authority

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

Finance

Chief Finance Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 24844)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Chief Finance Officer (CFO) plays a significant role in the leadership and management of the Authority, reporting directly to and providing key support to the Chief Executive Officer (CEO) and Registrar. The CFO coordinates and implements financial and statutory compliance strategies to ensure the Authority's assets are prudently managed and sufficient to meet its liabilities, with financial and corporate risks effectively mitigated by robust internal controls. The CFO also leads the Authority's external compliance team and serves as the head of internal audit supporting the CEO, Governing Board, and Audit Committee in matters of corporate governance, internal reviews, legislative and contractual compliance.

The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and teamwork skills, promote continuous improvement, be outcome focused and accountable for their actions.

How to Apply: All applications should include a supporting statement of no more than two pages outlining relevant skills and experience as it relates to the selection criteria and behavioural capabilities. Applications should also include a current curriculum vitae, with contact details for two referees. A merit list will be established through this process.

Applications should be submitted directly to the Contact Officer by email to Cassandra.Webeck@actleave.act.gov.au.

Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au>.

Contact Officer: Cassandra Webeck (02) 6247 3900 cassandra.webeck@actleave.act.gov.au

Calvary Public Hospital Bruce

Maternity Registered Midwife and/ or Registered Nurse

Full-time Permanent

Classification: Registered Nurse Level 1/Registered Nurse Level 2

Salary: \$72,698 - \$107,000 plus superannuation

Position No: 504786

Directorate: Calvary Health Care ACT (Public)

Gazette date: 15 November 2022

Contact Officer: Elizabeth Bishop on elizabeth.bishop@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: 504786

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

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

Closes: 21 November 2022

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

Quality, Safety, Innovation and Improvement

Clinical Analytics and Insights

Director - Clinical Analytics and Insights

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15721 - 026SN)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

- Passionate and committed to a culture of continuous quality improvement to achieve exceptional health care.
- Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.
- High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of 4 years □ experience working professionally in a health care setting is preferred.
- 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.
- 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: Cathy Burns (02) 5124 8178 Cathy.burns@act.gov.au

Medical Services

Calvary Laboratory

Chief Scientist (Laboratory Manager)

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 25158 - 026WF)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details:

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

The Chief Scientist (Laboratory Manager) role is to support and work collaboratively with the Pathology Executive Director, the Director of Operations, Laboratory Managers, and relevant Department Directors to ensure the effective and efficient delivery of pathology services at the Calvary Branch Laboratory located at the Calvary Public Hospital Bruce campus.

You will be responsible for the strategic and operational management of the Calvary Laboratory providing leadership and governance for the non-medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

The Calvary Laboratory operates a 24-hour service. It encompasses routine Haematology, Coagulation, Transfusion and Clinical Chemistry. The successful candidate may be required to participate in the on-call roster.

ABOUT YOU

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Behavioural Capabilities

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve departmental and divisional goals.

High level interpersonal skills to influence and lead change.

Ability to think strategically while focussing on the process and procedures necessary to deliver services.

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Qualifications:

Relevant Tertiary qualification in Medical Laboratory Science or similar, with a minimum of ten years' experience working and/or managing a pathology diagnostic laboratory is preferred.

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management highly desirable.

Position Requirements

- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Simon Newton 02 51242893 Simon.Newton@act.gov.au

Surgery

Perioperative Unit

Resource Manager

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 21661, several - 0256K)

Gazetted: 11 November 2022

Closing Date: 2 December 2022

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

www.canberrahealthservices.act.gov.au

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

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

The Perioperative Resource Manager reports to the Assistant Director of Nursing, Perioperative Unit and joins the Nursing Leadership team. This position is responsible, for the management of the physical and fiscal resources within the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, ensuring safe, efficient, and effective operations of the business unit.

ABOUT YOU

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

Behavioural Capabilities

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

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

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

- Minimum experience in Perioperative Nursing of 4 years required.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

Prior to commencement successful candidates will be required to:

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

Note: This advert is to create a temporary register for short term temporary positions that may become available over the next 12 months only, there will be no initial position from this process.

Contact Officer: Ben Lollback 02 51243437 Ben.Lollback@act.gov.au

Medical Services

Pathology

ACT Pathology - Microbiology

Supervising Scientist Microbiology

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59056-026W9)

Gazetted: 11 November 2022

Closing Date: 9 December 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. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the www.canberrahealthservices.act.gov.au ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

This is an exciting opportunity for an experienced Senior Supervising Scientist to join the team at ACT Pathology in the Microbiology Department. Under direction of the Chief Scientist Microbiology, the Supervising Scientist Microbiology will provide laboratory operational and clinical support, direct supervision of the senior scientists, promote education, training and professional development, and contribute to departmental strategic planning. The salary range is \$114,928 - \$123,710 with an additional ACT Pathology allowance \$13,402. Financial assistance is available to employees recruited from interstate.

The Microbiology Department is based at the Canberra Hospital laboratory and provides a broad range of clinical diagnostic microbiology services, including bacteriology, mycobacteriology, mycology and parasitology.

The Department actively promotes diagnostic stewardship and utilises a range of diagnostic methods to optimise the clinical management of patients and support ACT public health, antimicrobial stewardship and hospital infection prevention and control.

The Department also has along established role in supporting national antimicrobial surveillance through the Australian Group on Antimicrobial Resistance, Antimicrobial Use and Resistance in Australia Surveillance and the National Neisseria Network. Clinical governance is provided by an enthusiastic team of Microbiologists and Registrars, who are also responsible to the Departments of Molecular Microbiology and Infectious Immunoassay. The Department consists of a team of technical officers, scientists and senior scientists, led by the Chief Scientist in Microbiology.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

A passion for excellence in clinical microbiology services.

A values-based leader who will actively work to promote a vibrant and engaged workplace culture

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

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

Position Requirements / Qualifications

Mandatory

A Medical Laboratory Science Degree or equivalent relevant degree (Major in Clinical Microbiology is highly desirable) and a minimum of seven years' experience working professionally in a diagnostic microbiology laboratory.

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

The successful applicant will need to be available for weekend, after-hours and on-call 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

Ten (10) years of experience working in a diagnostic microbiology laboratory with specialist expertise in areas such as Mycobacteriology, Mycology, Information Technology (pertinent to diagnostic microbiology) and/or Molecular Pathology.

Relevant Post Graduate qualifications.

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Susan Bradbury (02) 51242510 Susan.Bradbury@act.gov.au

Chief Executive Officer

CEO Executive

Office of Chief Executive Officer

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58484-026U6)

Gazetted: 11 November 2022

Closing Date: 25 November 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

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

Reporting to the Director, Office of the CEO, the Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Government Relations team on the provision of high level advice to Minister's offices, and other priority projects. It also provides high level support and advice to the Chief Executive and Director as well as working closely with other senior leaders and their support teams across CHS.

To be successful, you will be a consummate professional, be confident with a fast paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders

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

- An expert communicator, adept at cultivating productive working relationships with a range of stakeholders;
- A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment;
- Strong organisational skills with a high degree of initiative and drive; and
- Ability to be agile, flexible and respond to meet changing operational priorities

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

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

1. Proven high level government experience, in the management and provision of advice to a Chief Executive and Ministers, including Cabinet and Assembly matters and ministerial correspondence.
2. Exceptional organisational skills and demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and in a changing working environment.
3. Proven developed research and analytical skills, with the demonstrated ability to be solutions focused, identify and make sound judgements on sensitive and complex issues.
4. Excellent interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels and to represent the Chief Executive Officer and Canberra Health Services.
5. Demonstrates a commitment to work, health and safety (WH&S) and the positive patient experience and displays behaviour consistent with Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

- A response to the selection criteria under "What You Require".

Where possible include specific relevant examples of your work.

Contact Officer: Nicole Stevenson, 0411154648 Nicole.Stevenson@act.gov.au

Maternity

**Birth, Postnatal, Antenatal, Maternity Assessment Unit, Maternity and Gynaecology Outpatients
Registered Midwife Level 2**

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 12706, several - 026ST)

Gazetted: 10 November 2022

Closing Date: 5 December 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

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

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

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

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

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

Position Requirements / Qualifications

Mandatory

Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.

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

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

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 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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Notes: This position is part-time with various hours per week to be considered. The full-time salary noted above will be pro-rata.

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

Deputy CEO

Strategy and Governance

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57274 - 026VY)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: 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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Senior Policy Officer position works as part of a dynamic team to inform, educate and support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Director, Policy, Planning and Government Relations.

ABOUT YOU

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

Behavioural Capabilities

Effectively communicate with a wide range of stakeholders.

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Desirable:

Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting.

Clinical background desirable but not essential

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jacqui Clissold (02) 5124 9566 Jacqui.clissold@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Analytics and Insights

Clinical Analytics and Insights

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 15721 - 026SL)

Gazetted: 10 November 2022

Closing Date: 23 November 2022

Details: 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

Passionate and committed to a culture of continuous quality improvement to achieve exceptional health care.

Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.

High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 4 years' experience working professionally in a health care setting is preferred.

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.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: Please note this position is being advertised across a number of disciplines, please ensure you apply for the correct discipline relating to your experience.

Health Professional 5 026SL

Senior Officer Grade B 026SN

Registered Nurse 4.3 026SM

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

Contact Officer: Cathy Burns (02) 5124 43275 Cathy.Burns@act.gov.au

Office of the Chief Operating Officer

After Hours Hospital Managers

After Hours Hospital Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 46523 - 026UF)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: 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 After Hours Hospital Manager (AHHM) is responsible and accountable to the Director of Nursing, Patient Flow for the safe and effective management of Canberra Hospital after hours. This includes patient flow, ensuring adequate staffing and co-ordinating an emergency response when required. The AHHM is responsible for developing cooperative partnerships with Service Managers, Clinical Leads (nursing, medical and allied health) and other managers to meet the strategic and operational objectives of maintaining a service able to deliver safe and timely patient care.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong leadership skills and role modelling behaviours consistent with CHS vision and values.

Ability to communicate clearly and precisely across services in situations that are constantly changing.

Proficiency in critical thinking, problem solving skills and conflict resolution

Position Requirements/Qualifications:

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

The successful applicant will need to be available to work evening, and night duty weekdays and all shifts on weekends.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

- 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: Jo Metcalfe (02) 51247168 Jo.Metcalfe@act.gov.au

Medical Services

Medical Imaging

Radiographer

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 59412, several - 026VC)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: 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

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence

Desirable

Experience in a trauma and teaching hospital

Other:

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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.

Notes

There are several permanent positions available. A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Sam Wilson 02 5124 4328 sam.wilson@act.gov.au

Quality, Safety, Innovation and Improvement

Quality Improvement and Engagement

Quality Improvement and Engagement

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 01993 - 0265J)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

- Passionate and committed to a culture of continuous quality improvement to achieve exceptional health care.
- Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.
- High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Relevant tertiary qualifications and a minimum of 4 years' experience working professionally with a clinical background desirable but not essential.
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Cathy Burns 5124 8178 Cathy.burns@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Women, Youth and Children

Registered Midwife Level 1

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 24573 - 026SW)

Gazetted: 10 November 2022

Closing Date: 5 December 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

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal

and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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

Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

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

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be for rotational shift work including weekends and night duty.

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Notes: This position is part-time, and the full-time salary noted above will be pro-rata.

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

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

Child and Adolescent Mental Health Services (CAMHS)

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21612-026MC)

Gazetted: 10 November 2022

Closing Date: 17 November 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, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a 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:

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)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS community teams are made up of multidisciplinary 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

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

Behavioural Capabilities

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

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

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

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

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

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

Position Requirements/Qualifications:

Mandatory:

Must hold a current driver's licence.

Experience in working within the mental health sector.

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

Experience in working with children and young people and their primary supports.

Experience in working with mother's and infant and their primary supports.

Experience with medical terminology 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.

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)

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 permanent full time position available at CAMHS services.

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

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

CHS Contact: Simone Clarke, (02) 51241407 Simone.Clarke@act.gov.au

Contact Officer: Simone Clarke (02) 51243133 Simone.Clarke@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Analytics and Insights

Director

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 15721-026SM)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details:

Please note this position is being advertised across a number of disciplines, please ensure you apply for the correct discipline relating to your experience.

Health Professional 5 026SL

Senior Officer Grade B 026SN

Registered Nurse 4.3 026SM

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

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

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Passionate and committed to a culture of continuous quality improvement to achieve exceptional health care.

Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.

High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements / Qualifications

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

Relevant tertiary qualifications and a minimum of four years' experience working professionally with a clinical background desirable but not essential.

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.

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, Our Improvement and Innovation Framework and all other related frameworks.

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

Undergo a pre-employment National Police Check.

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

CHS Contact: Cathy Burns, Cathy.Burns@act.gov.au

(02) 512443275

Contact Officer: Cathy Burns (02) 51248178 Cathy.Burns@act.gov.au

Quality, Safety, Innovation and Improvement

Quality Improvement and Engagement

Director

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 01993-026SK)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details:

Please note this position is being advertised across a number of disciplines, please ensure you apply for the correct discipline relating to your experience.

Health Professional 5 026SK

Senior Officer Grade B 026SI

Registered Nurse 4.3 026SJ

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

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

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Passionate and committed to a culture of continuous quality improvement to achieve exceptional health care.

Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.

High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements / Qualifications

Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

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.

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, Our Improvement and Innovation Framework and all other related frameworks.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Cathy Burns (02) 51248178 Cathy.Burns@act.gov.au

Quality, Safety, Innovation and Improvement

Director, Quality Improvement and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 01993-026SI)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details:

Please note this position is being advertised across a number of disciplines, please ensure you apply for the correct discipline relating to your experience.

Health Professional 5 026SK

Senior Officer Grade B 026SI

Registered Nurse 4.3 026SJ

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POSITION OVERVIEW

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The Division will provide strategic leadership, oversight and advice on CHS' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

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Adaptable and flexible to manage competing priorities and provide timely responsive services to meet organisational needs.

High level of emotional intelligence and engagement skills to foster collaboration and engagement to lead change.

Position Requirements / Qualifications

Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

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.

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, Our Improvement and Innovation Framework and all other related frameworks.

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

Undergo a pre-employment National Police Check.

CHS Contact: Cathy Burns Cathy.burns@act.gov.au (02) 512443275

Contact Officer: Cathy Burns (02) 51248178 Cathy.Burns@act.gov.au

Strategy, Policy and Planning

Strategic Communication and Engagement

Assistant Director, Content (Research)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59271 - 026Q5)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: 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 work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insight and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

The Assistant Director, Content (Research) position will play an integral role in the delivery of the CHS Communication Research Strategy, which forms part of the overarching CHS Research Strategy 2021-2025. CHS is committed to continuously growing our research activities and partner with academic, community and industry organisations to get the best possible results.

The communication strategy outlines the broad communication activities that will be undertaken to create and strengthen CHS research presence internally and externally.

ABOUT YOU

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Behavioural Capabilities

Strong organisation skills with a high degree of drive.

Adaptable and flexible to accommodate change and provide responsive services to meet clients and consumer needs.

Exhibit the values of Canberra Health Services when you go about your work – kind, reliable, respectful and progressive.

Position Requirements/Qualifications:

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

The successful applicant will need to work flexibly with some after-hours work hours required, with access to flex time.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Wells 5124 9531 michelle.wells@act.gov.au

Cancer and Ambulatory Support

Radiation Oncology

Radiation Therapist Grade 2

Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 20261, several - 026SC)

Gazetted: 10 November 2022

Closing Date: 28 November 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 Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian

TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

About You

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Behavioural Capabilities

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

Position Requirements/Qualifications:

A recognised tertiary qualification in Radiation Therapy

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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

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

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

Prior to commencement successful candidates will be required to:

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: Martin Seng 5124 2284 martin.seng@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 26407 - 0265F)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: 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:

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

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

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

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

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

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads 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:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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.

- Hold a current driver's licence

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

Contact Officer: Brad O'Donnell Brad O'Donnell 0251 241 795 Brad.ODonnell@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Community Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 22953, several - 0270M)

Gazetted: 16 November 2022

Closing Date: 9 December 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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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT.

ABOUT YOU

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Behavioural Capabilities

Demonstrate initiative and enthusiasm within the workplace.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multi-disciplinary team.

Highly organised and well-developed time management skills.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for occasional 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.
- Current Driver's license.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Nicole Shiels (02) 5124 0236 nicole.shiels@act.gov.au

Finance and Business Intelligence

Strategic Finance

Assistant Director, Capital Finance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50544 - 026L8)

Gazetted: 15 November 2022

Closing Date: 22 November 2022

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

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

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

BRANCH OVERVIEW

What we do

CHS Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and/or input into the annual budget and estimates functions. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

The Strategic Finance Team undertake, but not limited to, the following:

- Provision of strategic and operational financial support and advice
- Development and allocation of external budgets (including coordination of the CHS's input into development of the ACT Government's annual budget papers)
- Preparation of financial performance reports for management and other key stakeholders
- Financial management for the CHS's assets including accounting and reporting of the capital works program to meet internal and external timeframes
- Accounts receivable and payable processing
- Development and maintenance of financial management information systems and processes
- Treasury reporting requirements
- Preparation of the CHS's annual financial statements

Who we are

We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. 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.

What we offer

An interesting and fulfilling work in a unique government environment where you can see the impact of 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.

THE TEAM YOU WILL WORK IN

Strategic Finance, provide CHS managers and Executive Members with accurate and timely financial analysis, forecasting, annual financial statements and month end balance sheet reporting through quality financial management advice and support.

As the Assistant Director Capital Finance, you will be responsible for the financial management of the capital works program and property, plant and equipment. The role is to deliver advice and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved.

ABOUT YOU

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Behavioural Capabilities

Highly developed organisational skills with an emphasis on managing competing priorities and deadlines either independently or within a team.

Proven ability to work as part of a team and contribute to a positive team culture.

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

Position Requirements/Qualifications:

Highly Desirable:

- A minimum of two years' experience in asset / capital works management and financial accounting in a public sector environment.
- Experience in the application of the ACT Government Capital Management Framework.
- Experience in the use of the ACT Government's Project Management and Reporting System (PMARS) and Government Budget Management System (GBMS).
- Tertiary qualifications in accounting and professional membership of CPA / CA or comparable bodies.
- Have an understanding of how **the National Standards and Quality Health Service (NSQHS)** indicators align with this role.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Michael Huang 02 62071472 Michael.huang@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Acute Allied Health Services

Office Manager

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 19405 - 026RX)

Gazetted: 15 November 2022

Closing Date: 6 December 2022

Details:

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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

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

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

The Office Manager reports to the Adult Acute Mental Health Administration Manager and provide administrative support to the clinical staff and team for both MHSSU and 12B

It is expected in this position you will be responsible for facilities management and other related administrative duties. This includes the provision of high-quality customer service to the consumers and staff.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Ability to manage confidential and sensitive information.

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

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Be registered under the Working for Vulnerable People Act.
- 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

- Hold a current driver's license.
- Experience within a health administration area.
- Knowledge and experience in the use of relevant medical terminology.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Dechen Dema 0251245404 Dechen.Dema@act.gov.au

Staff Specialist/Senior Staff Specialist – Acute Medical Unit

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 56912 - 026X3)

Gazetted: 15 November 2022

Closing Date: 7 December 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

An exciting opportunity exists for Physicians, Emergency Specialists and Intensive Care Specialists to join a multidisciplinary health team in the new Acute Medical Unit (AMU). The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

The AMU commenced in a ward environment in late 2021 and has plans to progressively expand towards a state-of-the-art Acute Medical Unit in the Canberra Hospital Expansion Project (scheduled for completion in 2024). This expanded service will facilitate the management of higher acuity medical patients including responding to deteriorating patients (MET-calls and referrals). The AMU service sits within the Division of Medicine governance structure. There is opportunity for joint roles, to give applicants a flexible job plan and work in other complementary areas within the Division. As such, the AMU role may be combined with other options such as also working in the expanding Hospital in the Home (HITH) service, General Medicine, Emergency Medicine or other sub-specialty units according to the availability of positions.

Applicants should have had training and experience in the management of adults with acute medical conditions requiring hospital level management. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff. This includes Advanced and Basic Physician Trainees in General Medicine and prevocational doctors who are involved in well-developed post graduate teaching programs. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Under limited direction of the Acute Medical Unit Director, you will:

Provide competent and efficient clinical management of general medical inpatients within the Acute Medical Unit. Facilitate the management of higher acuity medical patients within the AMU, including responding to deteriorating patients (MET-calls and referrals).

Contribute to general medicine outpatient clinics relevant to the follow up of Acute Medical Unit inpatients.

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings.
Contribute to the clinical governance of the AMU by undertaking clinical audit activities, clinical pathway development and demonstrating an active commitment to best clinical practice.
Contribute to quality assurance, research and postgraduate teaching activities as required.
Actively engage in quality and safety activities and model of care development for the Department and the Division.

Contribute to the AMU on-call and after-hours roster.

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

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background

Ability to liaise effectively with staff at all levels and across disciplines

Position Requirements / Qualifications

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

Mandatory

Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with no conditions, undertakings or reprimands

Fellow of the Royal Australasian College of Physicians (preferably with General Medicine accreditation, although relevant specialty accreditation will be considered), Australasian College for Emergency Medicine (ACEM) or College of Intensive Care Medicine of Australia and New Zealand (CICM)

Not be the subject of an unresolved scope of clinical practice review of by Medical Dental Appointments Advisory Committee or a current inquiry by AHPRA

Have no substantiated performance or behavioural issues in the last three years, nor have such matters currently under investigation, nor have they been found to display behaviours and/or performance inconsistent with CHS values

The successful applicant will need to be available 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

Advanced Cardiac life support training

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 Senior Specialist we will also expect that you:

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

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

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

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

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

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

Please note 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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Additional Information:

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

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

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

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

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff and students. There is opportunity to be involved in teaching at the Australian National University Medical School.

Note: This is a permanent part-time position of up to 0.5FTE which can be combined with other roles as appropriate and available. The full time salary noted above will be paid pro rata.

Contact Officer: Dr Anna Nakauyaca 02 5124 0000 Anna.Nakauyaca@act.gov.au

Allied Health

Acute Allied Health Services

Allied Health Assistant – Move It Program

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 21110 - 026Y9)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: 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

Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. The AHA3 Move It position sits within the AAHS Physiotherapy service in oncology. The Allied Health Assistant will contribute to the cross disciplinary care of patients by implementing the “Move It” Program in the acute care setting under the supervision of an allied health professional. The program will contribute to patient care by providing tasks that support mobility and functional independence and will require daily interaction with members of the multidisciplinary team including nursing, physiotherapy, exercise physiology, and occupational therapy.

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

ABOUT YOU

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

Behavioural Capabilities

Good organisational skills with a high degree of drive with capacity to work with moderately complex issues and problem solve.

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

Effective communication and interpersonal skills that support a whole of person approach.

Ability to follow instruction and seek advice when required.

Position Requirements/Qualifications:

Mandatory

Relevant Certificate IV in Allied Health Assistance (or equivalent) or relevant Diploma level qualifications.

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.

Previous work experience is acute health 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.

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

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

Contact Officer: Katherine Goodsell 5124 2154 Katherine.Goodsell@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Secure Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 37268 - 026SE)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: 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

Dhulwa Mental Health Unit (DMHU) and the Gwanggal Mental Health Unit (GMHU) provide high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services.

The Gwanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition.

Both units are managed by the Forensic Mental Health Service program in the MHJHADS Division.

These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and GMHU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost-effective, high-quality health care services.

This position is primarily located within the Secure Mental Health Services. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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

Behavioural Capabilities

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

Proven advanced clinical experience in a leadership role

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

Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum 3 years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

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:

Holds or is working towards post-graduate qualification in Mental Health Nursing.

Recent 12-month experience working within a secured mental health setting.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Approve for reference checks

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

A merit list will be established to fill future and or vacant positions within the service.

Contact Officer: Peta Kleinig 0428393961 Peta.Kleinig@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

AAMHS Access Coordinator

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 21886 - 026U5)

Gazetted: 14 November 2022

Closing Date: 12 December 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

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

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

The ACT Wide Mental Health Access Coordinator (Access Coordinator) has the role of the patient flow coordination for Adult Acute Mental Health Services (AAMHS), providing timely access to mental health beds, ensuring that the right person gets the right bed at the right time.

The position provides a central point of contact for information and access to mental health beds in AAMHS during business hours and has strong links with the Calvary Public Hospital Bruce and University of Canberra Hospital inpatient mental health units, to effectively coordinate patient flow across the service. The Access Coordinator provides a liaison role with MHJHADS Adult Community Mental Health teams to coordinate and plan direct admissions and/or ED diversion by identifying mental health risk and optimising a therapeutic transition for people who require a mental health admission.

The core responsibilities of the Access Coordinator are:

To be aware of current capacity and demand within mental health services during business hours.

Promote effective coordination of bed movement Service.

Provide operational and strategic advice to MHJHADS executive members with regards to significant predicted or actual reduction in patient flow, which may cause significant risk to the operation of the service.

To be the initial point of contact and escalation point for the Mental Health Capacity Escalation Plan.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

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

Have a minimum of 3 years' experience in either community or inpatient mental health services

Desirable:

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

Holds a current class C driving licence.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Shaun Bayliss (02) 5124 5406 Shaun.Bayliss@act.gov.au

Medical Services

Nuclear Medicine and PET

Nuclear Medicine Technologist

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28509, several - 0260T)

Gazetted: 11 November 2022

Closing Date: 30 November 2022

Details: 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:

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The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department. Refurbishment of the department has begun, with procurement of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT. New and soon to be new graduates are encouraged to apply.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

2. High level communication skills.

3. Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

Mandatory

The Successful applicant must have a Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine), or equivalent is Mandatory.

Post graduate experience as Nuclear Medicine Scientist in BMD, PET/CT and Diagnostic CT is desirable.

They are also required to be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

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

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo a pre-employment National Police Check.

Possess and appropriate ACT Radiation Licence (or equivalent).

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

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

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be made based on written application only.

Contact Officer: Simon Clausen 0422402745 Simon.clausen@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 29003 - 026XU)

Gazetted: 14 November 2022

Closing Date: 28 November 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

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

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:

Passionate about customer service

Organised

Flexible

Position Requirements/Qualifications:

- These roles require the ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Ellannah Finch (02) 6205 1085 Ellannah.Finch@act.gov.au

Infrastructure and Health Support Services

Food Services

Administration / Processing Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 20238 - 026P0)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Expressions of Interest are sought from an enthusiastic and motivated individual to temporarily fill the relief pool for the ASO-2 FT Administration / Processing position within the Food Services Management team, which is part of Infrastructure Health Support Services.

Applications are invited from suitably enthusiastic experienced people for the position of Administration Officer for the Food Services Administration department at the Canberra Hospital. Skills required include excellent administrative and interpersonal skills, good communication skills and enjoy working as part of a small team and able to prioritise their workload to meet deadlines.

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food Services is a branch of IHSS which is responsible for Food Services for Canberra Health Services. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation 2

Meal deliveries to patients

Menu monitors.

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

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

External sites: Dhulwa and other Community Centre

DUTIES

Under limited direction of the Finance and E-Rostering Officer you will perform.

Undertake secretariat, administrative support and/or other duties associated with Food Services

Answer Food Services phone enquiries from external clients for the request for provision of foodstuff. Collate, print and stamp all information labels for both internal and outstation clients.

Compile a daily register of functions in the function diary and provide copies to the production area and the cafeteria. In consultation with the cafeteria chef of the day, prepare cafeteria menus and distribute copies.

Ensure official records are maintained in accordance with the ACT Territory Records Act 2002 and other relevant policies and procedures and establish appropriate systems for storing and monitoring information.

General knowledge and understanding of Hazard Analysis Critical Control Points (HACCP) and Food Safety Standards.

Maintain and update information system (eg: filing system) but not limited to

Issue meal tickets to clients and staff uniforms allocation and maintaining a register

Arrange and oversee minor repairs and maintenance of buildings and equipment

Estimate, requisition and manage office supplies for an office/department.

Process and co-ordinate stores deliveries and invoice areas accordingly.

Daily cafeteria banking.

Drafting newsletters

7. Provide support to the area in the absence of other staff.

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

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

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

High degree of self-drive and initiative.

Position Requirements/Qualifications:

Mandatory

Relevant experience in an administration/office management position is preferred, with skills and experience with Microsoft Office applications and Microsoft Excel.

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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 reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.
Contact Officer: Sanjay Prasad 5124 2177 Sanjay.Prasad@act.gov.au

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Acute Services

Allied Health Assistant (AHA3)

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 50788 - 026XG)

Gazetted: 14 November 2022

Closing Date: 28 November 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.

CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus.

The Allied Health Assistant/Youth Worker position will work collaboratively as part of a multidisciplinary team to enhance access to mental health treatment for young people aged 5-18 who present with moderate to severe mental health issues

ABOUT YOU

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

Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a 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.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

- Minimum Certificate IV in Youth Work or Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience.
- Current drivers' licence.

Desirable:

- Experience working in mental health.

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

Note: This is a permanent part-time position available at (29.4) hours per week. The above full-time salary will be pro-rata. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Allison Vasquez (02) 5124 6532 Allison.Vasquez@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health

Clinical Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22128 - 026Y7)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: 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

This 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 ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

Within the ACMHS 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.

As a Clinical Officer working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. This HP2 role will be tasked in supporting the homeless outreach services team (HOT). Additionally, you will provide support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to HP1 as well as supervising students.

The position is based at the City Community Health Centre and reports to the Mental Health Link Team Leader.

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services. Under supervision and co-

ordination of the Team Leader, Mental Health Link Team, you will perform clinical activities in collaboration with the multidisciplinary team and the people who access the service.

ABOUT YOU

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

Behavioural Capabilities

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

Tertiary qualifications in Occupational Therapy, Psychology or Social Work. Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or AASW.

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

Understanding of adult community mental health services with minimum of 1 year post qualification experience. Post Graduate Qualification in a related health 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.

Hold a current driver's licence

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

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

Contact Officer: Donald Wilson (02) 6207 7867 Donald.L.Wilson@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult community mental Health services

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 23953 - 026UG)

Gazetted: 14 November 2022

Closing Date: 6 December 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 is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

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

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

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in 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:

For Psychology:

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

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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.
- Hold a current driver's licence

Contact Officer: Siji George (02) 5124 1468 Siji.George@act.gov.au

Medical Services

ACT Pathology

Chief Scientist (Laboratory Manager) – Chemical Pathology

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 40057 - 026XV)

Gazetted: 14 November 2022

Closing Date: 30 November 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

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

The role of a Chief Scientist (laboratory manager) of Chemical Pathology will be to support and work collaboratively with the Pathology Executive Director, other section Directors, Director of Operations and Principal Scientist. Provide input into the strategic and operational management of the Pathology branch of Canberra Hospital and Health Services, ensuring the effective and efficient delivery of services.

Under direction of the Director of Laboratory Operations, you will be responsible for the strategic and operational management of the Chemical Pathology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

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: Well-developed leadership qualities, including the ability to inspire and motivate others to achieve departmental and divisional goals.

High level interpersonal skills in order to influence and lead change.

Ability to see the big picture while focussing on the process and procedures necessary to deliver services.

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

Position Requirements/Qualifications:

- A degree in Medical Laboratory Science or equivalent qualification.
- Minimum ten years' experience working in a Chemical Pathology Laboratory
- Minimum five years' experience working in a supervisory role in a Clinical Pathology Laboratory
- Possession of a higher degree is desirable and/or qualifications in business, human resource management or similar.

Position Requirements

- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- The successful applicant will need to be available for occasional weekend and after-hours work, including participation in a 24/7 on call roster.
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 11 months.

Contact Officer: Simon Newton (02) 5124 2893 simon.newton@act.gov.au

Medical

Medical Imaging

Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 18528-026B6)

Gazetted: 11 November 2022

Closing Date: 25 November 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 Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

This position will be required to lead and support the Medical Imaging Administration team, under direction of the Administration Manager. The successful applicant will be required to problem solve and communicate effectively with internal and external stakeholders. They will be highly motivated to complete tasks on time and be able to work independently and as a part of a team.

ABOUT YOU

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Behavioural Capabilities

1. Effective communication skills; and
2. Strong organisational skills with a strong work ethic

Position Requirements/Qualifications:

Relevant secondary qualifications and a minimum of two years' experience working professionally in a clinical administrative position is desirable.

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

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

Prior to commencement successful candidates will be required to:

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

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

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

Contact Officer: Belinda Howard (02) 51242798 Belinda.Howard@act.gov.au

Office of the Deputy CEO

Campus Modernisation

Major Medical Equipment and Furniture Fittings and Equipment Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59423 - 026XL)

Gazetted: 11 November 2022

Closing Date: 25 November 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

Do you have the relevant skills to work on the largest healthcare infrastructure project undertaken in the Territory's history?

The Major Medical Equipment (MME) and Furniture Fittings and Equipment (FFE) Project Manager role could be the role for you.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

The Canberra Hospital Expansion Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of the CSB includes:

- a. new reception and retail outlets,
- b. new emergency department with 127 treatment spaces,
- c. medical imaging department dedicated to emergency and inpatients,
- d. operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites,
- e. acute coronary care unit with interventional cardiac laboratories,
- f. 60 bed Intensive Care Unit with four dedicated paediatric beds (double the current capacity),
- g. four inpatient units with 128 beds,
- h. new sterilising services department that will replace the existing service at Mitchell ACT,
- i. helipad with future provisioning for a second landing site,
- j. ambulance bays,
- k. logistics port with an underground tunnel connection to the main campus loading dock; and
- l. significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The FFE and MME Project Manager will report to the Executive Group Manager, Campus Modernisation and will work closely with the Project Team and more broadly across Canberra Health Services.

The role will lead the Major Medical Equipment (MME) and Furniture, Fixtures and Equipment (FFE) functions within the Operational Commissioning Program - being responsible for the co-ordination and delivery of a range of complex and high-risk procurement and project management activities.

The Project Manager will work in consultation with Major Projects Canberra (MPC) managing strategic outcomes for major projects to ensure CHS requirements, specifications and approvals are appropriately documented and managed.

DUTIES

Effective change and stakeholder management skills.

Strong interpersonal, written and verbal communication skills.

Effective management of a workload within strict timeframes.

ABOUT YOU

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Behavioural Capabilities

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 tertiary qualification in Project Management or 10-years' relevant industry experience which would include:

Experience in the planning, procurement, installation and commissioning of FFE and MME programs.

Exposure to the planning, design and delivery of major health care infrastructure projects.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment medical examination

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 40 months.

Contact Officer: Vanessa Brady 0404 364 949 vanessa.brady@act.gov.au

Surgery

Intensive Care Unit

Equipment Nurse Advert

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21165 - 02625)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New

Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

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

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

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

The Clinical Development Nurse is responsible for the professional advancement of nursing staff within the Intensive Care Unit by delivering continuing education and support. It is a challenging role that requires expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

Working within a busy and fast paced healthcare environment, the Equipment Officer, Registered Nurse Level 2 is responsible for supporting clinical team members by ensuring that the basic and specialised diagnostic or therapeutic equipment in the Intensive Care Unit functions at optimal capacity at all times. A key responsibility of the role will be to coordinate and monitor the supply of equipment and consumables in liaison with the ICU Clinical Nurse Consultant and Healthcare Technology Management staff.

ABOUT YOU

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Behavioural Capabilities

Effective communication and strong interpersonal skills

Demonstrate leadership skills.

Ability to work independently to deliver timely and professional service and problem-solving ability.

Proactive in adapting to change and learning new technical skills.

Position Requirements/Qualifications:

Mandatory

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

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.

Have a minimum of 12 months experience working professionally in a hospital based critical care environment, with proficiency in leadership and management.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Rehabilitation Aged and Community Services

Brindabella Day and Ambulatory Rehabilitation Service

Speech Pathologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40149 - 026XZ)

Gazetted: 14 November 2022

Closing Date: 28 November 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:

www.canberrahealthservices.act.gov.au

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

Brindabella Day and Ambulatory Rehabilitation Services (BRS) provides Allied Health led interprofessional rehabilitation through several ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Rehabilitation at Home, and the Falls and Falls injury prevention service, and the Post COVID recovery clinic.

Speech Pathologists within BRS provide short-term goal-directed swallowing and communication rehabilitation designed to enhance clients' independence, and ability to engage in their chosen activities and their community. BRS speech pathologists work as part of an interprofessional team and have very close links with the RACS speech pathology service.

This position will provide an opportunity for a highly motivated Speech pathologist with high level clinical skills in working with adults requiring rehabilitation to enhance the speech pathology service within BRS. This will require active engagement in service evaluation, improvement and innovation, staff and student supervision and an opportunity to engage in speech pathology and interprofessional research.

ABOUT YOU

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Displays critical thinking skills, ability to reason based on evidence and sound judgement.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.

Position Requirements/Qualifications:

- Relevant Degree or Diploma in Speech Pathology and a minimum of three years' experience working professionally with people requiring rehabilitation.
- Be eligible for practising membership to Speech Pathology Australia
- Hold a current driver's licence.
- The successful applicant may 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.
- 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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This position works closely with the RACS speech pathology service that provides speech pathology to inpatient and ambulatory rehabilitation and aged care patients within Canberra Health services. 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.

Contact Officer: Grant Shaw (02) 5124 0079 Grant.Shaw@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 Education and Training Services

CIT Pathways College

CIT Student Support

Mentor for Students

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41215, several)

Gazetted: 16 November 2022

Closing Date: 23 November 2022

Details: Full and Part-Time seasonal positions available to mentor students across a range of CIT programs (*including apprentices/trainees, JobTrainers, and targeted student groups*).

These positions will be for a minimum of 30 weeks paid employment on a 12-month, Seasonal Fixed Term Employment contract, with the potential of extension and the possibility of streamlining.

This work aims to support students with both their study and personal issues, advise, and refer students to appropriate services. Applicants need to possess the ability to be flexible, engage well with people with a wide range of competing demands, and work to identified needs in the departments they are placed in. Experience working in the VET environment is an advantage.

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

Eligibility/ Other Requirements

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

Note: There are several temporary positions available for up to 12 months with the possibility of extension and/or streamlining. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Temporary employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement and the salary will be pro-rata of the above stated amount.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

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

How to Apply: Please provide:

a maximum of two-page response to the attached Selection Criteria

a curriculum vitae

two referee reports using the *attached referee report template*.

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: Belinda Wallis (02) 6205 9628 Belinda.Wallis@cit.edu.au

Education Training and Services

Health Community and Science

Wellbeing

Senior teacher - Health Community and Science - Wellbeing

Teacher Level 2 \$114,979, Canberra (PN: 35262)

Gazetted: 15 November 2022

Closing Date: 22 November 2022

Details: The primary focus of the Teacher Level two position is to, under the general direction of the Manager Education Level one, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals.

Provide leadership and guidance to support teachers and the department in relation to teaching and learning practices including:

Generating and implementing new and creative ways to deliver competency-based training and assessment to meet the specific needs of a diverse range of students, through the use of a range of methodologies, education/instructional design and educational technologies.

Vocational Education and Training (VET) changes including trends, regulatory requirements, quality assurance and best practice.

Expert advice on the quality, efficiency and effectiveness of course, program or project delivery; and

Overseeing supervision, training and professional development of staff.

Monitor and evaluate relevant developments in education theory and educational technologies and advise College of these developments.

Provide curriculum support and development to the department to enhance the delivery of programs at all AQF levels.

Represent CIT through effective liaison with internal and external stakeholders including partners, industry and the community.

Provide educational and program support and advice to students in the department.

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational) Create an environment that values and utilises the contribution of others.

Assist in ensuring Departmental compliance with CIT policies, ASQA standards and legislation.

Apply CIT policy and principles in relation to Respect, Equity and Diversity, Student Equity, ACT Public Service Values and Signature Behaviours, Work Health and Safety, Industrial Democracy and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*; and

Other duties as appropriate to classification and as requested by the immediate supervisor.

Eligibility/other requirements:

Mandatory qualifications and/or registrations/licencing

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 22 sub-Clause 40.

All employees at Teacher Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

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

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

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

How to Apply: Application requires a written response addressing the selection criteria and a curriculum vitae to be provided. In addition to your application please provide two referee reports, copies of qualifications and any additional information.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Richard Burgess (02) 6207 3879 Richard.Burgess@cit.edu.au

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

Technology and Design College

Hairdressing and Beauty Therapy Department

Hairdressing and Beauty Therapy Department

TO3, Technical Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 57613)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: The TO3 reports to the Hairdressing and Beauty Therapy Head of the Department -

The primary focus of the position is to maintain Hair and beauty Salons, salon equipment and stock levels.

Preparing and supporting Hairdressing, Barbering, Makeup and Beauty Therapy educators to maintain quality educational delivery according to the RTO standard

Establish and maintain contacts with relevant external industry providers for the department. Researching to source new products and equipment within the constraints of the department budget. Liaise with staff from across all relevant CIT department

Maintain and control a cash float, conduct sales of products and services, in accordance with procedures related to ACT financial and procurement regulations

Eligibility/Other Requirements:

Sound understanding of the operations and role of an educational institution.

Sound knowledge of customer service requirements of Hairdressing, Barbering, Beauty Therapy and Makeup

Sound knowledge of WHS procedures and reporting according to the ACT government standards

MANDATORY QUALIFICATIONS/OTHER REQUIREMENTS

MANDATORY:

Hairdressing or Beauty therapist Qualification OR relevant experience and/or qualifications appropriate to performing the duties of the position.

How to Apply: Please provide a written response addressing the Position Description along with your curriculum vitae.

Applications are invited for a full-time permanent role for the above position in the department of Hairdressing and Beauty Therapy.

Applications should be submitted via the Apply Now button below?

Contact Officer: Teresa LoPilato (02) 6205 3005 Teresa.LoPilato@cit.edu.au

Technology and Design College

Hairdressing and Beauty therapy Department

Hairdressing and Barbering Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 59430)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: Teacher Level 1 will perform professional educational, administrative, and training duties reporting to the Hairdressing and Beauty Therapy Head of department

Teach across a range of subjects within Hairdressing and Barbering training package, as required by the Head of Department and up to the number of hours prescribed in the relevant Enterprise Agreement.

Organise and deliver training using flexible, innovative and blended learning tools to deliver Certificate III in Hairdressing /Barbering programs. Provide students the opportunity to achieve the required training outcomes.

This may involve mentoring, facilitating student support and developing customised learning pathways.

Assist in promoting the College and in liaison with industry and the community. Maintain and enhance relationships with industry and internal stakeholders to promote, support and inform Hairdressing and Barbering programs.

Perform educational and administrative tasks and other incidental duties as directed by the Head of Department.

Administer the operational requirements of the Apprenticeship System, User Choice and Registered Training Organisation (RTO) Standards as well as other industry and government regulations.

Eligibility/Other Requirements:

Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

All Teacher Band 1 teachers will hold:

Certificate IV in Training and Assessment (such as a TAE40116 or equivalent). If the teacher does not hold this qualification, he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and

Appropriate industry competencies demonstrated by the following qualifications:

SHB30416 - Certificate III in Hairdressing (or equivalent)

SHB30516 - Certificate III in Barbering (or equivalent)

All employees at Teacher Level 1.7, 1.8, must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

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

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

How to Apply: The online application form requires a written response and a curriculum vitae, referee reports, copies of qualifications will be required.

Applications are invited for a full-time permanent role for the above position in the department of Hairdressing and Beauty Therapy

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa LoPilato (02) 6205 3005 Teresa.LoPilato@cit.edu.au

Industry Engagement and Strategic Relations

Industry Engagement and Strategic Management

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40055)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for an Executive Officer, with demonstrated personal drive and integrity to join the CIT Executive Support Team in supporting the efficient management of work across the division. The position is responsible for working closely with the Executive Director and supervising the Executive Support Officer deliver a wide range of executive support duties.

To be competitive for this role you will need to be highly organised, have great attention to detail and thrive in a dynamic workplace. Strong written communication skills and stakeholder management experience are essential. The successful applicant will demonstrate a high degree of independence and confidentiality, while being adaptive in delivering results within in a fast-paced environment.

CIT supports flexible working arrangements, and individual working arrangements that meet and achieve business needs can be negotiated.

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

The CIT Reid campus has on-site free car parking available for staff.

Eligibility/ Other requirements:

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

Experience in the use of HP TRIM and Microsoft Sharepoint is desirable.

Notes: This is a temporary position available immediately until 31 January 2023 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a one-page pitch, curriculum vitae, and names of two referees.

Applications should be submitted directly via the Apply Now button below

Board and CEO

Chief Executives Office

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59382, Several)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for Executive Support Officers with demonstrated personal drive and integrity and high-quality customer service to join the Executive Support Team, to provide strategic, operational and administrative support to the CIT Senior Leadership Team, enhancing productivity and enabling the efficient management of work across the division.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace and have high level coordination skills. Strong communication and stakeholder management experience are essential to be successful in this role. You will need to demonstrate a high degree of independence and confidentiality, while being adaptive in the workplace to meet requirements in a fast-paced environment.

The role encompasses a wide range of Executive support duties, to the Executive and the broader division, including diary management, making travel and meeting arrangements, coordination and liaison on division activities and assisting in workflow progression.

CIT supports flexible working arrangements, and individual working arrangements that meet and achieve business needs can be negotiated.

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

The CIT Reid campus has on-site car parking available for staff.

Eligibility/ Other requirements:

1. Experience in an Executive Office and/or in the Australian or ACT Public Service is highly desirable.
2. The ability to work flexibly under limited supervision is required.
3. Experience in the use of HP TRIM and Microsoft Sharepoint is desirable.

Notes: These are temporary positions available initially for four months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months

How to Apply: Please provide a one-page pitch, a current curriculum vitae and names of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: CarolinaD Ross (02) 6205 3309 CarolinaD.Ross@cit.edu.au

Education and Training Services

CIT Technology and Design

CIT Information, Communication and Technology

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57670)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: This position reports to ICT Head of Department. The primary focus of the position is to provide administration for the ICT Department. This position does not involve direct supervision of staff.

Eligibility/ Other requirements:

Certificate III or IV in Business Administration, relevant skills and experience in an associated field would be desirable.

Experience using Word, Excel, PowerPoint, Outlook, Trim, CRM, Banner, Teams, and Adobe is desirable.

Notes: This is a temporary position available from 1 December 2022 until 30 November 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please send a written response of no more than one page addressing the Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@cit.edu.au

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

Corporate Services

Director, CIT IT Operations and Strategy

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1216)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Canberra Institute of Technology (CIT) is seeking an enthusiastic and customer-experience focused Chief Information Officer (CIO) to manage all aspects of CIT's information technology and digital delivery pathways, to enable a contemporary approach to vocational education and training, and an excellent student, workforce, and community experience.

Our Cloud Campus project is a major priority for CIT and will be a major deliverable for the successful applicant.

In collaboration with the CIT Executives, staff, and service delivery partners, the CIO will:

lead and deliver the CIT digitalisation and cloud campus projects,

oversee ICT operations in alignment with the ACT Government's Whole of Government strategic direction for ICT and security compliance,

provide a regular reporting to and consult with the CIT Board,

demonstrate collaborative and strong team leadership,

have proven skills in driving transformation, and

demonstrated experience in delivering outcomes in multi-stakeholder environments.

Your passion and ability to find innovative ways to use digital and data to make real and positive changes to the ways students, staff, and the community interact with CIT will also be a key aspect of this role.

Remuneration: The position attracts a remuneration package ranging from **\$266,764** to **\$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

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: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

Applications should include a current curriculum vitae and details of two referees.

Orders of merit: 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.

Contact Officer: Meghan Oldfield (02) 6207 1270 MeghanK.Oldfield@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager, Economic and Financial Group

Temporary Vacancy (9 December 2022 to 17 January 2023)

Chief Minister, Treasury and Economic Development Directorate

Economic and Financial Group

Position: E391

(Remuneration equivalent to Executive Level 2.4)

The Executive Group Manager (EGM), Economic and Financial Group (EFG), reports to the Deputy Under Treasurer, Economic, Budget and Industrial Relations and is expected to work collaboratively with other Executives across the ACT Public Service (ACTPS) and with stakeholders inside and outside of government. The position leads a team responsible for advising the Government and agencies on economic and revenue policy, modelling and forecasting and federal financial relations, and providing advice on and administering the motor accident injuries and lifetime care and support schemes.

The primary responsibilities of the EGM are to:

- lead the direction and operation of the Economic and Financial Group;
- guide the development of economic, revenue, federal financial relations policy;
- provide professional and responsive support and advice to the Deputy Under Treasurer, Under Treasurer and the Treasurer on the economic and financial position of the Territory and policy issues relating to a broad range of government programs and businesses;
- build and maintain strong relationships with other Treasury teams and across other directorates;
- develop a high-performance culture in EFG; and

- as a member of the Senior Executive team, play a strategic leadership role in achieving the objectives and outputs of the Directorate.

This position involves direct supervision of staff.

Applicants should have:

- leadership and executive management experience;
- an established record in developing and implementing public policy, economic and/or financial advice;
- a strong focus on results and experience in maintaining effective working relationships with stakeholders; and
- relevant tertiary qualifications.

To apply: Applications should send a maximum one-page expression of interest and a Curriculum Vitae directly to the Contact Officer by: **COB Friday 18 November 2022.**

For more information see: <https://www.jobs.act.gov.au/jobs/chief-minister-treasury-economic-development/temporary/e391>

Remuneration: The position attracts a remuneration package ranging from **\$347,585 - \$361,512** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$309,493.**

Contact Officer: Stephen Miners 0405 118 676 Stephen.Miners@act.gov.au

Executive Group Management, Corporate
Temporary Vacancy (19 December 2022 to 23 January 2023)
Chief Minister, Treasury and Economic Development Directorate
Corporate
Position: E790

(Remuneration equivalent to Executive Level 2.4)

Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 19 December 2022 to 27 January 2023.

The Executive Group Manager, Corporate reports directly to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, the Senior Executive Group and other Executives within CMTEDD, as well as with other key government and non-government stakeholders.

The role also demands effective engagement with key external stakeholders, including the provision of advice and support to the Chief Minister's Office and consultation and negotiation with unions, and the ability to apply sound judgement and integrity to all work matters.

The Executive Group Manager, Corporate is also the CMTEDD Senior Executive Responsible for Business and Integrity Risk.

The Executive Group Manager Corporate is the chair of the CMTEDD Executive Management Group, which is the Directorate's Corporate Executive meeting, with membership comprising of the Director General, Under Treasurer and Chief Financial Officer.

In addition, this role chairs the Public Sector Chief Operating Officers meeting driving whole of government best practice and strategy in corporate activities.

The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.

For further information please see the Executive Capabilities attached.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae via email to Robert.wright@act.gov.au by **COB Wednesday 23 November 2022.**

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

Remuneration: The position attracts a remuneration package ranging from **\$347,585 - \$361,512** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$309,493.**

Contact Officer: Robert Wright 0404 455 574 robert.wright@act.go.au

Access Canberra

Fair Trading and Compliance

Compliance

Senior Strategic Officer / Inspector

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19636)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Are you an out of the box thinker? Someone who thrives on innovation?

An expert at looking the status quo and turning it on its head? The Compliance team within Access Canberra is seeking a senior strategic officer / inspector to assist in the design and implementation of strategic projects, system design and reporting that assists the team in their day-to-day operations.

The ideal candidate will have a keen eye for detail, and understanding of data and governance, and be well versed in developing inspection solutions with Esri ArcGIS products. The day-to-day role may include the development of Survey123 inspection surveys, Workforce projects, governance design such as internal policies, operational reviews and reporting.

The role will also be responsible for the inspection or investigation of regulated industries, though it will be a secondary focus of the role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

A full drivers licence is essential.

A working knowledge of Esri ArcGIS products is highly desirable.

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

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: Interested applicants should provide a supporting statement of no more than two pages, detailing your suitability for the role, contact details of two referees and a current curriculum vitae.

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

Contact Officer: Alex McPherson (02) 6207 4412 Alex.McPherson@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance Team

Compliance Inspector

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 02768)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: The Compliance Team in Access Canberra has a permanent Administration Service Officer four (ASO4) position available. Successful applicants will join a dynamic and supportive team responsible for regulating gaming, liquor, security, controlled sports and fair trading (to name just a few!).

The Team is looking for individuals with a passion for planning and conducting compliance activities. Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra’s Compliance Framework. As an inspector you will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and as a team member.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other requirements:

A current full driver’s licence is essential.

A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Undertake overtime inspection activities on regulated industries outside of normal working hours as required.

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

How to Apply: Applicants should address the Selection Criteria within the Position Description based on the role. Please review the Position Description for details about the role and associated responsibilities of an Inspector. Suitability for this position will be assessed on your demonstrated Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Interested candidates are requested to provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your skills, knowledge, behaviour and qualifications make you the best person for this permanent role.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Krista Brennan (02) 6205 5267 Krista.Brennan@act.gov.au

Shared Services

Partnership Services Group

HR/Finance Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36216)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details:

If you like helping people, this job is for you.

If you want to work in a collaborative team environment, this job is for you.

If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance.

Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

Note: If you are successful, you will be placed on a six week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a longer term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

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

The Vacancy: We currently have a temporary vacancy which may have the possibility of extension up to 12 months and permanency. A merit pool will be established from this process to fill identical temporary and permanent positions.

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 complete the attached application questions in no more than one page length and provide them along with your curriculum vitae and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

If you have any questions regarding these vacancies, please contact Jenny Edmestone on 620 52367 or at

Jennifer.edmestone@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmestone (02) 6205 2367 Jennifer.Edmestone@act.gov.au

Access Canberra

Licensing and Registration

Several

Licensing Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 55003, several)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: There are several positions available in both Community, Industry and Trader licencing (CITL) and Birth Deaths and Marriages (BDM). The CITL unit administers a variety of legislation along with being responsible for the incorporation of associations in the ACT. The BDM unit is responsible for assessing and processing requests for service, maintaining database systems, liaising with stakeholders, administering a variety of legislation and making decisions.

These positions would suit someone who can multitask, has exceptional customer service skills and can handle confidential and sensitive information with care. The successful applicant will be responsible for managing competing priorities whilst providing a range of administrative functions, including the assessment of licensing and registration applications where you will demonstrate your ability to think critically and apply your risk based decision-making skills. The role also involves communicating with internal and external stakeholders both on the phone and through written correspondence, so well-developed communication skills are essential. You'll be working in a small, professional team of experienced administration officers. If you enjoy a challenge, then this is the job 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: These are temporary positions available for an initial three months with the possibility of extension up to six months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

The successful candidate may be selected based on application only.

How to Apply: To apply please submit your current curriculum vitae, the details of two referees and a pitch of no more than 2 pages demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be sent to the Contact Officer.

Contact Officer: Bria Lustri (02) 6207 9735 Bria.Lustri@act.gov.au

Economic Development

Events ACT

Director, Event Delivery

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 28819)

Gazetted: 10 November 2022

Closing Date: 17 November 2022

Details: Events ACT is seeking expressions of interest for a highly experienced event delivery professional with extensive relevant experience and a proven track record in event design, planning, execution, leadership and financial management including procurement.

Our ideal candidate will be highly motivated, reliable, willing, and committed to contribute to our fast-paced high performing team. They will have excellent presentation and communication skills and will represent Events ACT positively and professionally in business discussions and commercial negotiations. Modelling the ACT Public Service Values and Signature Behaviours of respect, integrity, collaboration and innovation, the candidates will

show initiative and lead by example. You will lead a small dynamic team of talented high performing dynamos as you oversee the Event Delivery Team.

Our ideal candidate will have a deep well of business and commercial acumen to draw from. They will be an expert juggler and thrive in a fast-paced work environment which understands the role our people and our culture play as the key to our success.

If you have a drive for collaboration, kicking goals and sharing success we'd love to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately until 31 January 2023. 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.

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 send your curriculum vitae and an application of no more than two pages that address the Professional/Technical Skills and Behavioural Capabilities as per the Position Description telling us why you are the right person for the job.

Applications should be sent to the Contact Officer.

Contact Officer: Amal Davis (02) 6205 4948 Amal.Davis@act.gov.au

Access Canberra

Fair Trading and Compliance

Investigations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59471)

Gazetted: 10 November 2022

Closing Date: 12 December 2022

Details: We are seeking an enthusiastic and self-motivated Assistant Director with the ability to lead and deliver agreed business outcomes in pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

This role will provide interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. You will have the opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available for 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.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Damien Kelly (02) 6205 4467 Damien.Kelly@act.gov.au

Economic Development

Venues Canberra

Venue Infrastructure and Capital Works

Facilities Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 24031)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: Enjoy maintaining a large-scale facility? Enjoy attending major events? Have we got the job for you! Venues Canberra are seeking a high performing Facilities Coordinator to join our Venue Infrastructure and Capital works team. Reporting to the Senior Director, you will be responsible for managing planned and reactive maintenance at GIO Stadium, Manuka Oval or Exhibition Park In Canberra (EPIC).

You will also be responsible for event facility management and attend the majority of events. You will also be expected to work across all Venues Canberra sites when 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Essential:

C Class Drivers Licence is essential.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

Desirable:

Qualified Trade Knowledge of the event industry and/or event industry experience Forklift operator licence White card, asbestos awareness, working at heights, confined spaces and first aid certification.

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.

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

Contact Officer: Andrew De Boni (02) 6213 0701 Andrew.DeBoni@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Finance and Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 05262)

Gazetted: 10 November 2022

Closing Date: 17 November 2022

Details: Applications are invited from suitably experienced candidates to join the Education ICT team as the Finance and Administration Officer. In this role you will be responsible for undertaking a range of support services and processing functions in an Operations environment. This will include managing accounts payable and receivable, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals and processing supplier invoices for payment. This position will be required to liaise closely with a range of external and internal stakeholders including ACT government schools. You will work cooperatively within a team environment, be a strong and clear communicator with exceptional time management skills. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads to meet tight deadlines in a fast-paced operational environment.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements:

Tertiary qualifications in Accounting or Commerce are highly regarded.

An ACT Government CMTEDD clearance, or the ability to obtain one, is required for this position.

Notes: This is a temporary position available from 01 December 2022 up until 03 February 2023 with the possibility of extension up to six months. Selection may be based on application and referee reports only.

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 provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills and knowledge.

Applications should be sent to the Contact Officer.

Contact Officer: Daisy Caisip (02) 6207 4512 Daisy.Caisip@act.gov.au

Economic Development

Events ACT

N/A

Assistant Director Procurement and Contracts

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

Gazetted: 10 November 2022

Closing Date: 22 November 2022

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

Reporting to the Director, Event Delivery, you will lead Events ACT's Procurement and Contracts team to effectively coordinate all phases of key procurement, tender activity, contract and financial management for the business unit. This will enable successful event delivery in compliance with ACT Government procurement and financial legislation and regulations.

The successful candidate we are looking for will:

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

Be able to provide expert procurement advice to the team.

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

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

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

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

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

identify / prioritise issues and apply sound time management and strong organisational practices.

If you're looking for a temporary role with the possibility of extension/permanency where no day is the same and you're always wanting to be busy, then 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Procurement, Financial and contract management experience is required

Note: This is a temporary position available immediately until 17 February 2023 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: To apply for this role please address the Selection Criteria in no more than two pages detailing how your Skills, Knowledge and Behaviours make you the best fit for the role. Please also provide a copy of your curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Eldred 0404 875 338 Melanie.Eldred@act.gov.au

Access Canberra

Environment Protection Authority

Environment Protection

Environment Protection Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 10691)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

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

In this role you will apply the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other requirements:

Current ACT or equivalent driver's licence.

Relevant technical training or experience

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: 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 directly via the Apply Now button below

Contact Officer: Rodney Dix (02) 6207 2586 Rodney.Dix@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest park

National Arboretum Canberra

Horticultural Support Officer

General Service Officer Level 3 \$53,867 - \$55,873, Canberra (PN: 50158)

Gazetted: 16 November 2022

Closing Date: 7 December 2022

Details: The National Arboretum Canberra's Living Collection Team is looking for a motivated and enthusiastic person to assist with the maintenance of our world class tree and garden collection. The successful applicant will primarily support our irrigation officer in the monitoring and repair of extensive irrigation infrastructure in addition to providing seasonal assistance to our Forest and Garden Teams. Some experience in irrigation maintenance is desirable.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Essential

Current driver's licence

First Aid Certificate or a willingness to undertake training

Desirable

Experience in irrigation maintenance

Horticultural experience

Truck and/or plant operator's licenses

Side by side ATV operator's qualifications

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Chemical usage qualifications (Chemcert) relevant to the position description

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

How to Apply: Please respond to individual criterion as set out in the selection criteria. Incomplete responses may not be shortlisted.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Kieran Wallace 0435160215 Kieran.Wallace@act.gov.au

Economic Development

Business and Innovation

Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33741)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: Are you interested in a challenge and want to be a key part of a high performing team? Do you identify yourself as a collaborative, highly motivated, and organised individual? If this sounds like you, this could be the career opportunity you've been waiting for and we'd love to hear from you!

The Business and Innovation Branch in Economic Development are looking for an individual with a high level of administrative and organisational skills along with well-developed communication skills and a willingness to jump in and get things done.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Branch Manager (EBM) and the broader Business and Innovation Branch. The successful candidate will work closely, under limited supervision, with the EBM, the Executive Officer and Business and Innovation team to manage the diary of the EBM, arrange meetings, prepare agendas, papers and minutes as required, facilitate the coordination of Government Business and internal input requests, as well as any other administrative support requirements.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately until February 2023 with possibility of extension and/or permanency.

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

How to apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

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

Contact Officer: Jessica Round (02) 6205 4887 Jessica.Round@act.gov.au

Communications and Engagement

Strategic Communications, Research and Engagement

Research and Insights Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 23047)

Gazetted: 11 November 2022

Closing Date: 18 November 2022

Details: We are looking for someone willing to use their research skills to help inform ACT Government projects, services, and communication initiatives.

Working as part of a small team, you will be responsible for the delivery of quantitative research projects, including questionnaire design, programming, data analysis and insights generation. You will also have an opportunity to develop your qualitative skills and contribute to the design and delivery of our qualitative research activities.

You will need to have strong written and verbal skills as well as demonstrated report writing experience. You will also support the use of best-practice research methods and help maintain high quality standard of service. This includes the timely communication of research results to internal and external stakeholders, as well as the broader Canberra community.

We are looking for an active self-starter who can combine excellent technical research and data analysis skills with enthusiasm and passion to contribute to informed decision-making. Someone who is a true team player - and thrives on being collaborative, as part of a small, dynamic 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other requirements:

Relevant graduate qualifications such as in Social Sciences, Communications and/or Marketing is highly desirable. An ACT Government CMTEDD baseline security clearance or ability to obtain and hold a baseline security clearance is desirable.

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

How to Apply: Please submit the following:

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

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

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

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

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees, including their contact details.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted directly via the Apply Now button below

Contact Officer: David Briant (02) 6205 2402 David.Briant@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative

Senior Director, Campaigns and Creative

Senior Officer Grade A \$157,201, Canberra (PN: 48488)

Gazetted: 15 November 2022

Closing Date: 23 November 2022

Details: We're looking for a senior leader with extensive strategic marketing expertise, a strong track-record in campaign management and understanding of creative delivery and media buying. You will have an ability to translate government priorities into campaigns that resonate with the community to drive awareness and action and connect with all types of audiences.

We are seeking someone who can:

lead a talented team to think differently and deliver innovative government communication and creative solutions be at the forefront of an audience-led advisory service responsible for creative strategy, design, implementation and evaluation of priority campaigns and creative services

manage procurement, contracts and relationships with a range of media and creative service suppliers and agencies to deliver the necessary strategies, plans and reporting, and

work in a fast-paced, creative environment with a strong client service ethic.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: To apply please submit a two-page (max) pitch that outlines why your skills and experience make you the right person for this role, your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Mahar (02) 6205 9530 Nicole.Mahar@act.gov.au

Corporate

Workforce and Information Services

Information Management

Records Management Officer – Sentencing and Disposal

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58039, several)

Gazetted: 14 November 2022

Closing Date: 30 November 2022

Details:

Workforce and Information Services has an opportunity for two experienced and enthusiastic records officers to join our Information Management team to carry out a large-scale physical records sentencing and disposal project. We are seeking applicants with a sound working knowledge of recordkeeping requirements and who are proficient in government records management principles, practices and tools. Successful candidates will have proven records appraisal and sentencing skills, be self-motivated and able to use their initiative to solve problems. A good customer service focus, along with an understanding in the importance of attention to detail around the controlling of government records, is vital.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements: Applicants are required to be able to work in a manual handling environment.

Note: There are two full-time temporary project related positions available until May 2024, with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

These positions are in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

Suitability for these positions will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed within the Position Description.

Please submit the following:

A maximum two-page pitch detailing your ability to carry out the advertised role and why you are the best person for the position. This should include that you have the outlined capabilities in “What you Require” as well as demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do”.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Finlaison 0478 172 928 Wayne.Finlaison@act.gov.au

Digital, Data and Technology Solutions

Executive Office Finance, Procurement and Contracts / Strategic Business Branch

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59381)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: Are you good at organising a busy executive? The Executive Office Finance, Procurement and Contracts / Strategic Business Branch within Digital Data and Technology Solutions (DDTS) is currently seeking an enthusiastic and organised person for the role of Executive Assistant to provide professional administrative support to the branch. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion. This position reports to both the Executive Officers of DDTS and the Executive Group Manager, Finance, Procurement and Contracts.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Previous experience as an Executive Assistant would be highly regarded.

DDTS currently operates under hybrid working conditions, but there is an expectation that the successful candidate will be physically present in the office at Winyu House, Gungahlin or 220 London Circuit in Canberra City for a proportion of each week.

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

How to Apply: After reviewing the position description, 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.

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: Mark Whybrow (02) 6207 7879 Mark.Whybrow@act.gov.au

Economic Development

EventsACT

Event Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44680)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: Are you an expert at making sure things run on time, on schedule and on budget?

Are you able to manage the logistics of a storage facility including keeping it organised, managing WHS requirements and overseeing the packing and unpacking on a regular basis?

Do you have hands-on skills that would enable you to undertake minor repairs on equipment and manual labour such as moving heavy event equipment from storage facilities to event sites?

Would you like to use your industry knowledge and expertise to be part of a team and contribute to providing memorable experiences for Canberrans and visitors?

Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy (with the possibility of extension and/or permanency) for a skilled industry expert wishing to make a mark in our Event Delivery team. You will need to have experience in being part of a project team, prioritising to meet project deliverables, have the ability to communicate and negotiate with multiple and diverse stakeholders, and be able to provide expert advice and sound recommendations on event delivery matters and on-site event logistics. You will have experience working to tight deadlines in an ever changing, fast paced environment. You are a team player who also has initiative to make decisions under limited direction when required.

You need to be passionate about delivering event excellence and of course delivering on time and within budget. You need to be able to problem solve, be an agile thinker, and calm under pressure through event planning and on-site event delivery.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role in a fast paced environment where no day is the same, then this position 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

Forklift licence and White Card would be well regarded but not compulsory

Note: This is a temporary position available until 30 April 2023 with the possibility of extension up to 12 months and/or permanency.

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

Selection may be based on application and referee reports only.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your current curriculum vitae, details of two referees and in no more than two pages please address the Professional/Technical Skills and Behavioural Capabilities as per the Position Description outlining how your skills and experience make you the best candidate for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teegan Buckley (02) 6207 0871 Teegan.Buckley@act.gov.au

Access Canberra

Transport Licensing

Business Support and Training

Helpdesk Officer - Policy, Procedure and System support.

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12978)

Gazetted: 16 November 2022

Closing Date: 23 November 2022

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, including:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Business system training

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

The successful applicant for the Helpdesk Officer role will be proactive and support staff with system functionality and advice on Road Transport legislation, policy and business rules to a high standard.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

The successful applicant will provide exceptional client service over the phone and via email, and have the ability to draft written communication and procedures to a high standard.

The position is attached to a rotating roster of 9 am-5.30 pm Monday – Friday.

Note: This is a temporary position available immediately until 1 March 2023, with a possibility of extension of up to 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayley Eastman (02) 6207 0403 Hayley.Eastman@act.gov.au

Economic Development

Skills Canberra

Senior Director, VET Program Operations and Support

Senior Officer Grade A \$157,201, Canberra (PN: 45613)

Gazetted: 16 November 2022

Closing Date: 23 November 2022

Details: Skills Canberra is seeking Expressions of Interest to temporarily fill the SOGA, Senior Director, VET Program Operations and Support role.

This critical role leads and manages key vocational education and training (VET)- related functions.

The successful applicant will oversee the following Skills Canberra teams:

- VET Program Operations
- VET Compliance and Performance
- Grants and Projects
- Skills Promotion and 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available from 03 January 2023 up until 14 February 2023. This position is available to ACT Government officers and employees only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested, please email a maximum two-page pitch addressing the capabilities in the attached Position Description along with a copy of your curriculum vitae to Mark Harriott mark.harriott@act.gov.au by the application deadline.

Prospective applicants are encouraged to discuss the role with the

contact officer: Anita Dolstra ph. 62057092 or anita.dolstra@act.gov.au via email or MS Teams.

Access Canberra

Fair Trading and Compliance

Investigations

Senior Investigator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59472, several)

Gazetted: 10 November 2022

Closing Date: 12 December 2022

Details: We are seeking two enthusiastic and self-motivated Senior Investigators to assist our Investigations team with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

These roles will provide interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. You will have the opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available for 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.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Damien Kelly (02) 6205 4467 Damien.Kelly@act.gov.au

City Renewal Authority

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

Finance

Housing Finance

Financial Controller (Senior Director, Finance)

Senior Officer Grade A \$157,201, Canberra (PN: 48313)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: The Finance and Budgets Branch of the Community Services Directorate (CSD) is seeking a motivated Financial Controller (Senior Director - Finance) to join our dynamic Housing Finance team.

The Housing Finance team, within the Finance and Budgets Branch of CSD is responsible for the overall budgeting and financial management of Housing ACT being a separate financial reporting entity.

It provides financial advice and support to business units; specific functions include budget development, financial reporting, financial processing and financial management and governance.

The Unit regularly represents Housing ACT in various forums and acts as the first point of contact to other government agencies and external stakeholders.

The primary responsibilities for this position are to, under broad direction:

Provides leadership and direction regarding budget and financial management;

Ensures compliance with legislation, accounting standards, guidelines and policies, while ensuring that statutory reporting requirements are met;

Provides high-level advice to the executives and senior managers regarding Housing ACT's budget and financial position;

Provides high-level advice to the executives and senior managers regarding Housing ACT's programs and

operations – assisting with the fiscal responsibility and responsible control of resources within the division; and

Advises and leads on continual strategies for the continual improvement of Housing ACT's net operating position.

More information can be found in the Position Description.

Notes: This is a temporary position available immediately for six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two-page pitch addressing the capabilities and Job Specific Criteria, a curriculum vitae and contact details of two referees to Karen Incher via email.

Applications should be sent to the Contact Officer.

Contact Officer: Karen Incher (02) 6207 7086 Karen.Incher@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

Communities

Office for Multicultural Affairs

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 37240)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: We are seeking expressions of interest from suitable candidates to fill the temporary position of Senior Director, Office for Multicultural Affairs.

The Senior Director will be responsible for leading and managing the section, including implementing the work plan, managing resources, supervising staff and achieving outcomes.

Demonstrated experience in a senior leadership role, high level strategic, conceptual, analytical and research skills and an extensive understanding and knowledge of issues relation to human services delivery is a requirement.

Note: This is a temporary position available immediately until September 2023. Selection may be based on application and referee reports only.

How to Apply: Please submit a one-page Expression of Interest, noting your experience and skills in relation to the Selection Criteria and duties of this position. Please also provide a copy of your current curriculum vitae, along with detail of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Murray (02) 6205 0413 Christine.Murray@act.gov.au

Communities

Grants Hub

Director Grants

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59252)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: Community Services Directorate is seeking a highly motivated person to fill the new position of Director Grants within a newly established Grants Team.

This is an exciting opportunity to bring together community grants functions from across CSD and work in partnership with communities and other Directorates to shape CSD grant programs into the future.

This position would suit someone who has experience in driving change, strives for continuous improvement and has experience in grant frameworks.

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

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

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

How to apply: Please provide a two-page written response outlining your Skills and Experience in line with the Selection Criteria and provide a current curriculum vitae and the names and contact of two referees.

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

Housing

Housing and homelessness services

Quality management risk response and review

Senior Review and Response officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40734)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Housing and Homelessness Programs Branch is responsible for Housing and Homelessness Policy through the Housing and Homelessness Strategy and Policy team. The Branch includes the Homelessness Services

team who are responsible for contract and relationship management and the development of service arrangements for people at risk of/or experiencing homelessness and the Quality Management, Risk, Review and Response (QMRRR) team who are responsible for quality assurance and broad risk management and complaint handling functions for the division.

The QMRRR, consists of the Client Review and Response (CRR) team, and the Quality Management and Risk (QMR) team, together making up a dynamic, agile, and forward-thinking unit that has responsibility for a wide range of matters that relate to complaints, compensation, human rights, quality audit, quality assurance and risk. The CRR team provide a call centre service during normal business hours of 08.30 and 5:00pm. The QMRRR team is also responsible for Housing ACT Information Management system and promotes a collaborative and agile approach to shared team goals.

As the Senior Response and Review officer you will provide a key role to support the CRR team deliver its objectives and work collaboratively across the QMRRR team.

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 be submitted addressing the Selection Criteria, in no more than two A4 pages, plus a curriculum vitae and references.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Leah Calder (02) 6207 5571 Leah.Calder@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.

Strategic Policy

Executive Support

Executive Officer

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

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Strategic Policy Division works in partnership with its operational counterparts, cross directorate colleagues, clients, stakeholders, and people with lived experience to deliver integrated strategic policy to set the direction for the directorate's human services functions. The division uses data, research, and community consultation to develop evidence-informed human services policy to drive service design and deliver reform initiatives with a focus on evaluation, sustainability, and continuous improvement.

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

Responsibilities for the Executive Officer under limited direction include:

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

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

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

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

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

Provide secretariat services to a range of executive led meetings.

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

Eligibility/ Other requirements:

Essential experience:

Experience in a similar role is essential.

Desirable qualifications and experience, but not essential:

Relevant qualifications would be an advantage.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill temporary and or permanent vacancies over the next 12 months. This position will be 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 your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Jacinta Evans (02) 6205 5147 Jacinta.Evans@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre General Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 3557)

Gazetted: 11 November 2022

Closing Date: 29 November 2022

Details: The Canberra Theatre Centre (CTC), Australia's first arts centre, seeks a General Manager at the most exciting time in the Centre's history. We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district.

The newly created General Manager position supports the Director in management of the Centre's operations, with specific areas of Front-of-House, Ticketing, Food and Beverage, and Building Services under direct control. The role manages the finances of the theatre in liaison with the Cultural Facilities Corporation finance team, and leads revenue and expenditure modelling and control, and business development.

The ideal candidate will have highly regarded experience in arts and culture leadership. They will have a keen head for finance, coupled with the desire to support delivery of live performance to the citizens of the nation capital at the highest level. The role presents an exciting opportunity to join the CTC management team as it embarks on a major redevelopment, and growth in its business model.

How to Apply: Please send us a pitch of no more than two pages that directly relates to the role ahead of you, as you see it, and your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Budd 6243 5701 alex.budd@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

School Improvement and Performance Division

North and Gungahlin Network

Lyneham High School

School Leader C of The Arts

School Leader C \$132,293, Canberra (PN: 02708)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: The ARTS

Lyneham High School is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership and coaching and mentoring support to implement school programs and initiatives.

Work as an effective member of the school's leadership team, supporting the Senior Executive to implement the School Improvement Plan and achieve whole school priorities and goals.

Lead and manage The Arts Faculty (Visual and Performing), including the strategic use of resources and the development and effective delivery of curriculum, pedagogy, assessment and reporting.

Lead and support faculty Professional Learning Teams (PLTs) with a focus on working collaboratively to achieve learning growth for all students.

Lead and manage the implementation of relevant programs and whole school responsibilities including the BAND Program, student events and student environment.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) 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 \(act.gov.au\)](#)

How to Apply: Please provide a supporting Statement addressing the capabilities listed below and be written with a focus on the job description specified for the position.

Current curriculum vitae and

Name and contact details of two referees

School Leader Capabilities

Leading learning and teaching

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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: Jacqui Ford (02) 61421176 jacqui.ford@ed.act.edu.au

Service Design and Delivery

EGM Office

Executive Officer

Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 45771, Several)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: Are you a high performing individual with a sound knowledge and understanding of the operations of Government? Do you possess high level conceptual, analytical, research and problem-solving skills to manage change?

Service Design and Delivery Group are looking for a high performing individual for the role of Executive Officer.

The successful applicant will report directly to the Group Manager and will be responsible for the development of strategic direction and provision of advice on the alignment of the organisation's activities with strategic priorities. Excellent written, negotiation, interpersonal, liaison and representational skills are a must for this role.

Notes: This is a temporary position available immediately until 31 August 2023 with possibility of extension up to 12 months or permanency. This position will be filled at either the Senior Officer B level or Senior Officer C level, dependant on the skills and experience of the successful applicant. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a 250-word pitch that answers the selection criteria found in the Position Description and include a current curriculum vitae of no more than three pages covering ten years of experience. Please also include contact details for two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Steph Buckley Please email EGMSDD@act.gov.au to arrange a time to speak to the panel chair. EGMSDD@act.gov.au

School Improvement and Performance

North and Gungahlin Network

Dickson College

Student Engagement Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 15040)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students,

with a small cohort of students in years seven-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

The student engagement team is accountable to the ACT Education Directorate in meeting relevant legislative requirements, particularly in the handling and management of student related information. The team provides operational, administrative and technical support to the broader school community including students, teachers and families.

The position works under general direction from the student engagement manager across the full range of student-based processes, including developing timetables, student enrolments and school leavers, class selection, academic reports, certification, and student absences.

The position supervises other staff members, assisting the student engagement manager in overseeing team member tasks and workloads.

Eligibility/ Other requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)
Desirable:

Knowledge of school specific software including Sentral and Timetable.

Experience in school administration, preferably in a high school or college setting.

Excellent knowledge of Microsoft Outlook, Word and Excel.

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: Applicants should submit a curriculum vitae, a Statement of Claims addressing the position's capabilities (maximum of two pages), and the contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Alex Tibbetts (02)6142 0140 Alex.Tibbetts@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

Building Service Officer

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 54533)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Majura Primary School is seeking an enthusiastic and highly motivated building service officer to join our team. The successful applicant will undertake the maintenance and security of school buildings, grounds and equipment, keeping the school in a clean and tidy condition with regard to safety and security.

The applicant will be required to coordinate, initiate and implement strategies to achieve improved security outcomes, manage the school's maintenance programs, day-to-day grounds maintenance to enhance the school, and relocation of furniture and equipment and undertake administrative tasks as required.

The applicant must show initiative and work independently and within a team. The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

Mandatory training and Working with Vulnerable People registration required.

Eligibility/other requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](https://www.act.gov.au/wwvp)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for **Asbestos Awareness** is required prior commencement. For further information refer to: [Access Canberra](https://www.act.gov.au/wwvp)

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

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

How to apply: Please submit your response of no more than two pages addressing the six capabilities forming the Selection Criteria, together with your curriculum vitae and names of two referees. Provide evidence of your

suitability for the role by including examples that clearly demonstrate your relevant Skills: Professional /Technical skills and Knowledge and Behavioural capabilities as required.

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

Contact Officer: Adrienne Tranter (02)6142 3140 Adrienne.Tranter@ed.act.edu.au

School Improvement

North and Gunghalin

Lyneham High School

School Leader C - Mathematics

School Leader C \$132,293, Canberra (PN: 02631)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Lyneham HS is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership and coaching and mentoring support to implement school programs and initiatives.

Work as an effective member of the school’s leadership team, supporting the Senior Executive to implement the School Improvement Plan and achieve whole school priorities and goals.

Lead and manage the Mathematics Faculty, including the strategic use of resources and the development and effective delivery of curriculum, pedagogy, assessment and reporting.

Lead and support faculty Professional Learning Teams (PLTs) with a focus on working collaboratively to achieve learning growth for all students.

Lead and manage the implementation of relevant programs and whole school responsibilities including the leadership of the library and implementation of the general capabilities.

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

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

How to Apply: Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position,

Current curriculum vitae

Name and contact details for two referees

School Leader Capabilities

Leading learning and teaching

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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: jacqui.ford@ed.act.edu.au jacqui.ford@ed.act.edu.au jacqui.ford@ed.act.edu.au

System Policy and Reform

Education and Care Regulation and Support

Children's Education and Care Assurance

Professional Officer-Audit and Risk and Quality Assurance

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 11231, several)

Gazetted: 11 November 2022

Closing Date: 2 December 2022

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to promoting compliance and continuous quality improvement in the education and care sector? Do you have a thorough understanding of the National Quality Framework, exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

If so, Children's Education and Care Assurance (CECA) is currently undertaking recruitment for temporary Professional Officers to work with the Audit and Risk and Quality Assurance teams to commence immediately. Temporary positions have the possibility of extension or permanency.

The successful applicant will work in partnership with education and care providers in supporting compliance and promoting quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011* and support compliance in education and care settings governed by the *Children and Young People Act 2008*.

CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Audit and Risk and Quality Assurance teams sit within CECA and are staffed by qualified early childhood professionals with experience across Government and non-Government education and care services. Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant may be required to undertake an Authorised Officer Training program delivered by ACECQA.

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.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional / *Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications* as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to submitting an application.

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

Eligibility/Other Requirements

- Tertiary qualifications and experience in education and care is required. Related qualifications and experience may be considered.
- A current driver's licence
- Current NQA Authorised Officer status is desirable. Otherwise, the successful applicant will be required to obtain, and may be required to complete (ACECQA) Authorised Officer and Assessor Training.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: This is a temporary position available for 11 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional / *Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications* as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Annerley (02) 6207 8092 Jessica.Annerley@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Senior Psychologist

Senior Psychologist \$143,165, Canberra (PN: 01952)

Gazetted: 10 November 2022

Closing Date: 28 November 2022

Details: Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice.

As a Senior Psychologist you will:

- Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Student Engagement Branch within the Directorate and collaborate in the development of policies and processes.
- Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service.
- Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes.
- Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff.
- Support the Student Engagement Branch respond to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes.
- Develop and deliver professional learning both within and external to the Education Directorate.
- Apply a range of strategies, assessments, and interventions in direct work with children and / or young people to improve learning and psychological wellbeing.
- Reflect and regularly review one's own practice and performance to identify and respond to continuous professional development needs.
- Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).
- Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines.

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

Eligibility/Other Requirements

Prior to commencing in this role applicants require:

- Full registration as a psychologist with the Psychology Board of Australia.
- Prior Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- It is highly desired the applicant has:
 - a minimum of five (5) years experience as a fully registered psychologist,
 - experience working with children, young people and families,
 - is a Psychology Board of Australia Approved Supervisor
 - holds a current Australian driver's licence.

Note: This is a temporary position available from 24 January 2023 for 12 months with the possibility of permanency.

An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.

These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*. If a permanent position is awarded a 12 month probation period will apply to applicants who are not existing ACTPS permanent employees.

For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the Selection Criteria outlined in the application package (maximum five pages) and two referees including your current supervisor. Please also include a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6207 6986 Joan.Webb@act.gov.au

Business Services

Communications, Engagement and Government Support

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 09401)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government. The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability, and attendance at committee hearings.

We are looking for someone to join us!

The Ministerial Liaison Officer (MLO) is responsible for coordinating, tracking, and monitoring Ministerial and Director-General correspondence. You will have significant contact with Education Executive Offices, requiring a high degree of sensitivity and a highly responsive approach within tight deadlines.

The MLO is responsible for overseeing and ensuring all Education Directorate matters relating to correspondence to the Minister and Director-General are coordinated and actioned in a timely manner with a high degree of accuracy.

This is a role where you will apply your interpersonal, liaison and engagement skills, and work closely with line areas to provide advice and help to support them to manage Ministerial and Director-General correspondence. You will have the ability to work under pressure and achieve deadlines in an environment of competing priorities and require a high level attention to detail.

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

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

How to Apply: Please submit a two-page pitch (maximum) outlining your suitability for the position in line with the Position Description. Please provide a current curriculum vitae and the contact details of at least one referee.

Applications should be submitted directly via the Apply Now button below

School Performance and Improvement

Belconnen

Kingsford Smith School

SLC Wellbeing Year 6-10

School Leader C \$132,293, Canberra (PN: 15915)

Gazetted: 16 November 2022

Closing Date: 24 November 2022

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). Our vision is that all young people at Kingsford Smith School learn, thrive, and are equipped with the skills to lead fulfilling productive and responsible lives. We are seeking a dynamic and flexible school leader with high-level pedagogy and curriculum leadership skills to lead wellbeing for years 6-10. The successful applicant will demonstrate expertise and a proven ability to work in a team to create safe, supportive and engaging learning environments for all students. They will lead the review, development, and delivery of support to a diverse range of students through a multi-tiered system of support model.

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.

Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

How to Apply:

- Supporting statement addressing the School Leader Capabilities listed below and be written with a focus on the job description specified for the position (no more than 5 pages)
- A current curriculum vitae and
- Name and contact details for two referees.

School Leader Capabilities:

- Leading teaching and learning
- Developing self and other
- Leading improvement, innovation, and change
- Leading the management of the school
- Engaging and working with the community

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: Lee Pietrukowski (02)6142 3399 Lee.Pietrukowski@ed.act.edu.au

Service Design and Delivery

Flexible Education Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 14897)

Gazetted: 14 November 2022

Closing Date: 29 November 2022

Details: Flexible Education is looking for a highly motivated, trauma informed and reflective teacher who works in an inclusive manner to develop personalised education programs for students in alternative education settings. Our ideal candidate will have excellent interpersonal, communication and relationship building skills who can work collaboratively and flexibly as part of a small interprofessional team within Flexible Education.

Flexible Education has oversight of Murrumbidgee School, Muliyen Program, Waruga Yardhura, the Hospital School, the educational program at The Cottage and Distance Education. While the successful applicant may work across any of the programs as required, we are looking for a teacher to work at Murrumbidgee School, the school located within Bimberi Youth Detention Centre. We are after a dynamic teacher with the skills to be able to deliver personalised programs in any of the following specialised curriculum areas: Art, Woodwork or Music. They would also need to be able to demonstrate the ability to work flexibly and support general education programs (literacy and numeracy) as required.

Eligibility/Other Requirements: Prior to commencing in this role, a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* is required. A current driver's licence and use of private vehicle is required.

Note: These are temporary positions available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the *Australian Professional Standards for Teachers* (max two-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468572790 Jo.Monteith@ed.act.edu.au

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

School Performance and Improvement

Nth Canberra/Gungahlin

Ngunnawal Primary School

Enrolment and Administration Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 54125)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: Ngunnawal Primary School is an ACT Public school located in the Gungahlin suburb of Ngunnawal.

Ngunnawal Primary School is a Preschool to Year six school and currently has 750 students.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all enrolments to the school. The successful applicant will support the Business Manager, Principal, and administrative team in providing excellent customer service and solution focused support to the school community.

Eligibility/ Other requirements:

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

Notes: 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 (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Karrina Patterson (02) 6142 1500 Karrina.Patterson@ed.act.edu.au

Tuggeranong

Monash Primary School

School Leader C Inclusion- Monash Primary School

School Leader C \$132,293, Canberra (PN: 02274)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: At Monash Primary School we deliver authentic, high quality learning that equips all students with the social, emotional and academic skills and knowledge to embrace opportunities and face current and future challenges. Our school operates as a Professional Learning Community with a focus on collaboration, data, evidence-informed practices and high levels of learning for all students. We are committed to inclusion for all students with every child fully engaged in class and whole school activities. The school has a strong sense of community with all teachers committed to maintaining strong and meaningful relationships with students, families and their colleagues.

Monash Primary School is seeking a highly motivated and experienced school leader to lead our dynamic inclusion and student wellbeing team.

School leaders at Monash work collaboratively with their teams to deliver an engaging, differentiated learning program to meet the individual needs of all students.

The successful applicant will be able to:

Support staff to provide an inclusive learning environment that meets the social, emotional, and academic needs of all students.

Contribute to the development and achievement of whole school strategic goals and the implementation of the School Plan, with a focus on inclusion and student wellbeing.

Lead and support classroom teachers in differentiated curriculum development and delivery (including the Early Years Learning Framework), assessment and reporting.

Lead and develop an effective Professional Learning Team through collaborative processes, supervision, and professional development.

Support staff to enact whole school processes and procedures around the support of students with complex needs and challenging behaviours ensuring positive and respectful relationships with all stakeholders are maintained.

Eligibility/other requirements:

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

Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

School Leader Capabilities

Leading teaching and learning
Developing self and others
Leading improvement, innovation, and change
Leading management of the school
Engaging and working with the community

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

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

Contact Officer: Casey-Anne Langer (02) 6142 1660 Casey-Anne.Langer@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin

Dickson College

Executive Teacher of Mathematics and Student Engagement Group Leader

School Leader C \$132,293, Canberra (PN: 02697)

Gazetted: 15 November 2022

Closing Date: 22 November 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

Dickson College is seeking a highly motivated, dynamic and innovative individual to fill the new School Leader C (SLC) position of Executive Teacher Mathematics and Student Engagement Group Leader. As a member of the School Executive Team, they will provide leadership and management that supports the school improvement plan and is consistent with the policies of the Education Directorate and the College. They will lead the Mathematics faculty (Mathematics courses and IT courses) with strong instructional leadership to assist students to develop and demonstrate the skills and capabilities identified in the 2020-2025 Improvement plan.

The successful applicant will have the opportunity to exercise their skills in the newly formed Executive Team structure for 2022, where they will work collaboratively with two other Engagement Leaders (SLCs), Engagement Advisors, DE Case Managers and allied health professionals to support student wellbeing and transition in their Student Engagement Group.

The role includes effective management of resources, finances, staff and professional development within the areas of responsibility.

The successful applicant will demonstrate best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

Eligibility/Other Requirements: MANDATORY

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

Current teaching registration with the ACT Teacher Quality Institute.

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

Notes: This position is available January 2023.

How to Apply: Please submit your Curriculum Vitae detailing two referees, statement of claims based on the first three leadership capabilities (Leading Teaching and Learning, Developing Self and others, Leading Improvement Innovation and change) outlined in the application package (maximum two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Margrain (02) 6142 0140 Victoria.Margrain@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin

Dickson College

Executive Teacher of Refugee Bridging Program/IPS/ESL/Languages and SIEC

School Leader C \$132,293, Canberra (PN: 03660)

Gazetted: 15 November 2022

Closing Date: 22 November 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

Dickson College is seeking a highly motivated, dynamic, and innovative individual to fill the new School Leader C (SLC) position of Executive teacher of Refugee Bridging Program/IPS/ESL/Languages and SIEC (Secondary Introductory English Centre). As a member of the School Executive Team, they will provide leadership and management that supports the school improvement plan and is consistent with the policies of the Education Directorate and the College. They will lead the RIEL faculty (Refugee Bridging Program, IPS, ESL, Languages) with strong instructional leadership to assist students to develop and demonstrate the skills and capabilities identified in the 2020-2025 Improvement plan.

The role includes effective management of resources, finances, staff and professional development within the areas of responsibility.

The successful applicant will demonstrate best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

Eligibility/Other Requirements: MANDATORY

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

Current teaching registration with the ACT Teacher Quality Institute.

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

Notes: This position is available January 2023.

How to Apply: Please submit your Curriculum Vitae detailing two referees, statement of claims based on the first three leadership capabilities (Leading Teaching and Learning, Developing Self and others, Leading Improvement Innovation and change) outlined in the application package (maximum two pages).

Contact Officer: Victoria Margrain (02) 6142 0140 Victoria.Margrain@ed.act.edu.au

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

University of Canberra High School Kaleen

Executive Teacher for Science and Agriculture

School Leader C \$132,293, Canberra (PN: 18453)

Gazetted: 16 November 2022

Closing Date: 30 November 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 school leader with high level pedagogy and curriculum leadership skills to join the executive 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.

Job Description:

As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school action plan.

Lead and manage the Science/Agriculture Professional Learning Team (PLT) / faculty, with a focus on high levels of learning for all students, collaboration and results driven practice.

Lead and manage the collection and analysis of critical school data and coordinate responses, in support of whole-school strategic priorities and improved student outcomes.

Support student social and emotional learning within a PBL and Restorative Practices framework.

Undertake an appropriate teaching load and other duties as determined by the principal.

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

How to apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information 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: Daniel Mowbray (02) 6142 0490 Daniel.Mowbray@ed.act.edu.au

Office for Schools

South Canberra/Weston School Network

Telopea Park School

Student Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48707)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: An exciting opportunity exists to join the collaborative team at Telopea Park School (seven-10). As a member of the Student Services team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and well-being. Duties will also include: assisting students to access appropriate external community-based youth support services; taking a proactive role in liaising with parents, school and relevant community or government agencies; and maintaining accurate records. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/ Other requirements:

Mandatory

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

Highly desirable

Experience in Secondary School Setting and experience in working with agencies to support young people.

Desirable

First Aid Certificate or willingness to undertake training.

Notes: This is a temporary position available from 27 January 2023 until 26 January 2024 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: A written response to the Selection Criteria and a current curriculum vitae. Provide one written referee report with application.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Melanie Consola (02) 6142 3378 Melanie.Consola@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Planning and Urban Policy

Planning System Review and Reform Project

Director, Legal Policy

Senior Officer (Technical) Grade B \$135,355 - \$152,377, Canberra (PN: 51077, Several)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking highly motivated, experienced and suitably qualified people to fill several Director, Legal Policy positions within the Planning System Review and Reform Project (PSRRP) team.

The PSRRP team is a small team working to deliver a reformed planning system, including a new Planning Act, a new Territory plan and system improvements. The role will require you to operate with a high degree of independence and play a key advisory role within the Directorate. Providing robust, effective and sound legal policy, legislative and legal advice relating to the planning systems review.

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 environmental law, planning regulation and public sector administration or extensive legal policy experience is highly desirable.

Notes: These are temporary positions available immediately until 30 June 2023, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is located in a new workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted directly via the Apply Now button below

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@act.gov.au

Environment, Heritage and Water

Executive and Business Support

Business Support Unit

Government Business Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52715)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: The Environment, Water and Heritage (EHW) Division delivers the following functions for the ACT government:

Nature conservation policy, planning and delivery;

Heritage conservation policy and regulation;

Environment protection policy;

Catchment management, water policy delivery and water regulation;

Conservation research and evaluation;

Management of National Parks and Nature Reserves;

Fire and Forest Management; and

Biosecurity policy and delivery.

The Division also supports ACT NRM and ACT Heritage.

The Team

In supporting the Executive Group Manager – Environment, Heritage and Water, the Business Support Unit (BSU) coordinates, administers and delivers effective corporate and business management functions across the Environment, Heritage and Water Division. This unit has strong collaborative links with Senior Directors, Managers and Administration staff across the Environment Portfolio. The Business Support Unit also works collaboratively with the Directorate's Corporate Services and Operations Branch.

The Role

The Government Business Officer will report directly to the Senior Director - Business Manager but work closely with the Executive Group Manager EGM and other Senior Directors, to provide a range of administrative support functions in the preparation of ministerial replies, briefs, constituent inquiries and Questions on Notice.

Ideally, you will be able to demonstrate that you have high level communication skills, including the ability to manage effective relationships with internal and external stakeholders. You will have high quality writing skills to prepare constituent responses, Ministerials, briefs and a capacity to advise, negotiate and consult to gain input. You will have outstanding organisational skills, including the ability to effectively prioritise workloads and meet deadlines

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 government business processes, in particular ministerial procedures would be an advantage. Previous experience using records management systems (Objective, TRIM) would be highly regarded.

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

How to Apply: Please review the Position Description for details about the role. Applicants for this position will be assessed on their response to the Selection Criteria listed under the headings Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Applicants should submit two documents: 1) A supporting statement of no more than four pages stating your claim for this role and addressing the Selection Criteria; 2) A copy of a current curriculum vitae and include contact details of at least two relevant referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Chris Malouf (02) 6205 4678 Chris.Malouf@act.gov.au

Environment, Heritage and Water

ACT Heritage

Director, Approvals and Advice

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50910)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: ACT Heritage is seeking an experienced manager to oversee our approvals and advice team. The position supports the ACT Heritage Council in exercising their responsibilities under the *Heritage Act 2004* for advice and approvals relating to a range of heritage applications and referrals, including development applications, Conservation Management Plans, Statements of Heritage Effect, and major development projects. The position is suited to individuals who enjoy leading a team yet have strong technical skills in the management of cultural heritage in a statutory context.

Eligibility/ Other requirements: A current driver's license is essential for this position.

Notes: This is a temporary position available from 10 December 2022 until 30 August 2023. 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: Applications should include response to the selection criteria of no more than two pages and a current curriculum vitae.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Stuart Jeffress (02) 6207 8082 Stuart.Jeffress@act.gov.au

Resilient Landscapes

Environment

Biosecurity and rural services

Biosecurity officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 53957, several)

Gazetted: 14 November 2022

Closing Date: 21 November 2022

Details: The Team

Biosecurity and Rural Services is a section within the Resilient Landscapes branch that provides technical expertise and coordinates programs across government on biosecurity, rural land management and livestock production, invasive species, and over-abundant native species population management. It also supports the development of community, industry, and research partnerships.

Position Overview

An opportunity exists within the Biosecurity and Rural Services team for a 'Biosecurity Officer'. The purpose of the role is to form part of a team which will assist with emerging and on-going biosecurity matters across ACT. You will assist with implementing pro-active control in the areas of invasive plants and animals, pest and disease surveillance, and emergency preparedness and response.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service (PCS), rural lessees, neighbouring NSW private landholders and government agencies.

You will effectively engage with stakeholders to educate and assist with invasive species control and engage in compliance actions where required and apply appropriate regulations as they relate to invasive species control. You will balance role requirements in an environment that is technically complex and often unpredictable and where emergency situations can take precedence over planned activities.

If you require additional information about this role, please contact Kirsten Tasker, Ph: 0434 827 801,

Kirsten.tasker@act.gov.au

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

Note: There are several temporary positions available for 10 weeks with the possibility of extension up to 12 months.

The successful applicant may be selected 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 (2) pages in total addressing the Selection Criteria (attached) and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Tasker 0434827801 Kirsten.Tasker@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

ACTCT

ACAT

Deputy Legal Registrar, ACAT

ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352, Canberra (PN: 37995)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking an experienced legal officer to be a member of a legal team working closely with ACAT members and registry to deliver dispute resolution services to the ACT community. The ACAT Deputy Legal Registrar is responsible for:

Supporting the ACAT Registrar and registry staff through guidance and advice on ACAT procedure and law.

Conducting conferences and other listings as required.

Undertaking case work and management of applications across ACAT's jurisdictions.

Providing advice and guidance to a range of stakeholders as well as developing and managing positive working relationships.

Provide advice to senior managers of ACTCT on the implications of new policy proposals or legal developments and the options for implementation of legislative amendments, developing and overseeing the implementation of policies, practices, systems, and processes.

Eligibility/other requirements:

Have a degree in laws of an Australian territory institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office.

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Demonstrated knowledge of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal, or the ability to quickly acquire this knowledge.

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 are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

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

Contact Officer: Kristy Carter (02) 6207 1379 Kristy.Carter@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43632)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: The Executive Assistant is responsible for the smooth management of the Chief Officer's (CO) office with a primary focus on diary and schedule management, effective office systems and high-quality service to stakeholders and the community.

In this autonomous role the Executive Assistant will provide a wide range of administrative services and support to the CO. The Executive Assistant will manage front-of-office functions in a high-volume environment including managing diaries, appointments, coordination of meetings, workflow, and correspondence, collating documentation and coordinating travel.

The Executive Assistant will also provide administrative support to the broader Senior Management Group.

The key responsibilities of the Executive Assistant include collating and preparing meeting agenda's, papers, meeting minutes, documents, and presentations.

Providing a high level of administrative support to the CO, including scheduling, and coordinating internal and external meetings, coordinating Government Department correspondence, and preparing presentations.

Assisting the CO and ACTAS employees with the coordination of project events and travel.

Providing effective and efficient service to 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.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

High level organisation and administration skills, including the proven ability to plan, prioritise and manage workflows for a senior executive in order to meet deadlines and commitments.

Demonstrated ability to provide high level customer service.

Demonstrated experience in the use of computer applications, including the Microsoft Office Suite, Records Management Systems such as TRIM and other purpose-built databases.

Compliance Requirements/Qualifications

Driver's licence is essential.

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

Notes: This is a temporary position available immediately until August 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: The following documents are required:

a two page A4 statement (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 Assistant
a scanned copy of both sides of your Class C (or interstate equivalent) drivers licence,
ability to obtain a working with vulnerable people card, or scanned copy of both sides of your relevant WWVP card

Applications should be submitted via the Apply Now button below.

Contact Officer: Howard Wren (02) 6207 0490 Howard.Wren@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.

ACT Corrective Services

Offender Reintegration

Senior Director, Offender Reintegration

Senior Officer Grade A \$157,201, Canberra (PN: 39827)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Senior Director, Offender Reintegration (SOGA).

As the Senior Director, you will be responsible for the development and implementation of comprehensive integrated sentence management processes across ACTCS. This includes ongoing service improvement and project design that reflects contemporary best practice in all areas of the business unit.

In addition, you will contribute to the development of Integration Offender Management Framework, including project management, procurement, policies and procedures, in conjunction with the Offender Reintegration Projects team.

Further to this, you will provide best practice advice and reporting activities across Offender Reintegration, in line with community safety obligations, Work Health and Safety (WHS) requirements and contemporary evidence-based practice.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to demonstrating strong leadership and management qualities. 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 would be highly desirable. The successful candidate will be required to undergo a National Police Check. Current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: This is a temporary position available from 06 January 2022 for up to six months with the possibility of permanency.

How to Apply: Applicants are required to submit the following: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

Office of the Director-General

Executive Officer to the Deputy Director-General Community Safety

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47155)

Gazetted: 15 November 2022

Closing Date: 22 November 2022

Details: The Office of the Director-General is seeking a suitable person to fill the role of Executive Officer to the Deputy Director-General Community Safety.

Under the limited direction of the Deputy Director-General, this position will:

Provide high-level executive support to the Office of the Director-General.
Prepare and/or coordinate briefings and correspondence for the Deputy Director-General.
Undertake projects and conduct research and analysis for the Deputy Director-General.
Manage sensitive appointments for the Deputy Director-General.
Prepare speeches and talking points for the Deputy Director-General.
Provide advice and support to the JACS Senior Executive and executive administrative staff on priority matters, including responding flexibly to emerging priorities.
Proactively identify and escalate priority issues requiring Deputy Director-General attention.
Liaise with JACS Executives and their business units, other ACTPS Directorates and external stakeholders on behalf of the Director General.
This position may involve direct supervision of staff.
The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.
Eligibility/ Other Requirements
Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.
The occupant of this role will be required to undergo a Police Check.
Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.
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: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills/experience related to the Professional / Technical Skill and Knowledge and Behavioural Capabilities of the role. Please also provide a recent curriculum vitae and the contact details of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Karen Doran (02) 6205 0567 Karen.Doran@act.gov.au

Corporate

Governance and Business Improvement

Senior Records and Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 05224)

Gazetted: 15 November 2022

Closing Date: 29 November 2022

Details: The Justice and Community Safety Directorate is seeking a highly motivated and innovative records and information management professional to provide advice and support on the proper operation of the directorate's Electronic Document and Records Management System (EDRMS). Working independently and as part of a small team, the Senior Records and Information Officer provides training and support to Directorate staff to effectively use the EDRMS in a way that both supports business needs and compliance with the *Territory Records Act 2002*. The position is also responsible for implementing quality assurance procedures with respect to records created and captured on the EDRMS. To be successful in this role you will require a good understanding of records management principles and the ability to identify opportunities for business improvement. You will also need to be self-motivated and be able to work relatively autonomously to deliver outcomes. The Justice and Community Safety Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Background / Security clearance checks will be conducted

This position does not require a pre-employment medical

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

ABW: 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

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

How to Apply: Interested candidates are requested to provide a written pitch (two to three pages) outlining relevant skills/experience related to the Professional / Technical Skill and Knowledge and Behavioural Capabilities of the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

ACT Corrective Services

Office of the Commissioner

Office of the Commissioner

Legal Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37213)

Gazetted: 14 November 2022

Closing Date: 28 November 2022

Details: An exciting opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Legal Administration Officer (ASO6).

The successful applicant will be part of a small team responsible for managing ACT Corrective Services legal matters, including litigation, requests for legal advice to the ACT Government Solicitor, reporting to the ACT Insurance Authority, Human Rights Commission matters; Ombudsman matters and subpoenas.

The Legal Administration Officer will provide administrative assistance to the Litigation Managers, who manage ACT Corrective Services matters before the ACT Civil and Administrative Tribunal, the ACT Magistrates Court and the ACT Supreme Court with the assistance of the ACT Government Solicitor and counsel.

If you are seeking an interesting and challenging role that will draw on and develop your understanding of corrections management, and you possess exceptional communication and interpersonal skills, this may be the role you are looking for. People with previous experience in ACT Corrective Services, with a well-developed understanding of the policies, procedures and systems used within ACT Corrective Services and a strong connection with ACT Corrective Services personnel will be highly regarded for this role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Previous experience in a Correctional setting is highly desirable.

Well-developed understanding of the policies, procedures and systems used within ACT Corrective Services is highly desirable.

Current driver's licence is desirable.

How to Apply: To apply, applicants are required to submit two items: (1) Two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Buxton (02) 6205 3824 ClaireL.Buxton@act.gov.au

Courts and Tribunal

Senior Director - Registry Operations

Senior Officer Grade A \$157,201, Canberra (PN: 31086)

Gazetted: 15 November 2022

Closing Date: 1 December 2022

Details: This position is responsible for delivering high quality registry and related court support and client services to support the business of each court, driving a culture of continuous improvement and high performance focussing on people customer and innovation, operationalising complex legislative, policy and administrative frameworks and building and maintaining important business partnerships and working relationships.

Eligibility/Other Requirements:

High level strategic thinking and analytical skills including demonstrated experience in leading a large team and strategic planning to support the organisations strategic direction in a dynamic changing environment.

Ability to operationalise complex legislative, policy and administrative frameworks.

Ability to engage and negotiate with internal stakeholders and external clients to deliver solutions that meet required outcomes.

Tertiary qualifications and experience in management, law, public policy or other relevant discipline is highly desirable.

This position does involve direct supervision of personnel.

How to Apply: Please provide a written response to along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1203 Jayne.Reece@courts.act.gov.au

ACT Corrective Services

Office of the Commissioner

Office of the Commissioner

Litigation Manager

Legal Officer Grade 1 /Senior Officer Grade C \$70,680 - \$142,352, Canberra (PN: 12628)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: An exciting opportunity has arisen in ACT Corrective Services (ACTCS) for experienced, highly motivated, career-oriented people to fill the roles of Litigation Manager in either a Senior Officer Grade C (SOGC) or Legal Officer Grade 1 (LOG1).

The successful applicant will be part of a small team responsible for managing co-ordination of responses to ACT Corrective Services legal matters, including litigation, requests for legal advice to the ACT Government Solicitor, reporting to the ACT Insurance Authority, Human Rights Commission matters; Ombudsman matters and subpoenas.

Under the board direction of the Chief of Staff, the Litigation Manager is responsible for managing individual matters from commencement through to completion in accordance with the *Law Officer (Model Litigant Guidelines) 2010*. This will involve instructing and assisting the ACT Government Solicitor and counsel to represent the Territory in ACT Corrective Services matters before the ACT Civil and Administrative Tribunal, the ACT Magistrates Court and the ACT Supreme Court, including in relation to evidence gathering for subpoenas and discovery and other preparation for litigation, including witness preparation. The Litigation Manager is also expected to assist with the strategic development of the team.

If you are seeking an interesting and challenging role that will draw on your understanding of administrative law and/or corrections management, and you have highly developed critical thinking and analytical skills and the capacity to communicate clearly, this may be the role you are looking for. To be successful you will demonstrate the ability to exercise sound judgement in complex situations, while complying with law and other requirements. You will also possess exceptional communication and interpersonal skills.

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 Law qualifications for the Legal 1 classification are essential.

A partially completed degree in laws or a completed comparable degree and/or experience in the legal profession, for the SOGC classification, is highly desirable.

Familiarity with corrections management.

Experience in using a range of IT business and office applications.

Current driver's licence is highly desirable.

How to Apply: Applicants are required to submit two items: 1) a one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted directly via the Apply Now button below

Contact Officer: ClaireL.Buxton@act.gov.au (02) 6205 3824 ClaireL.Buxton@act.gov.au

ACT Corrective Services

Offender Reintegration

Programs and Interventions

Alcohol and Other Drug (AOD) Treatment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57455)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join the Offender Reintegration Unit, as an Alcohol and Other Drug (AOD) Treatment Officer (ASO6).

The AOD Treatment Team facilitate groups and provide services to detainees in custody and offenders in the community using trauma informed contemporary practice, whilst actively promoting rehabilitation, community connections and reintegration.

Working in partnership with external services and collaborating with the Corrections Programs Unit, the successful applicant will provide a range of targeted recovery-focused treatments.

Through professional engagement the successful applicant will support detainees and offenders through the delivery of AOD specific and related programs and services. This will contribute to reducing recidivism by assisting detainees and offenders to proactively address their AOD use through targeted interventions.

In addition, you will contribute to the development, implementation and review of AOD Treatment Team client outcomes, as well as contributing to the planning, development and evaluation of AOD programs and services. To be successful in this role, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders, in addition to demonstrated experience in working with people who use alcohol and other drugs.

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 qualification in AOD or addiction studies which is equivalent to the Australian Qualifications Framework Certificate IV in Alcohol and Other Drugs plus 2+ years of relevant work experience is highly desirable.

A health, social, or behavioural science related tertiary qualification is highly desirable.

The Alcohol and Other Drug Skill Set as advised in the ACT Qualification Strategy or the ability to obtain the AOD Skill Set within the first 18 months of your commencement date is highly desirable.

Experience working with detainees/offenders is highly desirable.

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

This position may require evening and some weekend work.

Background police checks will be conducted.

How to Apply: Applicants are required to submit two items: 1) a one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

ACT Corrective Services

Offender Reintegration

Reintegration

Family Worker

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58066)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join the Offender Reintegration unit, as a Family Worker Administrative Service Officer (ASO6).

This role supports families and other significant people, including remandees and sentenced detainees, in their transition to and from prison and the community, through an individualised and holistic end to end case management process.

The successful applicant will assist detainees entering and exiting the Alexander Maconochie Centre (AMC) with re-establishing or maintaining family and other supports, engaging internal and external stakeholders in the process of family reunification, mediation and counselling.

In addition, you will provide induction and reintegration assistance, support case management processes and assist detainees exiting the AMC utilising a restorative justice approach, while working to identify and address any gaps or barriers that may reduce a detainee's success in the community.

Further to this, you will provide support to family members impacted by having a family member incarcerated in the AMC by providing information and support around AMC processes and referring to appropriate services in the community, as required.

To be successful in this role, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders.

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

Eligibility/ Other requirements:

Tertiary qualifications in a relevant discipline or equivalent experience in a related field is highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

Notes: Previous applicants will automatically be considered.

How to Apply: Applicants are required to submit three items: 1) a one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

ACT Courts and Tribunal

Corporate Services and Strategy

Corporate Information Systems

Assistant Director, Systems Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33942)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Corporate Services and Strategy Branch within the ACT Courts and Tribunal (ACTCT) is responsible for delivering a range of corporate and strategic services that support the operations of the ACT Supreme Court, the ACT Magistrates Court, and ACT Civil and Administrative Tribunal (ACAT), including services relevant to business systems, business applications, and online contents.

The Assistant Director, Systems Management is pivotal in managing ACTCT's business systems and applications, including ACTCT's websites and SharePoint sites, and will support their usage. The Assistant Director, Systems Management is also required to support and participate in new business systems and processes design and implementations, as well as ensuring systems and applications continuity.

The Assistant Director, Systems Management will have the following skills and experience:

Strong system thinking, problem-solving, coordination and organisational skills, and a strong attention to detail.

Demonstrated experience in managing, administering and supporting business systems and applications.

Demonstrated experience in building and administering websites.

Demonstrated strong verbal and written communication, engagement, negotiation and relationship building skills.

Eligibility/ Other requirements:

Relevant tertiary qualifications or relevant experience in business information systems, IT or a related field are highly desirable.

Experience with SharePoint and web content management systems such as Squiz Matrix is highly desirable.

Police checks may be conducted.

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

How to Apply:

Your up-to-date curriculum vitae (max three pages)

A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

Corporate

Governance

Internal Audit Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47900)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Internal Audit Officer works with the Assistant Director, Internal Audit and Risk in leading, developing and delivering the internal audit functions of the directorate. The Internal Audit Officer is specifically responsible for delivering secretariat support for the Audit and Risk Committee, including minute taking, following up on action items and maintaining the recommendation register. The position also helps to manage outsourced internal audit providers and the delivery of internal compliance and assurance reviews.

Eligibility/ Other requirements: Qualifications relevant to an internal audit role are highly desirable.

Notes: This is a temporary position available from 7 December 2022 until 10 November 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills/experience related to the Professional / Technical Skill and Knowledge and Behavioural Capabilities of the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Shae Lucey (02) 6205 1688 Shae.Lucey@act.gov.au

ACT Corrective Services

Corporate Services

Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 35102, several)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Finance Officer (ASO4) within the Finance and Business Services Unit.

The successful applicant will be a motivated 'hands on' individual, with great attention to detail and strong customer services skills, who will be responsible for the accounts payable and receivable processes of ACTCS. You will accurately manage accounts payable within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud and TM1 reporting and accounts receivables, within stipulated deadlines.

In addition, you will collate petty cash vouchers, credit card acquittal and cab charges and undertake monthly analysis and reconciliation.

Further to this, you will assist in the preparation and collection of accurate financial data and information for audit requirements, monthly journals and reports and fortnightly salary reviews.

To be successful, you will have the ability to work in a demanding work environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

Eligibility/other requirements: The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: There are two vacant positions - one permanent vacancy, and one temporary vacancy up to July 2023, with the possibility of extension and/or permanency.

How to apply: Applicants are asked to provide a one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees

Contact Officer: Shaylee Li (02) 6205 9014 Shaylee.Li@act.gov.au

ACT Corrective Services

Offender Reintegration

Sentence Administration Section

Sentence Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52312)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to fill the position of Sentence Administration Officer (ASO5), within the Offender Reintegration Unit.

The successful candidate will co-ordinate a range of administrative activities and complete designated tasks, fully in accordance with established timelines, legislation, policy and procedures. You will also liaise with the Courts and analyse complex information in Court documents, in order to maintain systems that support workflow and compliance.

In addition, you will administer jurisdictional transfers of community-based sentences, manage the administration of community orders, Court and SAB report orders and protection orders, and assist with the administration of SAB outcomes, including registration and allocation of parole orders, Intensive Correction Orders (ICO) cancellations, reinstatements and order extensions.

Further to this, you will liaise and negotiate with internal and external criminal justice agencies in relation to sentence administration matters. To be successful, you will have sound administrative and organisational skills and possess high level communication skills.

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

Eligibility/Other requirements: The successful candidate may be required to undergo a police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://act.gov.au)

How to Apply: Applicants are required to submit two items: 1) a one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Amanda Corcoran (02) 6207 0744 Amanda.Corcoran@act.gov.au

ACT Government Solicitor

Legal Practice

Solicitor

Government Solicitor 1 \$80,822 - \$121,026, Canberra (PN: 27085, Several)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: Are you excited about growing and developing the breadth of your government legal expertise? If so, consider applying for roles with the ACT Government Solicitor (ACTGS).

The ACTGS is the ACT Government's legal service provider and offers broad opportunities to successful candidates to excel as a Government Solicitor.

Together with the Office of the Solicitor-General, ACTGS operates as a legal practice providing legal services which aim to protect the interests of the Territory, its Ministers, and agencies. ACTGS is seeking motivated lawyers with experience and interest in the following areas of practice:

Public and Constitutional Law; Citizen Rights and Welfare; Claims, Inquests and Inquiries; Commercial Advising and Commercial Dispute Resolution; Employment and Industrial Relations; Property, Land and Construction; and Regulation and Revenue.

Role of Solicitor

As a Solicitor, you will work as part of a team in a practice group, providing high quality and timely legal services in a professional and cost-effective manner. The practice groups operate under the supervision and leadership of a Practice Leader (GS4) and work collaboratively within and across various areas of professional legal practice in ACTGS.

As a Solicitor you will assume carriage of some of the more routine litigation and advice work which may include: Prepare or conduct routine litigation in accordance with the Legal Services Directions including model litigant principles, briefing counsel as appropriate.

Draft and provide advice on routine contracts, procurement documents and processes or property leases and land development documents.

Provide advice on routine legal questions and on legal aspects of proposed policies.

Represent the ACTGS and ACT Government at routine directions hearings, preliminary conferences, interlocutory matters and hearings.

Assist in the preparation and conduct of more routine cases before courts and tribunals.

Prepare reports on decisions of courts and tribunals including advice on their legal implications.

Analyse legal opinions and other legal material, conduct legal research and identify legal issues and risks.

Perform a range of liaison, managerial and administrative tasks connected with the performance of professional legal work and office procedures.

ACTGS Workforce and Career Development

ACTGS actively encourages development of solicitors through movement between areas of practice. Development strategies also include transfers and outplacements with ACT Government agencies both at level and through higher duty opportunities. ACTGS supports workforce diversity and is committed to creating an inclusive and flexible 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 must be admitted as an Australian legal practitioner. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

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

How to Apply: Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the professional/technical skills and knowledge and the behavioural capabilities. The pitch is not to exceed two pages and the professional/technical skills and knowledge, and the behavioural capabilities can be found in the Position Description.

The details of two referees that can be contacted are also required.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Lyndal Bennett (02) 6207 0666 actgshr@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

Infrastructure Delivery Partners

Executive

Cladding

Director, Private Buildings Cladding Scheme

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15081)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: An exciting opportunity has arisen in the Private Buildings Cladding Program within Major Projects Canberra. The Private Buildings Cladding Program provides concessional loans to owners of eligible apartment buildings. It is an important safety project for the Territory and has attracted high levels of media attention. As the Director you will play a key role in overseeing the administration of the program. You will require high level stakeholder management skills, including the ability to develop effective working relationships and networks. The successful applicant will be a highly motivated leader within the team, implementing a relatively new program, promoting effective risk management and providing high level guidance and advice to staff. You will gain solid policy and program management experience and have many opportunities to engage with senior management. We offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level and make a difference to the safety of the Canberra community.

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

Eligibility/Other Requirements:

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

How to Apply: If 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: Sunila Srivastava (02) 6205 4053 Sunila.Srivastava@act.gov.au

Project Development and Support

Project Management Office

Contracts

Director, Contracts

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 21399)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Are you our new Director, Contracts?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Director Contracts reports directly to the Senior Director, Contracts. As a member of the Contracts Team you will support the capital works program delivered by Major Projects Canberra:

by creating contracts and facilitating the execution of contracts, which provides assurance that the contracts the Territory enters into have a consistent risk profile

by reviewing procurement documentation to provide assurance that approaches to market are of a consistent quality

through assurance activities to confirm that procurement and contract management processes are occurring consistently with the Major Projects Canberra's documented approach

You will also be part of a dynamic and experienced wider team, the Project Management Office (PMO) Branch, which consists of the Project Controls Team; Prequalification Team, Workplace Health and Safety Team, and the Project Management and Reporting System (PMARS) 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:

Desirable

Relevant tertiary or post graduate qualifications in a related area would be highly desirable. This would include procurement, law, contract management or commercial management in an infrastructure related environment.

Demonstrated experience supervising / mentoring / training personnel.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than 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: Francine Kelly (02) 6207 6691 Francine.Kelly@act.gov.au

Light Rail

Interface Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45764)

Gazetted: 10 November 2022

Closing Date: 27 November 2022

Details: Are you our new Interface Support Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

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 key responsibility in providing the Services, and performing the role of Interface Support Officer, is to assist the Stakeholder Interface Team manage the stakeholder interface issues on the Light Rail Stage 2 Project.

The Interface Support Officer will support the Interface services for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

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

Desirable;

Experience in an administrative role within a project environment.

Proven efficiency in the use of various standard computer applications, including Content Manager and Objective or the ability to learn.

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

How to Apply: 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

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

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery - Procurement and Strategic Assets

Procurement and Contract Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47379, several)

Gazetted: 16 November 2022

Closing Date: 30 November 2022

Details: The Procurement and Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement and Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement and Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement.

We are looking for two **Procurement and Contract Officers** who will play key roles in the **Procurement and Strategic Assets** team and provide high-level procurement and contract advice and services to Transport Canberra. The **Procurement and Contract Officers** will work closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

The **Procurement and Contract Officers** will have procurement and contract management experience and/or qualifications, good verbal and written communication skills and ability to work both collaboratively and independently as required.

Eligibility/Other Requirements:

Procurement and contract management experience/qualifications

Demonstrated understanding of legislation, regulations

An understanding of government procurement requirements is highly desirable

Notes: There are two temporary positions available for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply:

A two-page pitch outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description.

Contact details of two referees.

A current curriculum vitae (resume).

Applications should be submitted via the Apply Now button below.

Contact Officer: KylieA Smith (02) 6205 4337 KylieA.Smith@act.gov.au

City Services

City Presentation

Urban Treescapes

Design and Development Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 49653)

Gazetted: 15 November 2022

Closing Date: 8 December 2022

Details: Do you have a growing ambition to help plan a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill the full-time vacancy of Design and Development Coordinator beginning as soon as possible.

The Design and Development Coordinator is responsible for reviewing landscape design and urban planning documentation to advise on tree planting and related landscape matters, broader tree canopy cover issues, and the protection of existing trees on public unleased land. Typical submissions for review include Estate Development Plans, Development Applications (DA) and pre-DA enquiries, proposed Territory Plan variations, proposed sale of unleased land, Capital Works public infrastructure development projects, green field and brown field development proposals, and utility infrastructure projects.

Please see the **Position Description** for further information about the role.

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

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

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

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

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae (resume)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Carma Sweet 0478 401 320 Carma.Sweet@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Senior Director Commercial and Contracts

Senior Officer Grade A \$157,201, Canberra (PN: 41124)

Gazetted: 15 November 2022

Closing Date: 1 December 2022

Details: Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail fosters growth along light rail corridors and across Canberra more broadly.

The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

The branch manages the interactions with Canberra Metro and leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on future stages of Light Rail in the ACT.

The Senior Director Commercial and Contracts in the Light Rail Operations team is responsible for leading contract management, commercial negotiations and assurance of Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Senior Director Commercial and Contracts supports the Executive Branch Manager Light Rail Operations by providing advice and leadership on commercial, contractual, and financial elements of light rail operations.

Eligibility/Other Requirements:

This position requires a pre-employment Rail Worker Health Assessment Category 3 prior to engagement.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.

Experience in a transport (especially rail or light rail), or infrastructure environment is highly desirable.

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

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

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

How to Apply: Please review the Position Description for details about the role and responsibilities. To apply you will need to submit a two-page pitch outlining how your experience and skills match the Selection Criteria.

Applicants must also provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

City Services

City Presentation

Urban Treescapes

Operations Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 15544)

Gazetted: 14 November 2022

Closing Date: 5 December 2022

Details: Do you thrive in a busy administrative environment providing support to equally supportive managers and team members?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

Urban treescapes manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill the full-time vacancy of Operations Support Officer beginning as soon as possible. The Operations Support Officer provides business and operational support for the Operations unit of Urban Treescapes including administration, customer service, and data systems management in accordance with the Directorate's policies, guidelines, practices, and procedures to achieve corporate objectives.

The successful applicant will have a strong, considered, and engaging people focus to successfully deliver and support a culture of respect and a desire to achieve customer service excellence.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted directly via the Apply Now button below

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

City Presentation

Sport and Recreation

Sports Grounds Field Staff

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 14034, several)

Gazetted: 14 November 2022

Closing Date: 5 December 2022

Details: Expressions of interest are sought from officers who are interested in joining the dynamic Sport and Recreation Team as a Sports Ground Team Member.

It is a good opportunity to gain some experience in a specialised area of City Presentation, which focuses on turf management, irrigation management and supports to the operation of assets used by Canberra's sporting community.

As the Sports Ground Team Member, you will be part of a team who looks after 280 hectares of irrigated grass, management and maintenance of sporting pavilions and associated assets, and works to ensure grounds are fit for purpose and ready for Summer and Winter sport.

It's a chance to put your skills to the test or develop some new ones.

Note: There are several temporary positions available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

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

City Services

Roads ACT

Road and Path Network

Director, Road and Paths Maintenance

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 46686)

Gazetted: 11 November 2022

Closing Date: 25 November 2022

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

As a senior leader within Transport Canberra and City Services (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 value-based leadership style.

The successful candidate will exhibit substantial technical expertise alongside executive-like capabilities. The position will provide high level advice to the Executive and contribute to and support the strategic direction of the City Services Division.

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

Eligibility/ Other requirements:

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

Driver's licence (C-Class) is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is highly desirable.

Relevant road and path design/construction industry experience is highly desirable (10 years).

Procurement, project management/contract management skills are highly desirable.

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

How to Apply: A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description. A current curriculum vitae with contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Benjamin Hubbard (02) 6207 6616 Benjamin.Hubbard@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

Waste Education and Partnerships

Assistant Director, Waste Education Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44247)

Gazetted: 10 November 2022

Closing Date: 24 November 2022

Details: The Assistant Director, Waste Education Projects sits within the broader ACT NoWaste arm of Transport and City Services for the ACT Government. The NoWaste branch are responsible for the provision of waste and recycling services across the ACT. The Waste Education and Partnerships team function is to engage with our community on achieving best practice waste and recycling outcomes.

The Role: The role is responsible for supervising, managing, and motivating a small dynamic team of behaviour change and engagement specialists. An understanding or experience in delivering behaviour change or public education campaigns will be essential.

Development of partnerships with government and non-government stakeholders, coordinating procurement, managing specialist agencies and developing robust project plans will be part of your day-to-day. Additionally, reporting on engagements and programs, together with contributing to the strategic development and direction of the team will ensure you have variety and are challenged.

As part of the ACT NoWaste leadership team, you are someone who can inspire, energise, and positively influence team and individual outcomes.

Eligibility/ Other requirements: Degree level qualifications and/or experience in marketing or behaviour change is desirable (or equivalent experience and skills).

Notes: This is a temporary position available from 5 December 2022 until 11 August 2023 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit an application providing examples demonstrating your suitability against the Skills and Knowledge and Behavioural Requirements for this role outlined in the Position Description and your ability to meet the Compliance Requirements /Qualifications. Please provide a current curriculum vitae including two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Joley Vidau (02) 6207 6515 Joley.Vidau@act.gov.au

Transport Canberra and Business Services

Bus Operations

Special Needs Transport

Special Needs Transport Attendant

General Service Officer Level 2 \$50,925 - \$52,777, Canberra (PN: SNAP04)

Gazetted: 10 November 2022

Closing Date: 1 December 2022

Details: Do you want to make a difference to students with a disability in Canberra? Are you energetic, personable, and able to cope in difficult situations? If so, Transport Canberra and City Services want to hear from you.

About you

You're a genuine people person, who can communicate easily with people from all walks of life. Patient and understanding, you work well in small teams under limited supervision and want to contribute to your local community.

You've got experience in working with or caring for people with a disability or the elderly, can stay calm under pressure and respond in an emergency as required. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

About the role

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. SNT Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers

Working Monday – Friday (no public holidays) on scheduled services, Attendants work split shifts (morning and afternoon) to meet the school delivery and collection schedule. We have various casual and part time positions available.

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 current First Aid Certificate including CPR or ability to obtain.

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

Notes: This position is part-time at (25:00) hours per week and the full-time salary noted above will be pro-rata. In addition, there are multiple casual positions available. A merit list of suitable applicants will be created to fill part time vacancies should they become available over the next 12 months.

How to Apply: The Flexible Transport Office is a small team who love what we do. Our ideal candidates will be ready to join the team on part time or casual basis.

If this role sounds like a good fit for you, tell us why you are the best person for the job, answering in 100-250 words "Why I want to be a Special Needs Transport Attendant with Transport Canberra". We also need to see a copy of your curriculum vitae and other required documents outlined in the Information Pack.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Kim Bryant (02) 6205 9383 Kim.Bryant@act.gov.au

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

Territory and Business Services

Libraries ACT

Libraries ACT

Director Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35356)

Gazetted: 10 November 2022

Closing Date: 17 November 2022

Details: 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.

It requires extensive liaison between Libraries ACT branches, Service Delivery and Workforce Coordination Teams, as well as with other Business units within Transport Canberra and City Services, other ACT Government Directorates, and external organisations. 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. 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.

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 December 2022 until June 2023 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a pitch addressing Selection Criteria (no more than two pages) and an up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Little (02) 6207 5002 Vanessa.Little@act.gov.au

City Presentation

Sport and Recreation Facilities

Team Leader/Sports Grounds Team

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 34254, Several)

Gazetted: 10 November 2022

Closing Date: 22 November 2022

Details: Expressions of interest are sought from officers who are interested in joining the dynamic Sport and Recreation Team as a Sports Ground Team Member.

It is a good opportunity to gain some experience in a specialised area of City Presentation, which focuses on turf management, irrigation management and supports to the operation of assets used by Canberra's sporting community.

As the Sports Ground Team Member, you will be part of a team who looks after 280 hectares of irrigated grass, management and maintenance of sporting pavilions and associated assets, and works to ensure grounds are fit for purpose and ready for Summer and Winter sport.

It's a chance to put your skills to the test or develop some new ones.

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

Notes: This is a temporary position available immediately for three months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Candidates should include a supporting statement of no more than four pages addressing the selection criteria, a curriculum vitae, and the names of two referees.

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade A \$157,201

Renea Desfontaines, Section 68(1), 14 November 2022

Information Technology Officer Class 2 \$91,315 - \$104,509

Ammar Khalid, Section 68(1), 14 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Ka Loh, Section 68(1), 14 November 2022

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Gabrielle Anderson, Section 68(1), 8 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Rose Devine, Section 68(1), 17 November 2022

Health Professional Level 4 \$114,928 - \$123,710

Sarah Dunn, Section 68(1), 10 November 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Jacinta Filipe, Section 68(1), 17 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Paula Fisher, Section 68(1), 14 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Maria Francisco, Section 68(1), 14 November 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (up to \$110,398 on achieving a personal upgrade)

Yehubit Judi Kozakaro, Section 68(1), 14 November 2022

Enrolled Nurse Level 1 \$65,934 - \$70,443

Lien Le, Section 68(1), 10 November 2022

Assistant in Nursing \$55,927 - \$57,820

Devoyne Maburuse, Section 68(1), 10 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Ayush Maharjan, Section 68(1), 17 November 2022

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Mansi Mansi, Section 68(1), 11 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Adwoa Paintsil, Section 68(1), 17 November 2022

Assistant in Nursing \$55,927 - \$57,820

Ahmed Saleh, Section 68(1), 31 October 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Sarah Seaton, Section 68(1), 7 November 2022

Health Professional Level 2 \$70,679 - \$97,028

Eucal Stanes, Section 68(1), 12 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Helen Tsiagalis, Section 68(1), 3 November 2022

Health Professional Level 2 \$70,679 - \$97,028

Elizabeth Ward-Jones, Section 68(1), 8 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Elizabeth Wary, Section 68(1), 8 November 2022

Specialist / Senior Specialist, \$188,151 - \$254,198

Alice Kennard, Section 68(1), 11 November 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3/4 \$68,685 - \$82,566

Shael Chandra, Section 68(1), 15 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Gabriela Falzon, Section 68(1), 14 November 2022

Senior Officer Grade A \$157,201

Adam Gray, Section 68(1), 14 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jasmine Kaur, Section 68(1), 14 November 2022

Senior Officer Grade A \$157,201

Sally-Ann Maher, Section 68(1), 14 November 2022

Infrastructure Manager/Specialist 3 \$200,140

Christopher Osborne, Section 68(1), 14 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Emmanuel Pritchett, Section 68(1), 16 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Shane Tanner, Section 68(1), 15 November 2022

Director of Public Prosecutions

Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Henry Robinson, Section 68(1), 14 November 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Olivia Gould-Fensom, Section 68(1), 14 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Kate Jennings, Section 68(1), 14 November 2022

Professional Officer Class 2 \$91,315 - \$104,509

Drew Munro, Section 68(1), 14 November 2022

Justice and Community Safety

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

Renee De Beer, Section 68(1), 14 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Simone Doherty, Section 68(1), 11 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lauren Dreyar, Section 68(1), 14 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Linda Drumgold, Section 68(1), 14 November 2022

Legal Officer Grade 2 \$154,663 - \$161,019

Rebecca Munk, Section 68(1), 14 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Julene Ryan, Section 68(1), 14 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Christina Sander, Section 68(1), 7 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Eleanor Scott, Section 68(1), 7 November 2022

Transport Canberra and City Services

Administrative Services Officer Class 6 \$91,315 - \$104,509

Antonia Basic, Section 68(1), 10 November 2022

Bus Operator - Training \$74,582

Cameron McGill, Section 68(1), 12 November 2022

Bus Operator - Training \$74,582

Nathan Skerry, Section 68(1), 12 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Kara Smith, Section 68(1), 14 November 2022

Bus Operator - Training \$74,582

Timothy Stokman, Section 68(1), 12 November 2022

Worksafe ACT

Senior Officer Grade C \$114,928 - \$123,710

Rowan Larkin, Section 68(1), 31 October 2022

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Scott McClelland, Section 68(1), 14 November 2022

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Nathan Merritt, Section 68(1), 14 November 2022

TRANSFERS

Canberra Health Services

Tamason Gee

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 18535) (Gazetted 15 September 2022)

Thomas Jefferey

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 28937) (Gazetted 30 September 2022)

Tambudzai Manzou

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 28513)

Kathryn Melissa Starczewski

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 54071) (Gazetted 30 August 2022)

Alexander Szabo

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN:19778) (Gazetted 23 September 2022)

Chief Minister, Treasury and Economic Development

Gabriela Farrant

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 22774) (Gazetted 16 September 2022)

Yuxin Jin

From: Senior Officer Grade C \$114,928

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 20019) (Gazetted 20 May 2022)

Sharon Macgregor

From: Administrative Services Officer Class 6 \$91,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 31117) (Gazetted 15 September 2022)

Education

Helen Crane

From: \$76,575 - \$114,624

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 39773) (Gazetted 2 August 2022)

Jane Harrold

From: Administrative Services Officer Class 6 \$91,315

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 44257) (Gazetted 25 May 2022)

Transport Canberra and City Services

Nusrat Ahmed

From: Senior Information Technology Officer Grade C \$114,928

ACT Health

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 45551) (Gazetted 21 September 2022)

Bradley Knights

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. 36047) (Gazetted 3 July 2022)

Worksafe ACT

Gemma Godwin

From: Senior Officer Grade B \$135,355
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade B \$135,355 - \$152,377
Worksafe ACT, Canberra (PN. 50813) (Gazetted 2 September 2022)

PROMOTIONS

ACT Audit Office

There were no promotions this week for ACT Audit Office

ACT Electoral Commission

Alison Moon

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

ACT Electoral Commission, Canberra (PN. 43025) (Gazetted 21 February 2022)

ACT Health

Corporate and Governance

Strategic Finance

Financial and Management Reporting

Dean Naude

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 38991) (Gazetted 7 September 2022)

ACT Integrity Commission

There were no promotions this week for ACT Integrity Commission

ACT Long Service Leave Authority

There were no promotions this week for ACT Long Service Leave Authority

ACT Teacher Quality Institute

There were no promotions this week for ACT Teacher Quality Institute

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

There were no promotions this week for Calvary Public Hospital Bruce

Canberra Health Services

Clinical Services

Mervyn Back

From: Building Trade Assistant \$67,011 - \$76,147

Canberra Health Services

To: Building Trade \$76,147 - \$80,536

Canberra Health Services, Canberra (PN. 21188) (Gazetted 22 July 2022)

Sally Bacon

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22394) (Gazetted 26 August 2022)

Cancer and Ambulatory Support

Ward 14A and 14B

Anu Balakrishnan

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. 59194) (Gazetted 4 November 2022)

Clinical Services

Surgery

Madeleine Casey

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. 22514) (Gazetted 19 September 2022)

Lachlan Circuitt

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 58797) (Gazetted 7 October 2022)

People and Culture

Kristina Derrick

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 10823) (Gazetted 28 September 2022)

Cancer and Ambulatory Support

Ward 14A and 14B

Jocelyn Diego

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. 54095) (Gazetted 4 November 2022)

Claire Foote

From: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 58409) (Gazetted 12 October 2022)

Clinical Services

Surgery

Hannah Goff

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. 22253) (Gazetted 19 September 2022)

Chelsea Greck

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. 23677) (Gazetted 20 July 2022)

Cancer and Ambulatory Support

Ward 14A and 14B

Susan Jennings

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. 12439) (Gazetted 4 November 2022)

Cancer and Ambulatory Support

Ward 14A and 14B

Ashmin Kharel

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. 45984) (Gazetted 4 November 2022)

Hey Kweon

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. 49489) (Gazetted 28 October 2022)

Clinical Services

Woman, Youth and Children

Meghann Lang

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. 48163) (Gazetted 5 September 2022)

Cancer and Ambulatory Support

Ward 14A and 14B

Juan Mercado

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. 54096) (Gazetted 4 November 2022)

Felicity O'Neill

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. 41233) (Gazetted 29 August 2022)

CHS Chief Operating Officer Clinical Services

Kathleen Tate

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 12120) (Gazetted 21 December 2021)

Clinical Services

Surgery

Kristie Vlahos

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. 26905) (Gazetted 19 September 2022)

Client Services

Surgery

Ming Xia Wang

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 24737) (Gazetted 19 September 2022)

Canberra Institute of Technology

There were no promotions this week for the Canberra Institute of Technology

Chief Minister, Treasury and Economic Development

Strategic Finance

Emma Elento

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. 57776) (Gazetted 21 June 2022)

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Jodie Lemmey

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 01826) (Gazetted 6 September 2022)

Access Canberra

Environment Protection Authority

Environment Protection

Bree Lyons

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 3 \$79,105 - \$89,398

Chief Minister, Treasury and Economic Development, Canberra (PN. 58651) (Gazetted 1 September 2022)

Revenue Management

Compliance

Kristen Matruglio

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. 59722) (Gazetted 9 August 2022)

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Emma Poppe

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 11394) (Gazetted 1 July 2022)

Revenue Management

Compliance

Micaylah Rumble

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. 59721) (Gazetted 9 August 2022)

Property and Shared Services

Payroll and HR Systems

HR Systems

Emma Scott

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58017) (Gazetted 28 July 2021)

City Renewal Authority

There were no promotions this week for City Renewal Authority

Community Services

Office of the Director General

Quality, Complaints and Regulation

Laurie Columb

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 07469) (Gazetted 3 May 2022)

Children Youth and Families

Children and Families

Child and Family Centres

Sally Duncan

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

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

Community Services, Canberra (PN. 11681) (Gazetted 21 March 2022)

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

Business Services

School Cleaning Service

Aura Bohorquez Rodriguez

From: Cleaning Services Officer 4 \$59,713 - \$62,860

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 50987) (Gazetted 30 May 2022)

Office for Schools

South Weston

Charles Weston School Coombs

Paul Campbell

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 37036) (Gazetted 26 September 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.

Turner School

Antonia McGuire

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 56666) (Gazetted 13 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

South and Weston Network

Canberra College

Bruno Santagostino Baldi

From: Building Service Officer 3 \$73,429 - \$77,593

Education

To: Building Service Officer 4 \$91,315 - \$104,509

Education, Canberra (PN. 59649) (Gazetted 2 December 2021)

Business Services

Infrastructure and Capital Works

Major Projects

Benjamin Saunders

From: Infrastructure Officer 2 \$91,426 - \$105,186

Education

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Education, Canberra (PN. 36739) (Gazetted 16 November 2022)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Environment, Planning and Sustainable Development

Johannes Botha

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 16011) (Gazetted 17 August 2022)

Corporate Services and Operations

People and Capability

Workplace Relations, Safety and Wellbeing Team

Donna Hicks

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 46323) (Gazetted 20 October 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 Corrective Services

Offender Reintegration

Michelle Sullivan

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

Community Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 52834) (Gazetted 3 August 2022)

Legal Aid Commission

Major Projects Canberra

Canberra Theatre Project

Jeffrey Hart

From: Senior Officer Grade A \$157,201

Major Projects Canberra

To: †Infrastructure Manager/Specialist 3 \$200,140

Major Projects Canberra, Canberra (PN. 57841) (Gazetted 8 September 2022)

Office of the Legislative Assembly

Suburban Land Agency

Suburban Land Agency

Development Delivery

Urban and Commercial

Nicholas Vithalis

From: Senior Officer Grade B \$135,355 - \$152,377

Suburban Land Agency

To: †Infrastructure Officer 5 \$163,315

Suburban Land Agency, Canberra (PN. 58946) (Gazetted 26 September 2022)

Transport Canberra and City Services

Transport Canberra and Business Services

Transport Canberra

Contracts and Asset

Gregory Paciorek

From: Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services

To: †Senior Officer (Technical) Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. FEM001) (Gazetted 5 October 2022)

Transport Canberra and Business Services

Transport Canberra Bus Operations

Special Needs Transport

Paeai Sankey

From: General Service Officer Level 2 \$50,925 - \$52,777

Transport Canberra and City Services

To: †General Service Officer Level 5 \$59,713 - \$62,860

Transport Canberra and City Services, Canberra (PN. SNDP03) (Gazetted 1 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

Industry Compliance and Enforcement

Craig Dillon

From: Senior Officer Grade C \$114,928 - \$123,710

Worksafe ACT

To: †Senior Officer Grade B \$135,355 - \$152,377

Worksafe ACT, Canberra (PN. 57971) (Gazetted 16 September 2022)