



ACT Government Gazette

Gazetted Notices for the week beginning 13 April 2023

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

Director, Financial Audit

Audit Manager \$118,489 - \$127,757, Canberra (PN: 10742, several)

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details:

The Office

Established in 1990, the ACT Audit Office has served over three decades to provide an independent view of the ACT Public Sector, foster accountability in the public administration of the Territory and promote efficiency and effectiveness of ACT public services.

The Role

As the Director, Financial Audit, you will play a significant and dynamic role to ensure the highest levels of financial management and accountability within the ACT Government. Your work will have a direct impact on community confidence in the delivery of a range of critical services, from Health to Education, from Capital Infrastructure to Social Services by the ACT Public Sector.

You will assist and lead a diverse workforce in completing audit work to produce high quality, impartial, accurate and evidence-based audit reports on financial statements and statements of performance, with recommendations designed to improve the administration and performance of ACT Public Sector agencies.

You

The key to success in this role will be your combination of experience in assisting leading financial audits, highly developed communication skills and excellent human resources management skills. You will also align strongly to, and actively role model to your team, our organisational values of:

Independence

Integrity

Professionalism

Respect

Learning and Innovation

You will most likely have tertiary Professional Accounting, Audit, Data Analytics and/or Information Technology qualifications. It would also be ideal if you held post graduate qualifications from one or more of CPA Australia, CA ANZ and CISA.

The Benefits

The ACT government is seen as a public sector leader in its approach to flexible working, investing in infrastructure to facilitate hybrid working such as state-of-the-art office spaces designed to promote collaborative working.

In addition, the Audit Office seeks to engender a sense of community, embraces diversity, and actively promotes a healthy work/life balance, including the opportunity to work remotely up to 3 days per week. Work structures are negotiated at a team level, with an emphasis placed on finding space to accommodate family and personal commitments to ensure you can bring your best self to the role.

You will also be supported in exploring your own professional development Learning Journey through complex and interesting work, coaching and mentoring from experts, and improving your leadership capability. Opportunities may include secondments with other audit offices and working with staff from the big four firms.

Based on your experience and expectations, you will be offered a competitive remuneration package between \$132 115 and \$142 449 per annum. Additional benefits include generous leave provisions and payment of up to two professional memberships.

The Process

Your application will be assessed against the key responsibilities and selection criteria detailed in the Position Description. Your application will consist of your curriculum vitae and a written pitch of no more than two pages outlining how your experience, qualifications and skills align with those key responsibilities and selection criteria. Ideally you will be commencing your new role in May 2023.

During the recruitment process, the Office may engage a range of assessment options such as online assessments, work sample, panel interview and/or reference checks.

All 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 or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

You are encouraged to visit our website (www.audit.act.gov.au) to get to know more about us.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 Saman.Mahaarachchi@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.

Financial Audit

Auditor, Financial Audit

Auditor \$68,685 - \$89,705, Canberra (PN: 42812, several)

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details: The Office

Established in 1990, the ACT Audit Office has served over three decades to provide an independent view of the ACT Public Sector, foster accountability in the public administration of the Territory and promote efficiency and effectiveness of ACT public services.

The Role

The ACT Audit Office is seeking permanent and temporary staff at the Auditor level. We are looking for financial statement auditors with the highest level of personal integrity. Candidates should have sound accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to assist drafting reports that can withstand public scrutiny.

The Auditor will typically work in a small audit team to perform assigned financial audit tasks under the guidance and supervision of more senior staff.

You

The key to success in this role will be your combination of prior experience in auditing and/or accounting, good communication skills and an ability to align strongly to our organisational values of:

Independence

Integrity

Professionalism

Respect

Learning and Innovation

You will most likely have tertiary Professional Accounting, Audit, Data Analytics and/or Information Technology qualifications. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting and audit qualifications provided by CPA Australia, CA ANZ and CISA is also highly desirable.

The Benefits

The ACT government is seen as a public sector leader in its approach to flexible working, investing in infrastructure to facilitate hybrid working such as state-of-the-art office spaces designed to promote collaborative working.

In addition, the Audit Office seeks to engender a sense of community, embraces diversity, and actively promotes a healthy work/life balance, including the opportunity to work remotely up to 3 days per week. Work structures are negotiated at a team level, with an emphasis placed on finding space to accommodate family and personal commitments to ensure you can bring your best self to the role.

You will also be supported in exploring your own professional development Learning Journey through completing complex and interesting work and training opportunities. The Audit Office also offers a generous studies assistance program to provide you with full support to undertake and gain your professional post-graduate qualification, including full reimbursement of course fees and time off to study and attend exams.

Based on your experience and expectations, you will be offered a competitive remuneration package between \$76 584 and \$100 021 per annum. Additional benefits include generous leave provisions and payment of up to two professional memberships.

The Process

Your application will be assessed against the key responsibilities and selection criteria detailed in the Position Description. Your application will consist of your curriculum vitae and a written pitch of no more than two pages outlining how your experience, qualifications and skills align with those key responsibilities and selection criteria. Ideally you will be commencing your new role iMay2023.

During the recruitment process, the Office may engage a range of assessment options such as online assessments, work sample, panel interview and/or reference checks.

All 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 or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

You are encouraged to visit our website (www.audit.act.gov.au) to get to know more about us.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 Saman.Mahaarachchi@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Mental Health and Suicide Prevention

Office for Mental Health and Wellbeing

Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60074)

Gazetted: 19 April 2023

Closing Date: 26 April 2023

Details: The Office for Mental Health and Wellbeing is looking for an Administration Assistant to provide support on a range of youth mental health projects, in particular MindMap.

The successful applicant will have knowledge of youth mental health and experience in working on key projects to support the mental health and wellbeing of children and young people.

This is a temporary part-time position with a maximum of 20 hours per week, to be negotiated with the Direct Line Manager.

Eligibility/Other Requirements: People with lived experience are strongly encouraged to apply.

Note: This is a temporary part-time position available from 01 May 2023 until 29 September 2023 for up to 20 hours per week with possibility of extension up to 12 months. The full-time salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response of no more than two pages addressing how your skills and experience align with the selection criteria along with a copy of your resume/curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9860 Natalie.Johnson@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Assistant Director - Critical Systems

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51626)

Gazetted: 19 April 2023

Closing Date: 8 May 2023

Details: Are you an ICT Professional with experience working in a Healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience supporting Critical ICT infrastructure and Communications systems? Do you want to work with a team of experts responsible for building, supporting, and maintaining ACT Health's Critical systems and ICT Infrastructure? Are you committed to developing your existing skills and experience and applying them in an everchanging and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to help us support, manage and deliver Government Critical systems that support the clinical and non-clinical operations within Canberra Health Services (CHS). You will manage the day-to-day operations, plan upgrades, commissioning new sites and provide support for systems used within the ACT Health Directorate and Canberra Health Services (CHS).

As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate and Canberra Health Services. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

The implementation and support of the Digital Health Strategy.

Management of technology services and projects.

The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Digital, Data and Technology Solutions (DDTS).

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

Delivery of ICT infrastructure for new and refurbished health facilities.

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: Patrick Premnath (02) 5124 9064 Patrick.B.Premnath@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.

Corporate and Governance

Governance and Risk

Governance and Compliance

Freedom of Information Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39813)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: The ACT Health Directorate is seeking a collaborative, solutions-focused team member with excellent administrative, communication and organisational skills to join our Freedom of Information (FOI) Team. The team is an integral part of the Governance and Risk branch.

In this permanent position, interested applicants will demonstrate their well-developed relationship management skills and a high degree of attention to detail. You will have the opportunity to demonstrate your ability to work in a fast-paced environment, managing competing priorities and meeting deadlines. Knowledge of the *Freedom of Information Act 2016* and other related legislation including the *Health Records (Privacy and Access) Act 1997* is highly 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The Governance and Risk Branch are currently operating with a combination of office-based work and working from home. Ability to work remotely or in hybrid arrangement (home and office) will be important.

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

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonas Allen (02) 51249833 Jonas.Allen@act.gov.au

Canberra Health Services

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

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

Clinical Services

Surgery

Surgical Services

Clinical Development Nurse Ward 5A

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22193 - 02A56)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 5A is a 30 bed Orthopaedic inpatient ward. It specialises in major trauma including hip fractures, upper and lower limb fractures, pelvic and musculoskeletal conditions where an allied health and team nursing model of care approach to discharge is required. Ward 5A also caters for some spinal surgery and patients with joint infections. Ward 5A attend to complex wound care.

Canberra Health Service (CHS) is a tertiary referral centre. Trauma admissions from the surrounding Greater Southern Area Health region (GSAH) are admitted and managed within CHS. ACT Trauma patients with complex orthopaedic injuries are either admitted directly to the Intensive Care Unit and when stable, to ward 5A or directly to the ward if not requiring intensive supportive measures. Seeking enthusiastic Registered Nurse with orthopaedic experience to undertake an exciting role as Clinical Development Nurse of 5A. The successful candidate will have a passion for support, education, and mentoring.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

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

2. Minimum three year post graduate experience.

3. Certificate IV in Training and Assessment is desirable.

4. 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.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).

Note: This is temporary full-time position of 38:00 hours per week for a period of six months with the possibility of extension or permanency.

Contact Officer: Renchu Joice (02) 5124 3375 renchu.m.joice@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery and Patient Support Services (NMPSS)

Nursing and Midwifery Resource Office (NMRO)

Assistant in Nursing Relief Pool

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 60483, several - 0291P)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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 Assistant in Nursing (AIN) works across different units at the Canberra Hospital and Health Services depending on operational requirements. This includes Emergency Department, Medical wards, Surgical Wards, Aged care, Paediatrics, Maternity and Adult Mental Health Unit. The AIN works under the direction of the Registered Nurse/Enrolled Nurse to provide personal care, support, and assistance to patients. You may be required to look after patients on 1:1, 1:2 or 1:4 ratio for any given shift. The range of patients varies from Elderly, Confused, and Falls risk to those with Mental Health issues. You may be working with patients for close supervision for safety reasons.

Note: This position is shift work-24/7. Morning shift: 7am -2.15pm, Evening Shift: 2pm to 9.15 pm and Night shift: 9pm to 7.15 am.

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

Ability to work independently and as part of a multidisciplinary team.

High level communication skills.

Ability to establish and maintain good interpersonal relationships.

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

Position Requirements / Qualifications

- Certificate III in Health Services Assistance or recognised equivalent
- The successful applicant will need to be available for shift work, seven days a week working a rotating roster.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- 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.

Contact Officer: Tracy Morton (02) 5124 3178 tracy.morton@act.gov.au

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

Alcohol and Drug Services

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 45717-02A4L)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The ADS are seeking an administrative assistant to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, specifically clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes managing referrals, reporting on data, and assisting with the strategic and operational processes of the Diversion 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

- Be flexible, adaptable, and comfortable with a changing working environment.
- Extensive experience in the use of a variety of computer applications for information management and to produce reports and other documents.
- Excellent interpersonal and communication skills, with the ability to negotiate and liaise with professional staff and the public at all levels.
- Proven ability to be an effective member in a team environment.

Position Requirements/Qualifications:

- Previous experience in Administrative Role

- 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.

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

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

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

Allied Health

Acute Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25573, several - 02A1D)

Gazetted: 13 April 2023

Closing Date: 30 April 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads in acute ward areas to focus and enhance learning and experience and professional development. They provide high levels of clinical supervision and support to occupational therapy staff. They contribute to the knowledge of an experienced team of supervisors, clinical educators and occupational therapy leaders.

The results of this recruitment round may be used to fill any similar additional vacancies as they occur.

Recruitment to this position may be based on written application alone in certain circumstances.

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

- Organisational skills and drive and an appreciation of the clinical domain.
- Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.
- A demonstrated ability to drive, communicate and direct in a team environment.
- The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Occupational Therapy,
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Hold a current driver's licence.
- This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.
- 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.
 - 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: Domenico Tripodi (02) 5124 3286 Domenico.Tripodi@act.gov.au

Chief Executive Officer

Office of the Deputy Chief Executive

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58520 - 02A49)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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 Deputy Chief Executive (DCEO) contributes to the success of CHS by providing strategic support to the DCEO, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Business Manager, Executive Officer and Executive Assistant.

Reporting to the Business Manager, Office of the DCEO, 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 DCEO and Business Manager and works closely with other senior leaders and their support teams across the Division and 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

- 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 public sector or equivalent experience.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kate Schorsch (02) 5124 2728 Kate.schorsch@act.gov.au

Infrastructure Health and Support Services

Food Services Patient Services

Menu Monitor

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 30497-02A2U)

Gazetted: 14 April 2023

Closing Date: 2 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:

- o Meal Plating and Rethermalisation
- o Meal deliveries to patients
- o Menu monitors.

- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

ABOUT YOU

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

- Communication and interpersonal.
- Flexibility and adaptability with a changing working environment.
- Organisational, coordination and planning skills and a focus on outcomes.
- High degree of self-drive and initiative.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of three years' experience working professionally in food services is preferred.

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.

Highly Desirable:

- Industry recognized qualifications

Desirable:

- Relevant experience in Microsoft Office applications
- Relevant experience using food service IT systems
- The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

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

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

- Complete the Food Safety certificate
- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Daniel Farias 02 5124 3741 Daniel.Farias@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

Executive Director of Medical Services

Simulation Lead

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22140 - 02A3B)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

This position of Simulation Lead reports to the Manager Medical Education and Simulation and, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. MOSCETU has responsibility for:

- The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.
- The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.
- The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer and ACT Health's Director-General.

The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Sound judgment, self-awareness, and the ability to reflect on practice.

A passion for education and training.

Position Requirements/Qualifications:

Relevant tertiary qualifications in Training and Assessment and hold a post graduate qualification or working towards one in a relevant field. Working professionally in Simulated Education is preferred.

- The successful applicant will need to hold a current driver's license.
- Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and working professionally in Simulated Education is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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.

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: Janelle Corey (02) 5124 2507 janelle.corey@act.gov.au

Surgery- Perioperative

EDSU

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20320, several - 02A00)

Gazetted: 14 April 2023

Closing Date: 11 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 Extended Day Surgery Unit (EDSU) which also encompasses the Day Surgery Unit and Day of Surgery Admission Unit is part of the Perioperative Unit within the Division of Surgery.

The EDSU Registered Nurse Level 2 (RNL2) is a source of expert nursing knowledge, skills, and attributes. The RNL2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains including clinical care, leadership, education, quality, safety, and communication.

Day Surgery Admissions and EDSU are integral parts in the perioperative environment and the patient's pre-operative and post operative journey. The RN2 will be expected to work across both areas and assist in providing a positive patient experience.

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

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Organisational skills with a high degree of motivation

High level communication skills with a focus on providing good customer service to people who access the service

Position Requirements/Qualifications:

- Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.
- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- The successful applicant will be rostered on a 7-day rotating roster which will include weekends and public holidays. The applicant will be rostered to work morning, evening and night shift and needs to be available to commence work at 0600, as rostered.
- 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.
- 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.

Prior to commencement successful candidates will be required to:

- Reference checks with 2 professional referees
- 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: Deanne Cole (02) 5124 3987 deanne.cole@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Facilities Management

Manager Business Operations

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16299 - 029W6)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

- Capital project delivery;
- Facilities Management;
- Safety and Risk;
- Minor Works Team;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM 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 continue to have the right skills to help us meet our vision and deliver on our strategic objections. 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 Portfolio.

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

The Manager Business Operations reports to the Director of Business Operations and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory.

The Manager Business Operations reports to the Director of Business Operations and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory.

This position reports directly to the Director of Business Operations and works in close liaison with other directors and senior staff in the Facilities Management Branch, the broader CHS Directorate, and other Directorates.

Supervising Responsibilities

ASO4 Administrative Services Officer (1 FTE)

ASO3 Administration Support Officer (2 FTE)

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

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.

An organised approach to work, managing competing priorities with a high degree of drive.

High level resource and budget management skills to implement operational efficiencies.

Adaptability and flexibility to accommodate change.

Position Requirements / Qualifications

Mandatory

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

Desirable

- Experience in Microsoft SharePoint
- Experience managing budgets and financial reporting requirements
- 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.

Note: This is a temporary position available

Contact Officer: Rachael Naumovski (02) 5124 8106 Rachael.naumovski@act.gov.au

Clinical Services

Women, Youth and Children's Health

Neonatal Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25537, several - 02A2F)

Gazetted: 13 April 2023

Closing Date: 13 April 2024

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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

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, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

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

Position Requirements / Qualifications

- Registered Nurse with a minimum of one years' experience working professionally in Neonatology is preferred.
- 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.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Be available rotational shift work roster which includes weekends and night duty.

Contact Officer: Sarah Neale 0403 957 405 sarah.neale@act.gov.au

Chief Information Officer

Medical Rostering Lead

Career Medical Officer 1 \$140,609 - \$169,889, Canberra (PN: 54708 - 029EP)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

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

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

Capturing and communicating key business area requirements associated with RR4D project (Planning Phase), Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and

Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

DUTIES

Under limited direction of the Rostering Right for Demand (RR4D) Project Manager, Canberra Health Services (CHS) you will be responsible for supporting the delivery of the RR4D project to ensure that the CHS Medical (Senior) workforce rostering needs are met and users are ready for the launch of the new product. The position will work in partnership with other CHS RR4D Project Leads, collaborating with Reference Groups, Clinical Leads and other key stakeholders.

You will:

Review all existing business processes and procedures associated with the current Rostering solution for the CHS Senior Medical workforce and represent the requirements associated with the identification and implementation of a suitable replacement rostering solution.

Assist with the execution phase of the project by assisting with business verification and testing processes

Identify the operational reporting and business intelligence needs associated with rostering processes to ensure reporting continues post go live of the RR4D.

Lead the coordination of change activities associated with workforce planning, including training needs, performance plans, policies and procedures.

Liaise and proactively engage with key stakeholders, both internal and external, including union representatives.

Identify and escalate issues and risks through established governance processes.

Assist in training and support, of the system and its associated documentation as the project progresses.

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

ABOUT YOU

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

Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

An Australian MBBS medical degree or equivalent.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Have detailed knowledge of CHS Medical (Senior) workforce current rostering processes and procedures and the ability to represent staff groups.

An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.

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 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 Credentialing and scope of clinical practice requirements for medical professionals.

Note: This is temporary position available for a period of Up until 31 December 2023 with possibility of extension for up to another 12 months.

Contact Officer: James Chapman 02 5124 6889 James.Chapman@act.gov.au

**Office of Deputy Chief Executive Officer
Quality, Safety, Innovation, and Improvement
Patient Experience Survey Coordinator
Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 04551 - 029WP)**

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 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 Canberra Health Services' 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

The Patient Experience team promotes a patient centred care culture with work functions including consumer feedback and engagement, patient experience surveys, consumer health information processes and quality improvement. The team also supports the implementation and monitoring of the CHS Partnering with Consumers Framework

This position will work to the Director Patient Experience and will develop, coordinate and conduct the patient experience survey program for Canberra Health Services.

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

- High level verbal and written communication, and interpersonal skills
- High levels of emotional intelligence and self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships.
- Good organisational skills with an ability to work independently and within a team environment

Position Requirements/Qualifications:

Highly Desirable:

- Recent experience in development and management of patient experience surveys
- Eligible for registration with the Nursing and Midwifery Board through 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Recent experience in the development and delivery of patient experience surveys in health settings, and the use of REDCap IT survey platform and PowerBi.
- Relevant tertiary qualifications and a minimum of 4 years' experience working professionally with a clinical background

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 six months with the possibility of extension and/or permanency.

Contact Officer: Bailey de Paiva (02) 5124 6265 Bailey.DePaiva@act.gov.au

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

Older Persons Mental Health Community Team - (OPMHCT)

Administrative Services Officer 3

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 26422 - 02A11)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

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

Older Persons Mental Health Community Team (OPMHCT) provides mental health assessment, care planning and interventions to people living in the ACT who are 65+ years old.

OPMHCT operates within the Aust Govt / Dept of Health / Primary Health Network (PHN) MH Care / Stepped Care guideline (2016). Under this model, OPMHCT provides services to people who have a moderate to severe mental illness.

There are four distinct sub-teams within OPMHCT: Assessment Team (Ax Team), Clinical Management Team (CM Team), Intensive Treatment Service (ITS), and Physical Health Intervention Team (PHIT).

The Assessment Team is responsible for the management of referrals and providing comprehensive assessments and psychiatric diagnostic clarification, care planning and short-term treatment. The Clinical Management Team provides longer term treatment to people who present with complex mental health conditions. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team provides physical health screening and care planning to those people admitted to the Clinical Management Team. Under the direct or indirect supervision of the Manager, the ASO3 will play a key role in the day to day administrative functioning of the Team.

ABOUT YOU

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

Behavioural Capabilities

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for older 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:

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

Desirable:

- Experience working with people with a mental illness or disorder in a community setting
- Experience working in an administrative health care setting
- Strong organisational skills

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Jody Alexander (02) 5124 1980 jody.alexander@act.gov.au

Women, Youth and Children Community Health Program

Child and Adolescent immunisation Team (CAIT)

Child and Adolescent Immunisation Team member

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 44645-02A75)

Gazetted: 17 April 2023

Closing Date: 4 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Child and Adolescent Immunisation Team

The Child and Adolescent Immunisation Team is part of the Division of Women, Youth and Children, Community Health Program's (WYCCHP) and delivers the High School Immunisation Program, Early Childhood Immunisation Program, Seasonal Infant Influenza Program and the Kindergarten Health Check. The Team work Monday to Friday, are credentialled to work across all areas of the Team and an allocation roster is provided. Due to some work being school term based there is additional opportunity to take annual leave during the school holidays if operational requirements are met.

High School Immunisation Program

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are delivered in all ACT high schools and scheduled across the school year.

Early Childhood National Immunisation Program

The Early Childhood Immunisation Program provides immunisation to children 0-6 years, according to the Australian National Immunisation Program Schedule. Immunisation occurs in dedicated, booked immunisation clinics across the ACT.

Kindergarten Health Check Program

All Kindergarten students who attend an ACT school are offered a Kindergarten Health check. The health check includes a physical component that is delivered in schools across the year and includes vision, hearing, height, weight, and BMI.

This is an exciting opportunity to join the Child and Adolescent Immunisation Team (CAIT) who provide the high school immunisation program, kindergarten health check program, early childhood immunisation clinics and the seasonal influenza program for under 5's. The position is part time for eight months. The position is based at the City Health Centre, 1 Moore Street. There is an opportunity to take accrued leave during school holidays and you will be well supported by the Child and Adolescent Clinical Nurse Immunisation Manager.

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

- Friendly, warm, caring and empathetic.
- Strong organisational skills with a strong work ethic.
- Good communication and interpersonal skills.
- Able to work and collaborate with others in a close team environment

Position Requirements/Qualifications:

Mandatory

- Hold a recognised immunisation qualification.
- Current Driver's Licence
- 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.
- 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)

Note: This is a Part-Time temporary position for eight months at 24 hours per week, the salary noted will be pro rata.

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

Contact Officer: Louise Hawkins (02) 5124 1602 Louise.Hawkins@act.gov.au

Division of Allied Health

Acute Allied Health Service, Occupational Therapy Department

Acute Occupational Therapy Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29169-02A99)

Gazetted: 19 April 2023

Closing Date: 3 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers, and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

An exciting opportunity exists for an Occupational Therapist to manage the Acute Occupational Therapy services team in Acute Allied Health Services. The successful applicant will take oversight of the day to day running of the Department and undertake duties such as reviewing fortnightly pay reports, monthly financial reports, and service statistics and attending senior clinician meetings.

This team consists of Occupational Therapist at various levels of experience and career progression, Allied Health Assistants and an Administrative Support Officer, who work closely with their multidisciplinary colleagues and have a pivotal role in promoting an occupation focused outcomes across the inpatient and outpatient settings of CHS.

Operational support to the position is provided by the AAHS Director of Allied Health. Strong relationships with the other AAHS Allied Health service managers will provide you with collegiate support and advice. There are opportunities for collaboration and handover with careful planning and communication.

The Occupational Therapy Manager provides supervision and support to the senior roles in the Acute Occupational Therapy department and requires an understanding of occupational therapy practice in the acute inpatient and outpatient settings. The position works closely with the CHHS occupational therapy managers and is supported strategically by the Occupational Therapy Profession Lead.

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

- Organisational skills and drive and an appreciation of the clinical domain.
- Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.
- A demonstrated ability to drive, communicate and direct in a team environment.
- The ability to critically appraise your own performance and that of others.
- This position maybe required to participate in overtime, on call and/or rotation roster.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Occupational Therapy,
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Hold a current driver's licence.
- This position may be required for weekend and after-hours work, overtime, on call and/or rotation 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.
- 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.

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.

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

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

Contact Officer: Andrew Slattery (02) 51245106 Andrew.Slattery@act.gov.au

Clinical Services

Medicine Operational

Executive

Director of Allied Health (DoM)

Health Professional Level 6 \$157,201, Canberra (PN: 60582 - 02A6I)

Gazetted: 17 April 2023

Closing Date: 4 May 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Division of Medicine (DoM) is a high performing and diverse service within the Canberra Health Services, providing multidisciplinary care. Our services are based across a range of settings and delivered in ambulatory, community, outpatient, virtually, inpatient and procedural areas, operating within the CHS values of Reliable, Progressive, Respectful and Kind. Our services also range from community, metropolitan and tertiary in nature. As a member of DoM Senior Leadership team, you will participate in a variety of strategic, business planning and organisational development activities.

This position is responsible for professionally leading a range of allied health professionals and services that work within the DoM; working closely with the Office of the Executive Director of Allied Health, the Director of Acute Allied Health and other professional allied health leads on organisation wide objectives; and contributes horizontally to provide Executive leadership to the Division working with the Senior Leadership Team.

The successful applicant will have proven experience effectively planning and managing a multi-disciplinary health service across a range of health care settings. They will have demonstrated experience providing leadership and strategic direction in a changing environment, and for developing and maintaining collaborative working relationships across services.

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

Coach and lead a diverse group of allied health professionals to work to their full scope of practice; whilst embracing the principles and gains of interdisciplinary working.

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

Commitment to research and innovation across disciplines and service areas.

Ability to synthesise and analyse complex information and make evidence informed decisions.

Position Requirements/Qualifications:

- Relevant tertiary qualification such as degree or diploma in an allied health profession (required).
- 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 licence (required).

- Post-graduate qualifications (desirable).
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered for have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary part-time position at 11.025 hours per week available immediately for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Brendan Docherty (02) 5124 3826 Brendan.Docherty@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Aboriginal and Torres Strait Islander Liaison Officer (Cultural Specialist)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45169 - 02A5M)

Gazetted: 17 April 2023

Closing Date: 27 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Our Aboriginal and Torres Strait Islander Cultural Specialist Services (CSS) partner with treating teams within the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS).

CSS is staffed by Aboriginal and Torres Strait Islander people who advocate for, honour and uphold the expectations and values of our Cultural Protocols.

CSS 'walk with' health care consumers, their family, carers, and community organisations to ensure their patient journey is positive, that their voices are heard and they receive the best possible care during their treatment, healing, and recovery journeys. All care provided by CSS staff is driven by our team's values of;

- Healing and Empowerment,
- Respect for Community and Culture,
- Self-determination and Leadership.
- Along with CHS values of kind, reliable, respectful, and progressive.

We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures Aboriginal and Torres Strait Islanders rights and dignity is promoted and protected.

An exciting opportunity exists for an Aboriginal and Torres Strait Islander Specialist who is empathetic, enthusiastic, and compassionate, to join our dynamic and evolving team. The successful applicant will be expected to provide high-quality customer service to Aboriginal and Torres Strait Islander consumers as well as staff of CHS. This role is responsible for establishing and embedding positive relationships with Aboriginal and Torres Strait Islander consumers, their families and community.

This position is based on site with the CSS at Phillip Community Health Centre, however you will be required to work across multiple sites as deemed necessary.

WHY JOIN CHS?

You want to make a difference using your special skills and experiences.

By working for CHS, you will have the opportunity to improve the lives of people in the community. Your role will help community overcome barriers in accessing health services and help deliver culturally responsive care.

You can add value to CHS and help make this difference by bringing:

- your cultural knowledge and understanding of cultural health ways and the impact of trauma on the community,
- your ability to build trust and show empathy and compassion,
- your lived experience and knowledge as part of the community, including understanding current and past relationships,

- your ability to live in two worlds and be a bridge between the Western medical model and the holistic Aboriginal and Torres Strait Islander health model.

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.

You want to join an organisation committed to improving diversity and inclusion.

CHS strives to be a service provider and employer that celebrates differences and takes action to include people from all backgrounds and identities.

- CHS Statement of Commitment which commits to being culturally informed and responsive, strengthening relationships with the Aboriginal and Torres Strait Islander community and investing in Aboriginal and Torres Strait Islander leadership to drive positive change across our services.

- CHS is committed to building an organisation where people can bring their whole selves to work and feel safe, valued and part of the team.

Behavioural Capabilities

1. Ability to manage confidential and sensitive information.
2. Strong organisational skills with a strong work ethic; and
3. Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Note: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is mandatory and therefore confirmation may be requested.

- Knowledge of Aboriginal and Torres Strait Islander communities and health issues.
- Registration under the ACT Working with Vulnerable People Act 2011
- Current driver licence.
- 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:

- Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent)

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 and/or permanency.

Contact Officer: Kristie Simpson (02) 5124 6790 kristie.simpson@act.gov.au

Finance and Business Intelligence

Procurement and Supply

Assistant Director, CSB Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61043 - 029T9)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you experienced in Procurement and looking for an exciting and rewarding opportunity to work within the largest health infrastructure project in the Territories history? This is 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

The Canberra Hospital Expansion Project includes at design and construction of a new 43,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB).

The Assistant Director, CSB Procurement is a critical role within our organisation that reports to the Director, Procurement within the Procurement and Supply Branch. The role has responsibility for timely and compliant procurement of clinical equipment identified by the CSB project team and will work in collaboration with the Campus Modernisation Major Medical Equipment (MME) and Furniture Fittings and Equipment (FFE) Project Manager (MME and FFE Project Manager) to ensure project milestones and deliverables are achieved.

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

procurement activities are managed consistently,
there is compliance with all relevant legislation,
best practice procurement processes are implemented; and
value for money is achieved for CHS.

ABOUT YOU

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

Behavioural Capabilities

Effective and positive leadership skills.

A high-level communicator, with demonstrated strong stakeholder management skills.

Works with a high degree of autonomy.

Critical thinking skills and forms decisions based on sound judgement.

Position Requirements/Qualifications:

Desirable

Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system.

A minimum of five years' experience working professionally in a public sector and /or demanding client project environment.

The successful applicant will:

Need to be available for occasional weekend and after-hours work, with access to flex time.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Kate Scott 0403 089 270 kate.k.scott@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Senior Aboriginal and Torres Strait Islander Liaison Officer (Cultural Specialist)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 20154 - 02A50)

Gazetted: 17 April 2023

Closing Date: 27 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Our Aboriginal and Torres Strait Islander Cultural Specialist Services (CSS) partner with treating teams within the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS).

CSS is staffed by Aboriginal and Torres Strait Islander people who advocate for, honour and uphold the expectations and values of our Cultural Protocols.

CSS 'walk with' health care consumers, their family, carers, and community organisations to ensure their patient journey is positive, that their voices are heard and they receive the best possible care during their treatment, healing, and recovery journeys. All care provided by CSS staff is driven by our Teams values of;

- Healing and Empowerment,
- Respect for Community and Culture,
- Self-determination and Leadership.
- Along with CHS values of kind, reliable, respectful, and progressive.

We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures Aboriginal and Torres Strait Islanders rights and dignity is promoted and protected.

An exciting opportunity exists for an Aboriginal and Torres Strait Islander Specialist who is empathetic, enthusiastic, and compassionate, to join our dynamic and evolving team. The successful applicant will be expected to provide high-quality customer service to Aboriginal and Torres Strait Islander consumers as well as staff of CHS. This role is responsible for establishing and embedding positive relationships with Aboriginal and Torres Strait Islander consumers, their families and community. This position is based on site with the CSS at Phillip Community Health Centre, however, will be required to work across multiple sites as deemed necessary.

WHY JOIN CHS?

You want to make a difference using your special skills and experiences.

By working for CHS, you will have the opportunity to improve the lives of people in the community. Your role will help community overcome barriers in accessing health services and help deliver culturally responsive care.

You can add value to CHS and help make this difference by bringing:

- your cultural knowledge and understanding of cultural health ways and the impact of trauma on the community,
- your ability to build trust and show empathy and compassion,
- your lived experience and knowledge as part of the community, including understanding current and past relationships,
- your ability to live in two worlds and be a bridge between the Western medical model and the holistic Aboriginal and Torres Strait Islander health model.

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. You want to join an organisation committed to improving diversity and inclusion.

CHS strives to be a service provider and employer that celebrates differences and takes action to include people from all backgrounds and identities.

- CHS Statement of Commitment which commits to being culturally informed and responsive, strengthening relationships with the Aboriginal and Torres Strait Islander community and investing in Aboriginal and Torres Strait Islander leadership to drive positive change across our services.
- CHS is committed to building an organisation where people can bring their whole selves to work and feel safe, valued and part of the team.

You want to join an organisation that will support you now and into the future.

Behavioural Capabilities

1. Ability to manage confidential and sensitive information.
2. Strong organisational skills with a strong work ethic; and
3. Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Note: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is mandatory and therefore confirmation may be requested.

- Knowledge of Aboriginal and Torres Strait Islander communities and health issues.
- Registration under the ACT Working with Vulnerable People Act 2011 • Current driver licence.
- 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:

- Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent)

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 and/or permanency.

Contact Officer: Kristie Simpson (02) 5124 6790 kristie.simpson@act.gov.au

Clinical Services

Surgery

Perioperative Unit

Scrub Registered Nurse level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20458, several - 02A4S)

Gazetted: 17 April 2023

Closing Date: 11 May 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical 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.

A Registered Nurse with advanced nursing practice skills in the field of Scrub/Scout Nursing is required to provide high level support consistently and competently to perioperative patients within The Canberra Hospital and Health Services.

Scrub/Scout RN2 report directly to Scrub/Scout Nurse Unit Manager and join the nursing leadership team. This position is responsible, in collaboration with the other Scrub/Scout RN2, supporting Scrub/Scout nursing team to provide evidence-based nursing care to perioperative patients.

ABOUT YOU

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

Behavioural Capabilities

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Organisational skills with a high degree of motivation

High level communication skills

Position Requirements/Qualifications:

Relevant Tertiary Nursing qualifications.

5 years' experience working in scrub/scout RN position desirable.

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

The successful applicant will be rostered on a 7 day rotating roster which will include weekends and public holidays. The applicant will need to be rostered to work morning, evening and night shift.

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.

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.

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.
- Reference checks with two professional referees.

Contact Officer: Ben Lollback (02) 5124 3437 Ben.Lollback@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Director of Clinical Services

Administration Assistant to Director of Training

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 36468 - 02A4R)

Gazetted: 17 April 2023

Closing Date: 4 May 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

In order to become a psychiatrist, junior doctors must spend five post graduate years working in a variety of settings in the mental health system and take part in a structured teaching program. You will work closely with the Director of Psychiatry Training to ensure that the Canberra Psychiatry training program is run to a high standard.

The advertised role will contribute to the overall success of CHS by providing timely, accurate and appropriate coordination of the Psychiatry training program by assisting the Director of Psychiatry Training. The psychiatry registrars are located in geographically dispersed work areas, and you will assist the Director of Psychiatry Training to coordinate a variety of teaching programs, rotational placements and reviews of registrar progress in a constantly demanding and changing environment.

The Office of the Director of Clinical Services (DOCS) provides clinical and administrative support to the senior and junior medical workforce. The advertised position will provide administrative support to the Office of the DOCS two days per week to assist with leave management and rostering support for the medical workforce.

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

High level communication and liaison skills, with the demonstrated ability to establish and maintain productive and collaborative working relationships; particularly with relation to teachers, students, and potential applicants for the RANZCP training program.

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

Position Requirements / Qualifications

- The successful candidate must be a permanent resident of Australia.
- The successful applicant will need to be available for occasional after-hours work, noting access to flex time is available. The after-hours requirement occurs rarely, for example once or twice per year, and is negotiated in advance depending on your availability.
- The successful applicant will have previous experience in rostering, or similar, in a fast-paced environment; including the skills and abilities to cover shifts with short notice.
- 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 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: Jenae Smith 0403 084 089 CHS.MHJHADSMedicalRecruitment@act.gov.au

Women, Youth and Children

Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 20805, several - 029WJ)

Gazetted: 17 April 2023

Closing Date: 28 April 2023

Details: 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

Are you a qualified Nurse seeking a new challenge with a great team and employment benefits? Do you have highly developed leadership skills and a passion for leading a team to success? If you answered yes to these questions and want to work for a Health Service that is passionate about the delivery of safe, high-quality, person-centred care, then this opportunity is for you!

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS). These services provide high quality and holistic, nursing, medical and allied health interventions to women, children, young people, and families for whom there is an intersection of complex health and psychosocial needs.

The Nurse Practitioner position provides clinical Leadership to the Medical and Nursing Team within the Women's Health Service.

Women's Health Service:

The Women's Health Service provides nursing, medical, counselling, and nutrition services for women who have significant difficulty accessing mainstream health services. Registered Nurses within WHS provide short to medium

term, comprehensive care to assist women to organise their health needs and ideally link them with a general practitioner in the community. Nursing outreach is provided at Community Health Centres, Child and Family Centres and various women's refuges to support access to health care for vulnerable women escaping family violence. This is a rewarding position. The successful applicant will enjoy a varied role and join a vibrant, empathic and well-supported service that is committed to the delivery of high quality, trauma-informed and holistic care with an understanding of delivering services to women from a feminist perspective.

The primary location of this position is City Health Centre but may include outreach to facilities within Canberra.

Benefits

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

Nurse ratios across many of our services with more planned.

Training pathways at all levels.

Education and training support, scholarships, study assistance and conference attendance.

Research and teaching opportunities.

Competitive pay rates and excellent working conditions.

Salary packaging with full fringe benefits tax concessions.

Reimbursement for relocation expenses.

Flexible working, purchased leave, attractive superannuation.

Employee Assistance program for staff and members of immediate family

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

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

Our vision is to create exceptional health care together, that is personal, effective, accessible and safe. This requires communication, support and engagement. If you possess these qualities, you could be our next team member.

DUTIES

Under limited direction of the Operational Manager of Women's Health Service you will:

Provide a comprehensive, trauma informed, Women's Health Nurse Practitioner service through collaborative practice with Nursing, Medical and Allied Health professionals within Women's Health Service, including managing the safe clinical care of women with an intersection of complex health and psychosocial needs.

Comply with Canberra Health Service credentialing requirements and work within Women's Health Service Nurse Practitioner Clinical Practice Guidelines, including the medication formulary, to support the highest level of clinical nursing practice and leadership as an autonomous health professional.

Provide advanced comprehensive primary health care which includes nursing assessment, diagnosis, planning and implementation of treatment, utilising a client-focused model of care, which is evidence-based. Provide relevant, opportunistic health promotion and provide care at outreach locations, and after hours as required.

Supervise nursing and medical staff and provide leadership in the development of pathways and processes across services and teams within EHS, broadly across WYCCHP, and externally across ACT and NSW organisations, to coordinate the delivery of seamless, holistic care and interventions for consumers, with a focus on achieving enhanced health and wellbeing outcomes.

Lead and support the development, implementation, and evaluation of health promotion and community education programs, and quality improvement initiatives and model an exemplary level of professional and ethical standards in clinical interventions and provide leadership to uphold the National Quality and Safety Health Care Standards.

Participate and provide leadership in the clinical governance and clinical risk management in the Women's Health Service. Facilitate and contribute to the analysis and review of clinical practice and nursing research within the Women's Health Service and implement appropriate evidence-based change as required.

Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

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

ABOUT YOU

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the Discrimination Act 1991, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the nursing/medical service.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from women, and those that align with this group, from all diversity groups. Aboriginal and

Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Strong clinical, leadership and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

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

Qualifications in primary health care; and experience or qualifications in women's health

Must hold a current ACT drivers licence.

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.

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

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

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

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.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for nurse practitioners.

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

Contact Officer: Nikki Goddard (02) 5124 1787 Nikki.goddard@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Perinatal and Infant Mental Health Consultation Service (PIMHCS) Child and Adolescent Mental Health Services

Perinatal Mental Health Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60383 - 02A2H)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

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 **Perinatal and Infant Mental Health Consultation Service (PIMHCS)** is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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

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

Behavioural Capabilities

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

Commitment to achieving positive outcomes for mother, their infants, 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

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' (ideally 5 years) post-qualification experience, working professionally in respective field.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT *Working with Vulnerable People Act 2011*.
- 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 working with mothers, infants and adults with a mental illness.
- Experience using evidence-based psychotherapy to treat complex PTSD/BPD.
- You will need an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - 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)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Bridget Dillon (02) 51243133 bridget.dillon@act.gov.au

Women, Youth and Children

Paediatric Endocrinology and Diabetes Service (PEDS)

Paediatric Endocrine Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59273 - 02A4K)

Gazetted: 18 April 2023

Closing Date: 12 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 Canberra Health services Division of Women, Youth and Children delivers a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. The Paediatric Endocrinology and Diabetes Service (PEDS) provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Endocrinology Services are

delivered at the Centenary Hospital for Women and Children. PEDS is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. You will meet under graduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong links with the ANU Medical School, Australian Catholic University and the University of Canberra.

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, 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

- Nursing qualification and a minimum of three years' experience working professionally as a Registered Nurse with at least 12 months in a Paediatric or Child Health Environment.
- Be registered or be eligible for registration as a nurse 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

- Post graduate qualifications in Paediatric Nursing
- 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: Rosemary Young (02) 5124 7495 Rosemary.Young@act.gov.au

Chief Executive Officer

Pathology

Calvary Laboratory

Laboratory Manager

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 25158 - 02A4Y)

Gazetted: 18 April 2023

Closing Date: 19 May 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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 team, 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, Clinical Chemistry, Covid testing. The successful candidate may be required to participate in the on-call roster.

ABOUT YOU

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

Behavioural Capabilities

High level written and oral communication skills.

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

An agile and adaptive leadership style.

A personal commitment to living the CHS values and supporting engaged and collaborative teamwork.

Position Requirements

- Tertiary qualifications (or equivalent) in laboratory science or related are essential.
- Extensive operational experience in a clinical Pathology laboratory.
- Management experience in a laboratory environment.
- Knowledge of the Australian pathology sector and regulatory requirements.
- Knowledge of the governance and compliance requirements for public sector entities is highly desirable.
- 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: Fiona Webb (02) 5124 2893 fiona.webb@act.gov.au

Cancer and Ambulatory Services

Central Health Intake

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 44429 - 02910)

Gazetted: 19 April 2023

Closing Date: 3 May 2023

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

CHS Central Health Intake (CHI) is responsible for the intake, assessment and referral of consumers wishing to access CHS provided community-based services and specialist outpatient services at Canberra Hospital. Central Health Intake Nursing team incorporates both Community Health Intake, and the Central Outpatient's Intake. The two services are co-located under a single management structure of Central Health Intake, and provide a streamlined approach to referral management, which enables safe navigation through the health journey for all health care consumers.

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

Capacity to manage competing priorities and services with a high degree of autonomy in a busy call centre environment

Excellent communication skills between stakeholders and team members

Strong leadership and mentoring skills

Position Requirements / Qualifications

Must have Australian Health Practitioner Regulation Agency (AHPRA) Registration as a Registered Nurse.

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.

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.

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.

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

Contact Officer: Leesa Scott 02 51249977 leesa.scott@act.gov.au

Rehabilitation Aged and Community Services

Acute Care of the Elderly (ACE) 11A and 11B

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22298, several-02A80)

Gazetted: 19 April 2023

Closing Date: 5 May 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

ABOUT YOU

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

Behavioural Capabilities

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

- Ability to work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level leadership skills
- High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

Mandatory

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

- Minimum five years full time equivalent post graduate experience including recent relevant experience within Gerontology (this will be assessed by hours worked which must be 8550 hours at a minimum).
- 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: The successful candidates may be selected based on application and referee report only

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

Contact Officer: Clare Stephenson (02) 51240236 clare.stephenson@act.gov.au

Allied Health

Acute Allied Health Services

Allied Health

Social Worker - NDIS Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 45388 - 02A6L)

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

The Acute Allied Health Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct

allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

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

Note: This position(s) will be required to participate in overtime, on call, and/or rotation roster, including weekends and shutdown. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

ABOUT YOU

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

Behavioural Capabilities

Advanced organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills demonstrating leadership.

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

Position Requirements / Qualifications

Mandatory

- Relevant tertiary qualifications in social work or equivalent.
- A minimum of 6 years' experience working professionally, preferably in a health setting.
- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).
- The successful applicant will need to be available for on-call, weekend and after-hours work and shutdown.
- 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.
- 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)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a reference check.

Contact Officer: Patrice Higgins (02) 5124 2316 patrice.higgins@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 Business and Leadership College
CIT Accounting and Project Management
Head of Department - Accounting and Project Management
Manager Education Level 1 \$133,267, Canberra (PN: 51765)

Gazetted: 19 April 2023

Closing Date: 26 April 2023

Details: Are you an experienced manager with a passion for Vocational Education Training (VET) and future focused solutions? Do you have high-level knowledge of the VET sector and adult education? Does playing a fundamental role in leading a team to the future of VET Education in Canberra excite you?

The Canberra Institute of Technology (CIT) is seeking a motivated Head of Department (MEL1) to lead the accounting, legal and project management teaching department.

The Head of Department reports to the College Director and is responsible for:

Managing, administering and co-ordinating the activities of the department according to related policies and operational priorities.

Managing the design, development, delivery and evaluation of training and support.

Providing professional educational leadership.

Planning, distributing, and utilising financial, human and physical resources.

Liaising and collaborating with stakeholders.

Leading the department to connect within CIT and external agencies to build a wide range of future possibilities for students and the community.

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

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS

All managers at Manager Education – Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma in Vocational Education and Training (or equivalent).

Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

Note: This is a temporary position available from 28 May 2023 until 08 September 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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, a maximum of two pages, and provide a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Mann (02) 6207 3484 marianne.mann@cit.edu.au

CIT Industry Engagement and Strategic Relations
CIT Strategic Communications
CIT Strategic Communications Officer
Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50719)

Gazetted: 18 April 2023

Closing Date: 4 May 2023

Details: Canberra Institute of Technology (CIT) is seeking an experienced, and motivated communications officer to fill the position of Strategic Communications Officer within CIT's Strategic Communications team.

The Strategic Communications team sits within the CIT's Industry Engagement and Strategic Relations Division and looks after the Institute's internal and corporate communications - as well as providing strategic communications support on several exciting projects such as the CIT Woden campus project, the Fee-Free TAFE initiative, Women in Trades, the CIT Student Experience, and CIT Schools Engagement.

We also provide creative strategic communications advice and support to a wide range of stakeholders including our Minister's office, the media, business areas, our educational Colleges, teachers, staff, students, and the public. Part of a friendly and inclusive team, this position will see you working on a wide range of projects, and providing input into the team's communications plans and activities. We want to see new ideas and fresh approaches!

You will be a pro-active communications officer with excellent interpersonal, organisational, and communication skills and experience necessary to support a diverse range of clients and stakeholders.

No two days are the same - you will work with the team on a range of projects - and will have opportunities to shine and bring your talents, creativity, and ideas to the role.

Roles are shared within the team to ensure work-life balance and the position is based at the CIT Reid campus. 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.

Under direction of the Senior Manager, Strategic Communications - the Communications Officer will:

Work with the team on the implementation of communication strategies on a range of CIT activities and projects,
Provide quality communication content, advice, input, approaches, and support as required including assisting with:

communication strategies and tactics,
media releases, responses and talking points,
articles and good-news stories,
corporate messaging,
social media content relating to Strategic Communications activities.

Demonstrate strong writing, briefing, editing, and proofreading skills

Contribute to CIT's online channels and provide quality and appropriate content

Proactively seek opportunities to identify good news stories and encourage positive media coverage.

Monitor the media for industry-relevant issues and provide reports of relevant media coverage.

Build strong and productive working relationships with internal stakeholders including the CIT leadership team, and external stakeholders to deliver quality outcomes.

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

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

How to Apply: Applicants must provide the following:

A current curriculum vitae, including the name and contact details of two referees.

A two-page pitch addressing what skills and experience you would bring to the role, and some examples of projects on which you have worked.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Kulasingham 0434 750 163 Mark.Kulasingham@cit.edu.au

CIT Industry Engagement and Strategic Relations

CIT Strategic Communications

Assistant Manager, CIT Strategic Communications

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61208)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: THE POSITION

Canberra Institute of Technology (CIT) is seeking an experienced, ideas-filled, enthusiastic, and motivated communications professional to fill the position of Assistant Manager in CIT's Strategic Communications team. The Strategic Communications team sits within the CIT's Industry Engagement and Strategic Relations Division and looks after the Institute's internal and corporate communications - as well as providing strategic communications support on several exciting projects such as the CIT Woden campus project, the Fee-Free TAFE initiative, Women in Trades, the CIT Student Experience, and CIT Schools Engagement.

We also provide creative strategic communications advice and support to a wide range of stakeholders including our Minister's office, the CIT Executive, the media, business areas, our educational Colleges, teachers, staff, students, and the public.

Part of a friendly and inclusive team, this position will see you providing high level ideas, creative thinking, and input into the team's communications plans and activities. We want to see new ideas, fresh approaches, and left field thinking.

You will be a pro-active, on the front-foot communications officer with excellent interpersonal, organisational, communication skills and experience necessary to support a diverse range of clients and stakeholders across our current and future projects.

No two days are the same - you will work on a range of projects - many as lead officer and will have opportunities to shine and bring your talents, creativity, and ideas to the role.

Roles are shared within the team to ensure work-life balance and the position is based at the CIT Reid campus.

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.

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

DUTIES/RESPONSIBILITIES

Under direction of the Senior Manager, Strategic Communications - the Assistant Manager, Strategic Communications will:

Lead the development and implementation of communication strategies on a range of CIT activities and projects, Provide quality communication content, advice, input, approaches, and support as required relevant for the target audiences including but not limited to:

communication strategies and tactics,
media releases, responses and talking points,
articles and good-news stories,
corporate messaging,
social media content relating to Strategic Communications activities.

Work with the team on CIT's relationship with the media,

Demonstrate strong writing, briefing, editing, and proofreading skills to provide a quality control check for all communication material (internal and external).

Contribute to CIT's online channels and provide quality and appropriate content to raise the profile of CIT's projects, strategic directions, achievements, and events.

Proactively seek opportunities to identify good news stories and encourage positive media coverage and seek opportunities to increase audience reach and engagement to improve the effectiveness of CIT communication.

Build strong and productive working relationships with internal stakeholders including the CIT leadership team, and external stakeholders to deliver quality outcomes.

Leading and representing the team and other duties as appropriate to classification requested by the immediate supervisor.

Notes: This is a permanent position available immediately.

How to Apply: Applicants must provide the following to CIT

A current CV, including the name and contact details of two referees

A two-page pitch addressing what skills and experience you would bring to the role, and some examples of projects on which you have worked.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Kulasingham 0434 750 163 Mark.Kulasingham@cit.edu.au

Education and Training Services

Student Services

Client Relationship

Client Service Officer Level 2

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57227, Several)

Gazetted: 17 April 2023

Closing Date: 24 April 2023

Details: The Student Services team at the Canberra Institute of Technology (CIT) is seeking a dynamic individual to join our motivated team in supporting prospective and current students to achieve their education goals. As a member of this team, you will play a crucial role in providing students with information and advice on course selection, as well as offering guidance on any other issues that may impact their ability to study.

We are looking for someone who can connect students with other support services and work with them from enquiry through to enrolment and completion. You must possess strong skills in identifying the needs of each individual student and providing them with appropriate assistance to help them achieve their goals.

To be successful in this role, you must have exceptional communication skills, as well as the ability to work effectively with people from diverse backgrounds. You should also be highly organised, with the ability to quickly solve problems and multitask in a fast-paced environment. Sound computing skills are a must, as is the ability to work collaboratively as part of a larger 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:

Knowledge of student administration in a vocational education environment 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. Selection may be based on application and referee reports only. This is a permanent position. The occupant of this position will be required to work 73.5 hours per fortnight which may be on a rotating shift, including Saturdays depending on location.

How to Apply: If you believe you have what it takes to be part of this exciting opportunity, we welcome your two-page pitch on why you would be the perfect candidate for this role.

To apply for this role, candidates must provide a pitch that describes their experience, skills, and knowledge relevant to the position, using the Duties/Responsibilities and Selection Criteria outlined in the Position Profile as a reference. The pitch should not exceed two pages in length. Additionally, applicants must submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Moorcroft (02) 6207 6752 Evan.Moorcroft@cit.edu.au

Strategic Finance and Transformation

Procurement and Contracts Management

Director Procurement and Contracts

Senior Officer Grade A \$157,201, Canberra (PN: 60946)

Gazetted: 13 April 2023

Closing Date: 2 May 2023

Details: Do you enjoy tackling complex procurement challenges whilst building capability and inspiring a team?

Are you an experienced Procurement professional looking to expand your experience?

Come join CIT and be part of the team skilling our community for the future!

CIT is seeking an experienced and engaging Procurement professional to fill the newly created position of Director, Procurement and Contract Management.

What do we want?

CIT is seeking an experienced procurement and contracting professional to fill the newly created role of Director, Procurement and Contract Management. The role will provide strategic procurement and contracting advice and support to the CIT Executive and operational staff plan, develop and facilitate effective procurement and contract management outcomes.

Reporting to the Executive Director, Strategic Finance and Transformation, the Director Procurement and Contracts is a pivotal role in guiding CIT's procurement and contract management activities, whilst embedding financial reform and building procurement and contract management capability.

What will you do?

You will provide high quality, strategic, and timely advice on procurement activities and process, and contract management, to a range of stakeholders. As a source of knowledge in this field, you will be responsible for increasing CIT's maturity and understanding of procurement governance by creating a culture of curiosity and compliance. This will be done by working with Business Units to develop and implement process improvement and whilst monitoring compliance.

Managing the Procurement and Contract Management Team, you will align team performance and develop capacity to achieve organisational objectives whilst ensuring that CIT is meeting our policy, legislative, and contractual requirements. You will also lead the implementation of the ACT Government's Oracle procurement module within CIT.

What do I need?

The successful applicant will have demonstrated experience in government procurement and contracts management, and be able to apply this knowledge to develop, plan and facilitate best practice procurement processes and systems at CIT. You will need high-level communication, negotiation and leadership skills. You will have a demonstrated track record of delivering outcomes, driving reform, and implementing organisational change. You will have a sound working knowledge of contract planning principles and procurement frameworks, and the ability to apply these principles and frameworks in the CIT context.

You will have strong negotiation and influencing skills, and the ability to inspire, energise and engage people, and the ability to draw on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the ACTPS Values, and the CIT Cultural Traits

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 procurement and/or contract management 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. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CraigS Jordan (02) 6207 4279 CraigS.Jordan@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 Branch Manager, Financial Controller

Temporary Vacancy (ASAP to 10 October 2023 with the possibility of extension up to 9 months)

Chief Minister, Treasury and Economic Development

Strategic Finance

Position: E1122

(Remuneration equivalent to Executive level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 19 April 2023

Expressions of interest are sought for the position of Executive Branch Manager, Financial Controller. This temporary vacancy is for 6 months, with the possibility of extension up to nine months.

The Chief Minister, Treasury and Economic Development Directorate is seeking a highly experienced candidate to fill the role of Executive Branch Manager, Financial Controller. The role's responsibilities include:

- supporting the Chief Finance Officer in providing strategic and operational financial direction and services to the Directorate and its senior executives;
- developing and implementing financial policy;
- developing and maintaining strategic partnerships;
- overseeing and participating in projects as required;
- overseeing the management of all aspects of the Directorate's financial management, including internal and external budgeting and reporting, asset management and capital works; and
- maintaining and improving the Directorate's financial systems environment.

The successful candidate will possess outstanding leadership, management, analytical and conceptual thinking skills and experience. They will also have a demonstrated track record of managing a team of professionals to deliver high quality outcomes within tight timeframes and in a complex and demanding environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (e.g. CPA/CA) are essential.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) via email to Sally Druhan via email to sally.druhan@act.gov.au by COB Tuesday 25th April 2023.

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

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

Contact Officer: Sally Druhan (02) 6207 2697 sally.druhan@act.gov.au

Executive Branch Manager, Goods and Services Procurement

Temporary Vacancy (1 May 2023 to 9 June 2023 with the possibility of extension up to 9 months)

Chief Minister, Treasury and Economic Development Directorate

Executive Branch Manager, Goods and Services Procurement

Position: E685

(Remuneration equivalent to Executive level 1.4)

Circulated: 14 April 2023

Circulated to: ACTPS Senior Executive List and SOGA's

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Goods and Services Procurement, Procurement ACT, BPF, CMTEDD for the period commencing 1 May 2023 to 9 June 2023, with the possibility of extension until a longer-term recruitment process is completed.

The Executive Branch Manager, Goods and Services Procurement reports to the Executive Group Manager, Procurement ACT.

The role leads the work of the Sections within the branch to ensure consistently accurate, timely, and customer-focused advice and support to Directorates and agencies, suppliers and the public through all phases of the procurement lifecycle. Advice will support evidence-based decision making that is conducted with probity and can withstand scrutiny.

A key part of the role includes transitioning the branch to a more effective and efficient tiered service delivery model under the Procurement Reform Program and enhancing the services relating to strategic and proactive establishment, use and management of whole of government arrangements, including supplier and buyer feedback mechanisms. One of the key transition actions is clarifying roles and responsibilities, and settling function and structure. Change management and program management skills and the ability to bring the staff along the journey are therefore highly desirable. Further information on the Program is available at [Procurement Reform Program](#).

To Apply: Interested applicants should submit a one-page Expression of Interest and a curriculum vitae addressing their suitability and availability for the role to Sanaz Mirzabegian Sanaz.Mirzabegian@act.gov.au by **COB 21 April 2023**.

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

Remuneration: The position attracts a remuneration package ranging from **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

Contact Officer: Sanaz Mirzabegian, Executive Group Manager, Procurement ACT Sanaz.Mirzabegian@act.gov.au

Digital Data and Technology Solutions

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14624)

Gazetted: 18 April 2023

Closing Date: 4 May 2023

Details: Are you good at organising a busy executive? The Executive Group Manager of 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. 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 of DDTS.

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.

Notes: 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 for a proportion of each week.

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 directly via the Apply Now button below.

Contact Officer: Sarah Macaulay (02) 6207 5756 Sarah.Macaulay@act.gov.au

Workforce Capability and Governance

Shared Services

Finance Operations Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42079)

Gazetted: 13 April 2023

Closing Date: 2 May 2023

Details: Applications are sought for an experienced, highly motivated individual for the role of Debt Management Officer. The role will contribute to ensuring efficient, timely collection of territory owed debt. The role requires good judgment, well developed interpersonal and time management skills and the ability to exercise sound judgement, flexibility, tact and discretion.

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 in a debt management / recovery, contact centre role 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.

How to Apply: Candidates are requested to review the duties outlined in the position description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in conflict resolution in a debt recovery function along with a Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Digital Data and Technology Solutions

Strategic Business

Business Readiness

Director, Business Readiness

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 00418)

Gazetted: 14 April 2023

Closing Date: 21 April 2023

Details: The Director Business Readiness manages a small team within the DDTS Strategic Business Branch. The Director will drive organisational change and engagement activities, including regular stakeholder engagement and support for project outcomes through the use of change and benefits management frameworks. This may also include developing change management artefacts and working across a diverse range of subject matter, including Executive reporting.

As the branch delivers program and project management services for DDTS, including whole-of-government projects, there is an emphasis on managing communication and organisational change management campaigns to support these programs and projects. The role will implement strategies for organisational change and work closely with senior leaders within Strategic Business Branch to develop and deliver targeted change, engagement, and communication collateral and activities.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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 provide a two-page pitch style application that responds to the required Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, a current curriculum vitae and two referees with a thorough knowledge of your work performance.

Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: David Turner (02) 6207 1176 David.Turner@act.gov.au

Access Canberra

Service Delivery and Engagement

Access Canberra Contact Centre

Quality Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14636)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: The Access Canberra Contact Centre provides a whole of government service to callers, across a broad range of information, payments, services and emergency support. We are seeking to fill the vital position of Quality Coordinator. The primary role of the Quality Coordinator within the Contact Centre is that they ensure our Customer Service Officers (CSOs) have up to date and accurate information to assist with responding to customer enquiries. This is achieved by maintaining our internal knowledgebase/Customer Relationship Management system and liaising with other business units within ACT Government.

Our ideal candidate will have the ability to maintain effective and productive internal and external partnerships and have excellent oral and written communication skills, work in a fast-paced ever-changing environment, while being flexible and open to change, have information management and troubleshooting proficiencies, as well as provide basic technical support to our team both in person and remotely. You will be highly skilled at prioritising and structuring your time and workload as well as being organised.

If this sounds like you, we would love to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 3-month position available immediately for up to 12 months with the possibility of permanency.

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

How to Apply: If you are interested in joining our team, review the Position Description for details about the role and associated responsibilities. Please submit a two-page pitch addressing the professional/technical skills and knowledge, and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carlie Hunt (02) 6205 1762 carlie.hunt@act.gov.au

Access Canberra

Strategy and Planning

Strategic Planning, Projects and Risk

Senior Director/Director Strategic Planning and Major Projects

Senior Officer Grade B/A \$135,355 - \$157,201, Canberra (PN: 59224)

Gazetted: 14 April 2023

Closing Date: 27 April 2023

Details: Can you juggle priorities? Do you like fixing problems? Writing strategy on the fly? Walking the tightrope between managing projects, people and risks all while maintaining good governance? Most importantly do you like variety in your work? Then this might be the ideal position for you. Access Canberra is looking for an energetic Senior Director or Director of Strategic Planning and Major Projects. In this fast-paced role you will get to work with a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives. Strong communication skills are key to the role as is the ability to read, write and

interpret policy and legislation. Experience in data management and governance is highly desirable, as is an understanding of the operations of the ACT Government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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

This position has been advertised as either a Senior Director or Director position. The level of this position will be determined by the skills and qualifications of the successful candidate.

Notes: This is a temporary position available immediately until November 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 similar vacancies over the next 12 months.

How to Apply: If this sounds like your cup of tea, please send us your curriculum vitae and a two-page pitch outlining why you are the best candidate for the position.

Applicants should address the Selection Criteria located in the Position Description based on the role you wish to apply for.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Vaile (02) 6207 1915 Jodie.Vaile@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

National Arboretum Canberra and Stromlo Forest Park

GIS and Data Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 34672)

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details: The National Arboretum Canberra and Stromlo Forest Park Branch is inviting candidates interested in data capture and Geographic Information Systems (GIS) to submit an application against the selection criteria for a permanent vacancy within the team.

Key responsibilities of the position include:

Develop, maintain, and coordinate GIS and other databases to support the functions of the National Arboretum Canberra and Stromlo Forest Park along with operational and asset data programs.

Carry out and coordinate project work as required, including data collection, database development, and map preparation.

Coordinate and support GIS capability for the National Arboretum Canberra and Stromlo Forest Park, by liaising with staff, stakeholders, and other agencies as required.

Assist in the development of support systems to enable the adoption of GIS technology and data management as a decision support tools in public land management at the National Arboretum Canberra and Stromlo Forest Park.

Contribute to National Arboretum Canberra and Stromlo Forest Park initiatives and undertake other related tasks as directed.

Note: This position does not involve direct supervision of staff.

The ideal candidate:

Has demonstrated experience and technical skills relevant to the capture, compilation and quality assurance of infrastructure and landscape asset information.

Has experience and capability using Geographic Information Systems Software, for example, ArcGIS Desktop, ArcGIS Server, ArcGIS Online and FME.

Can understand and resolve complex technical issues, use initiative and identify and implement process improvements.

Has demonstrated experience and capability using online content management, communication, and data visualisation systems such as Sharepoint and PowerBI.

Has high-level interpersonal skills, including communication (oral and written), negotiation, liaison and representation skills, and the ability to provide authoritative technical advice.

Possesses the ability to consistently produce high quality work within agreed timeframes.

Has the ability to learn quickly, be flexible, and a capacity to work in an environment of change.

Is committed to the ACT Government Respect, Equity and Diversity Framework, Workplace Diversity and Participative Work Practices, and Work Health and Safety Policies.

For further details, please refer to the attached position description or contact the contact officer at amalie.shawcross@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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: Your application should take the form of a maximum 4 page written response directly addressing the selection criteria (in Word or PDF); along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross (02) 6207 7603 Amalie.Shawcross@act.gov.au

Office of Industrial Relations and Workforce Strategy

Professional Standards Unit

Director, Prevention, Intelligence, Reporting and Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44913)

Gazetted: 17 April 2023

Closing Date: 4 May 2023

Details: The Professional Standards Unit is continuing an exciting reform agenda to increase the unit's contribution to whole-of-government detection, intelligence, education and policy for the prevention and early intervention of misconduct. The PSU aims to actively lead innovative strategies to prevent misconduct and promote early intervention utilising detection strategies and data informed insights identified in individual misconduct investigations.

The Director, Prevention, Intelligence, Reporting and Policy plays a key role in the reform agenda, leading a small team undertaking a broad range of activities including producing data analytics, providing communications, education, and training and leading policy and legislative reform regarding integrity and misconduct obligations across the ACTPS.

To be successful in this position, you will be someone who thrives on working in a values-based, stimulating and results-orientated environment. The occupant will be an experienced leader and strategic thinker. The Director, Prevention, Intelligence, Reporting and Policy will need excellent analytical and research skills, high-level policy expertise and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes.

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 qualifications in intelligence, human resources, investigations, policy or a related field, or significant study towards gaining such qualifications, are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

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

How to apply: In applying for this position, you are not required to address individual Selection Criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

You should also provide a curriculum vitae to a **maximum of two pages**.

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

Contact Officer: DavidJ Collins (02) 6207 6736 DavidJ.Collins@act.gov.au

**Access Canberra
Strategy and Planning
Strategic Planning
Policy Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49763)

Gazetted: 17 April 2023

Closing Date: 24 April 2023

Details: The Strategic Planning team is looking for a Policy Officer with excellent writing and collaborative skills as well as an ability to problem solve that is second to none. We aim to provide whole of organisation structure and solutions and explore opportunities that help us to deliver on key priorities. We support Access Canberra's branches to manage and treat risks in an ever-changing environment. We anticipate emerging areas of concern and find solutions before those concerns become problems. A key part of this role will be in assisting the facilitation of scenario storming exercises, so an ability to herd cats will be essential.

If you have any questions or would like to know more about these roles, please contact, Penelope Foudoulis, A/g Director, Access Canberra at penelope.foudoulis@act.gov.au or phone via Teams.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 three months with the possibility of extension up to six months. A merit pool will be used from this process to fill similar positions in the branch over the next six months. This role may be filled based on the pitch and curriculum vitae alone.

How to Apply: Send a pitch of no more than one page addressing capabilities and your curriculum vitae to Penelope Foudoulis (penelope.foudoulis@act.gov.au)

Applications should be sent to the Contact Officer.

Contact Officer: Penelope Foudoulis (02) 5124 6153 Penelope.Foudoulis@act.gov.au

Workforce Capability and Governance

Executive Branch Manager, Cultural Transformation Branch

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1253)

Gazetted: 18 April 2023

Closing Date: 4 May 2023

Details: The **Chief Minister, Treasury and Economic Development Directorate** (CMTEDD) within the ACT Government provides strategic advice and support to the Chief Minister, directorate Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

The new **Office of Industrial Relations and Workforce Strategy** (ORIWS) provides the formal structure to lead the ACT Public Service (ACTPS) industrial and employment agenda into the future and is being built with a very strong and clear focus on education, consultation and awareness raising. The **Cultural Transformation Branch** (within the Future Workforce Strategy Group) is newly established and has an initial remit of attracting and retaining Aboriginal and Torres Strait Islander staff to the ACT Public Service and supporting and enabling them to have successful and meaningful careers within the service.

As **Executive Branch Manager, Cultural Transformation Branch** you will establish the branch and develop its forward work plan, build and maintain effective and diverse business partnerships including with senior stakeholders through collaboration, engagement, responsiveness, and influence. You will investigate options for ACT Public Service wide cultural transformation through the effective delivery of culturally safe, contemporary, and evidence-based strategies, programs, products, and partnerships. You will create and embed practices that ensure the branch leads and contributes innovative and holistic approaches to service design and delivery. You will provide advice on matters of service-wide cultural reform, initially focused on developing and maintaining culturally safe workplaces and practices for Aboriginal and Torres Strait Islander staff and the attraction and retention of Aboriginal and Torres Strait Islander Staff to senior executive, including the Head of Service and Strategic Board.

To be a strong contender for this important role you will have a proven record and experience in Aboriginal and Torres Strait Islander Affairs, particularly working with Aboriginal and Torres Strait Islander people and

communities. You will excel in working in complex environments and be forward thinking, self-motivated, resilient and adept at building relationships across a broad range of sectors. Your integrity, judgement and strong leadership credentials will be paramount. You will have a strong focus and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society. You will be adept at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by your excellent people skills, intellectual rigor, and first-class influencing skills.

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

Remuneration: The position attracts a remuneration package ranging from **\$235,922 to \$245,343** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$209,347**.

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

How to Apply: Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page <www.executiveintelligencegroup.com.au> **Ref. No. 852**. If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**.

Applications close: 11:30pm Thursday 4 May 2023

Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 Denise.Ernst@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport

ACTAS Athletic Performance Coach

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 05769)

Gazetted: 18 April 2023

Closing Date: 2 May 2023

Details: Sport and Recreation Services is seeking an enthusiastic and experienced person to join our ACT Academy of Sport (ACTAS) team as an Athletic Performance Coach. The successful applicant will be a team member delivering strength and conditioning services to up to 120 talented athletes from Olympic, Paralympic and Commonwealth Games sports.

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 university qualifications in Sport Science/Physical Education or equivalent.

Australian Strength Conditioning Association (ASCA) Level 2 Accreditation and Professional Membership.

ESSA Level 1

Current Sports First Aid qualification.

Current Working with Vulnerable People Registration (or ability to obtain).

National Police Check

Current 2023 Sport Integrity Australia (SIA) annual update

Note: Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months.

Sport and Recreation operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce.

How to apply: Please provide a covering letter, supporting statement of no more than two pages addressing the Selection Criteria; along with your current curriculum vitae and details of two referees.

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

Contact Officer: Krystle Tate 0418620582 krystle.tate@act.gov.au

Office Of Industrial Relations and Workforce Strategy

Centre for Leadership and Innovation

Graduate Talent Team

Director, Graduate Talent

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14236)

Gazetted: 19 April 2023

Closing Date: 5 May 2023

Details: About the Job

Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated effort towards driving a more inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, attractive and competitive entry talent programs, and encouraging and embedding innovation into the way the ACTPS works.

We have an exciting opportunity for a Director to join us here at the ACTPS Centre for Leadership and Innovation. As the Director of ACTPS Graduate and Entry Talent Program, you can expect to be on the forefront of an exciting and challenging work program.

Our Graduate Program has grown by over 130% in just two years, which is testament to the regions clever graduates spotting just what the ACTPS has to offer (and of course our great work in promoting the program). Landing this job will mean leading a team to evolve and implement the ACTPS Graduate Program including attracting and recruiting next years' graduates in a highly competitive graduate talent market and supporting our current intake through their work-based rotations and learning and development program. You will also partner with our stakeholders from across the ACTPS, providing advice, responding to queries, and collaborating to make sure our Graduates have an incredible experience on the program.

Join us as we continue to evolve this growing program to support top talent enter a progressive public service workplace and to deliver to our local citizens in one of the worlds best cities.

Diverse background?

As you would expect, we embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 similar vacancies should they arise over the next 12 months.

How to Apply: Please submit a two-page (maximum!) pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Angela Schacht 0452209590 Angela.Schacht@act.gov.au

Access Canberra

CUEP

Electrical Inspections

Electrical Inspector

Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 60525, several)

Gazetted: 18 April 2023

Closing Date: 25 April 2023

Details: This position is a short-term contract until 30 June 2024. The Electrical Inspector will work exclusively on renewable energy projects, such as Photovoltaic and Battery backup systems rated less than 60kW in residential and small commercial installations.

The electrical inspectors work a 73.5Hrs fortnight over a 4-day week, with occasional opportunity for overtime.

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:

Mandatory qualifications

ACT unrestricted electrical licence.

ACT (or NSW) Driver's licence for a passenger vehicle.

This position requires the following units of training,

UEERE0022 - Solve basic problems in photovoltaic energy apparatus and systems

UEERE0016 - Install, configure, and commission LV grid-connected photovoltaic power systems

UEERE0011 - Design grid-connected photovoltaic supply systems

UEERE4001 - Install, maintain and fault find battery storage systems for grid-connected photovoltaic systems

UEERE5001 - Design battery storage systems for grid-connected photovoltaic systems

Notes: This is a temporary position until June 2024. Selection may be based on application and referee reports only.

How to Apply: Applicants must ensure they provide a completed Application Coversheet; a **personal pitch** of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mosslar (02) 6207 7941 Michael.Mosslar@act.gov.au

Digital, Data and Technology Solutions

Major Programs Branch

Assistant Director Procurement and Contract Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14479)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Procurement and Contracts specialist to join the Major Programs Branch. Within this team your focus will be providing contract management services, contributing to strategic sourcing activities and providing commercial advice for Programs of the Branch.. The Major Programs Branch is a new team that will lead the delivery of specific whole of government large-scale development initiatives that aim to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government.

We bring together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

The Branch is focused on working collaboratively to enable successful fit for purpose change transformation through connecting people, process, and technology in our complex environment.

The Programs are often highly complex, focused on people and process as well as the technology elements and always established on a foundation of best practice design/ co-design with strategic open relationships.

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:

This role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for an Baseline 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 with the possibility of extension and/or permanency. An merit list 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 two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Grovenor (02) 6207 9384 Damian.Grovenor@act.gov.au

CMTEDD Communications and Engagement

Governance and Protocol Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18964)

Gazetted: 17 April 2023

Closing Date: 24 April 2023

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

The CMTEDD Communication and Engagement division is looking for a Governance and Protocol Officer to join our team.

This position provides strategic, operational, and administrative support to our Communications and Engagement Division including overarching business and financial management 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 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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: If you are interested in joining our team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Professional /Technical Skills, Experience, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description.

We ask that applicants submit:

A curriculum vitae with the contact details of two referees (including your current manager).

A statement (no more than two pages) telling us why you're the best fit for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Burden N/A Narelle.Burden@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Director - Strategic Environment Protection Framework

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60919)

Gazetted: 19 April 2023

Closing Date: 26 April 2023

Details: Access Canberra's vision is for "a safe and liveable city" and brings together ACT Government shopfronts and regulatory services to deliver a simple, seamless experience to our customers and the community. At Access Canberra, we aim to make it easier for business, community organisations and individuals to work with government to make Canberra an even better place to live, work and do business. Access Canberra team members are committed to putting the customer at the centre of everything we do, being solutions-driven and delivering the right regulatory outcomes to support continued economic growth.

The Office of the Environment Protection Authority has legislative responsibility for regulatory activities related to air, land and water, environmental noise, water resources, lakes, contaminated sites, firewood merchants, clinical and hazardous waste, and pesticide use.

What we do

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We use a

risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

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. We are curious about each other's work and always ask "who else needs to know?"

What we offer

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

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

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

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.](#)

The Office of the Environment Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue.

Access Canberra and EPSDD have committed to a forward action plan that sets out high-level priorities for environment protection. This includes reviewing the framework for environment protection in the ACT and developing a three-year Action Plan to achieve reforms. As part of this work, the role will support:

reviewing the legislative framework for environment protection in the ACT

undertaking policy development to support an increased program of proactive audit in the areas of environmental authorisation, environmental agreements and licences.

improving the capacity of EPA to respond to, and investigate, environmental matters and complaints.

improving regulatory engagement and support to industry in the areas of environmental best practice and to promote pollution prevention.

developing budget submissions and to support environmental protection outcomes.

This position will formally report to the Senior Director within the EPA, and will work closely with the Environment Protection Policy Unit within EPSDD in the development of the forward action plan.

To be successful in this application, you will need to be able to demonstrate your capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines,

Please refer to the Position Description for the Selection Criteria and other requirements.

Eligibility/other requirements:

Relevant tertiary qualifications

Previous experience in a regulatory compliance function or office

Experience in an environmental protection role or policy function

Note: This is a temporary position part-time position available at 11 hours per week until 30 June 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 is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A mix of working from home and office-based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

How to apply: Please send your curriculum vitae, including two referees, with a two-page expression of interest detailing why you're the best person for the job, referencing the requirements under the Position Description.

Applications should be submitted to the Contact Officer.

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

Senior Event Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 13613)

Gazetted: 19 April 2023

Closing Date: 1 May 2023

Details: Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to be part of a small 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 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 past 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.

Note: This is a temporary position available immediately until 20 June 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: In no more than two pages, please address the "what you will require" section as per the position description outlining how your skills and experience make you the best candidate for the position. Please also provide your current resume and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia.White@act.gov.au (02) 6205 3812 Saskia.White@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

National Arboretum Canberra

Horticultural Field Officer

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 37853)

Gazetted: 19 April 2023

Closing Date: 15 May 2023

Details: Looking for a career working with trees? The National Arboretum Canberra is looking for enthusiastic people to help care for the extensive living collection at Canberra's fastest growing attraction. Successful candidates will have a passion for working outdoors and be motivated by working within a highly effective team. Experience and qualifications in horticulture and/or arboriculture are desirable but not mandatory. On the job training will be provided to progressively develop skills and qualifications - come and join the team!

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

WHHandS Construction Industry Induction White Card

Chemical usage qualifications (Chemcert) relevant to the position description

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

How to Apply: Please provide a curriculum vitae and respond to individual criterion as set out in the selection criteria. Incomplete responses may not be shortlisted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Wallace 0435 160 215 kieran.wallace@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park Branch

National Arboretum Canberra

Horticultural Field Officer

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 38123)

Gazetted: 19 April 2023

Closing Date: 15 May 2023

Details: Looking for a career working with trees and gardens? The National Arboretum Canberra is looking for enthusiastic people to help care for the extensive living collection at Canberra's fastest growing attraction. Successful candidates will have a passion for working outdoors and be motivated by working within a highly effective team. Experience and qualifications in horticulture and/or arboriculture are desirable but not mandatory. On the job training will be provided to progressively develop skills and qualifications - come and join the team!

Eligibility/Other Requirements:

Essential

Current driver's licence

First Aid Certificate or a willingness to undertake training

Desirable

Certificate III or equivalent in horticulture/arboriculture

Truck and/or plant operator's licenses

Chainsaw operator's qualifications

Side by side ATV operator's qualifications

WHHandS Construction Industry Induction White Card

Chemical usage qualifications (Chemcert) relevant to the position description

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 curriculum vitae and respond to individual criterion as set out in the selection criteria. Incomplete responses may not be shortlisted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Wallace 0435 160 215 Kieran.Wallace@act.gov.au

Economic Development

Events ACT

Assistant Director Event Delivery - Programming

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44190)

Gazetted: 19 April 2023

Closing Date: 12 May 2023

Details: Are you a dreamer, do you always think big, are you the friend that is forever coming up with the ultimate event ideas? Would you like to use your industry knowledge and expertise to lead a small team designing and developing exciting and industry leading events 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 for a skilled industry expert wishing to make a mark on our Programming team. You will need to be highly creative and

interested in the latest event programming and artistic developments both for major and community events such as Floriade, the Enlighten Festival, New Year's Eve and Reconciliation Day.

Working within a small team at project development and planning phase, you will lead the team to create an event that meets the event objectives and budget, once approved, you will then develop the project plan, brief the marketing team and the Event Delivery Operations Team. Finally, you will be on hand during the event to deliver the programming component of the event and ensure the creative component runs to plan and turn the dream into a reality. You need to be passionate about delivering event excellence and of course failing to meet deadlines is not an option in our business! You need to be able to identify new artistic programming opportunities well in advance, ideally you will have solid connections in the creative and artistic communities, but this is not essential, be an agile thinker and be able to meet deadlines. You will have an eye for theming and love creating immersive experiences.

If this sounds like you, we want to hear from you! You will be given the opportunity 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 where no day is the same, then this is for you.

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

Notes: This is a temporary position available from 1 June 2023 until 31 October 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: In no more than two pages, please address the "what you will require" section as per the Position Description, outlining how your skills and experience make you the best candidate for the position. Please also provide your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Economic Development

VisitCanberra

Assistant Director Industry Sector Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61244)

Gazetted: 18 April 2023

Closing Date: 2 May 2023

Details: VisitCanberra supports the visitor economy across a number of initiatives, which requires a broad understanding of tourism and working with government and the ability to develop a nuanced understanding of specific industries, to ensure they can receive the correct assistance and engagement.

The primary objective of the Assistant Director, Industry Sector Development position is to manage the development and oversee execution of tourism industry sector plans, aligned to the ACT Government's Tourism 2030 Strategy. This position is a new role within the VisitCanberra team, reporting to the Director, Research and Industry Development.

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:

Strong understanding of the tourism industry
Flexible work hours and some interstate travel

Desirable

A qualification in business, marketing, public relations, tourism, or related discipline is highly desirable.
Current Australian driver's licence

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

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

How to apply: Please submit a two-page response, addressing the capabilities set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

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

Contact Officer: Garrett Tyler-Parker 0432 487 988 Garrett.tyler-parker@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

Housing Assistance

Housing and Homelessness Program Management Branch

Policy/Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58458, several)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including: multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options, including hybrid/remote work, where appropriate for the role. You will value an organisational focus on enabling effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

We have several exciting career opportunities for Project/Policy Officers to join CSD, particularly in our Housing and Homelessness Programs branch. In these roles you will contribute to policy and projects focused on delivering positive outcomes for the ACT community, including Aboriginal and Torres Strait Islander communities.

The ideal Policy/Project Officers will have experience contributing to strategic policy and program initiatives which deliver positive outcomes for community. We are seeking team players who value growth and development and display respect, integrity, collaboration and innovation, along with strong cultural competency.

If you are interested in working for CSD but perhaps not one of these specific roles, we still encourage you to apply, as there will be a merit pool created for future vacancies over the next twelve months.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Lesiputty 0432 754 445 joanne.lesiputty@act.gov.au

Communities

Women, Youth, Multicultural Affairs

National Multicultural Festival

Senior Director, National Multicultural Festival

Senior Officer Grade A \$157,201, Canberra (PN: 39135)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards shaping the culture and workforce practices of the ACTPS. Keen to join?

An exciting opportunity, at the Senior Director level SOG A, is now available to lead our National Multicultural Festival team. We are seeking a leader to implement the creative and strategic vision for the National Multicultural Festival and deliver the annual Festival in collaboration with community members and other stakeholders. The ideal candidate will have demonstrated high-level strategic, conceptual, analytical, research and communications skills including the demonstrated ability to understand and analyse the political, social, and organisational environment and identify relevant issues and priorities and make sound judgements.

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

Eligibility/Other Requirements: This position does not require a Working with Vulnerable People Check. This position involves the direct supervision of personnel. The occupant of this position may be called upon to assist the directorate's social recovery responsibilities before, during and after emergencies.

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: Applications include a two-page response to selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Corporate

Business Transformation and Systems Branch

Data and Information Strategy

Director, Information Management and Coordination Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54534)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: CSD is looking to fill a new position responsible for Information Management and Coordination Policy.

As the Director of Information Management and Coordination Policy, you will work across all levels of the Community Services Directorate to develop and embed overarching enterprise architecture to support the management of information assets and the protection of data.

The position includes shaping investment principles and policies for the systems used in CSD through which information and data passes or is held, embedding operational policy to support CSD to meet its compliance obligations and design strategies to improve good practice for users. The role includes activities to uplift capability within the Directorate to future proof its information asset management by acting to align people, process, and technology decisions with Directorate goals and broader ACT Government policy settings. Develop, in collaboration with other ACT Government agencies, security strategies for personnel, information and governance. This is a new position and may be subject to change as the needs of the role become more evident.

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 in Information or Data Management, Leadership, Management, Project Management, Enterprise Architecture or a related field are desirable.

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

How to Apply: Please provide a two-page pitch providing evidence of your capability to perform the duties and responsibilities of the position. Please include an up-to-date curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Waterford (02) 6205 9104 Michelle.Waterford@act.gov.au

Children, Youth and Families

Practice and Performance

First Nations Family Support Team

Team Leader, First Nations Family Support Team

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 39174)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including; multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options. You will also have opportunities to participate in effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

The First Nations Support Team are focussed on working in partnership with families, the community and Child and Youth Protection Services (CYPS) colleagues to deliver the best possible life outcomes for First Nations children, young people and families. Our work is underpinned by best practice and culturally responsive child centred case management and coordination functions, including facilitating case conferences. The First Nations Support Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPS.

The CYPP4 Team Leader role, First Nations Family Support Team will be focused on providing strong leadership and mentoring to a multidisciplinary team who strive to deliver best practices in culturally safe family support for First Nations children, young people, families, and communities.

The Team Leader will also provide leadership in collaborative practice with First Nations children, young people, families, and government and non-government agencies to facilitate improved outcomes within a statutory

framework. Your strong cultural competency skills will contribute to positive outcomes for Aboriginal and Torres Strait Islander families in the ACT.

Eligibility/other Requirements:

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

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

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

At least five (5) years of practical experience working with children, young people and their carers or families.

Current (c class) driver's licence is essential.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trent Wells (02) 6207 2690 trent.wells@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52185)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including: multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Within this, Aboriginal and Torres Strait Islander staff are a key part of our development and delivery of services that respond to the needs of the Aboriginal and Torres Strait Islander people. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As an employee at CSD you have access to generous remuneration and leave entitlements, and a range of flexible working options, including hybrid/remote work, where appropriate for the role. You will value an organisational focus on enabling effective learning and development options, along with diverse career pathways which will stretch and grow your capability, while you are also being supported with our structured learning and training options. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. This recruitment process is targeted for Aboriginal and Torres Strait Islander people, and we welcome applications from Australian First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

CSD has your next exciting career opportunity as a Director. In this role you will have the opportunity to design strategic policy and lead small teams to deliver on projects that are focussed on ensuring equitable outcomes for ACT Aboriginal and Torres Strait Islander communities in the ACT.

The Office for Aboriginal and Torres Strait Island Affairs (OATSIA) drives strategic policy and accountability for the Aboriginal and Torres Strait Islander Agreement 2019-2028, collaborating broadly across government to achieve outcomes.

The ideal Director will have sound experience delivering strategic policy and program initiatives directly impacting Aboriginal and Torres Strait Islander peoples. You will be a leader who embodies the values of respect, integrity, collaboration and innovation. It is essential that you are culturally competent to enable working with Aboriginal and Torres Strait Islander communities in the ACT in the delivery of outcomes.

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

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: To apply for this opportunity please provide your curriculum vitae and an Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brendan Moyle 0403 293 283 brendan.moyle@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Case Manager

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131, Canberra (PN: 61326)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including; multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options. You will also have opportunities to participate in effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

CSD is committed to keeping children safe, and Child and Youth Protection Services (CYPS) branch is tasked with this important role. CYPS provides a care system based on safe, healing relationships and practices, and is committed to maximising mental and physical health of children and young people. CYPS practitioners approach needs therapeutically, with flexibility, and with a trauma informed lens.

CSD have several Case Manager vacancies available at the CYPP1, CYPP2 and CYPP3 classifications for people that identify as being from Aboriginal and Torres Strait Islander heritage. We are seeking creative and qualified Case Managers to work alongside families and key stakeholders and develop and maintain strong professional relationships. Your strong cultural competency skills will contribute to positive outcomes for Aboriginal and Torres Strait Islander families in the ACT.

As a CYPs Case Manager, you will:

Make a difference to the lives of children and young people at risk of abuse and neglect

Provide a positive influence on young people and help make our community safer

Benefit from ongoing learning and development

This is a challenging and rewarding role working towards helping children and young people to grow their connection to family, community, culture, education and employment.

To apply for the CYPP1 Case Manager role, please proceed to apply. If you are interested in the CYPP2 or CYPP3 roles, please refer to the other ads www.jobs.act.gov.au.

Eligibility/other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Current (c class) driver's licence is essential.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Armstrong (02) 6207 1324 katrina.armstrong@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44623)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including: multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Within this, Aboriginal and Torres Strait Islander staff are a key part of our development and delivery of services that respond to the needs of the Aboriginal and Torres Strait Islander people. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As an employee at CSD you have access to generous remuneration and leave entitlements, and a range of flexible working options, including hybrid/remote work, where appropriate for the role. You will value an organisational focus on enabling effective learning and development options, along with diverse career pathways which will

stretch and grow your capability, while you are also being supported with our structured learning and training options. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. This recruitment process is targeted for Aboriginal and Torres Strait Islander people, and we welcome applications from Australian First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

CSD has your next exciting career opportunity as an Assistant Director. In this role you will have the opportunity to design strategic policy and lead projects focussed on delivering equitable outcomes for Aboriginal and Torres Strait Islander people.

The Office for Aboriginal and Torres Strait Island Affairs (OATSIA) drives strategic policy and accountability for the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028, collaborating broadly across government to achieve outcomes.

The ideal Assistant Director will be skilled at using a cooperative and collaborative approach to achieve policy outcomes directly impacting Aboriginal and Torres Strait Islander communities. We are seeking applicants with strong analytical skills, a clear understanding of strategic governance, and the ability to develop and implement policy or project plans. To be successful you will also be a respectful, adaptable communicator who works within cultural and community protocols to deliver results.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brendan Moyle 0403 293 283 brendan.moyle@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Case Manager

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 61332)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including; multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options. You will also have opportunities to participate in effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

CSD is committed to keeping children safe, and Child and Youth Protection Services (CYPS) branch is tasked with this important role. CYPS provides a care system based on safe, healing relationships and practices, and is committed to maximising mental and physical health of children and young people. CYPS practitioners approach needs therapeutically, with flexibility, and with a trauma informed lens

CSD have several Case Manager vacancies available at the CYPP1, CYPP2 and CYPP3 classifications for people that identify as being from Aboriginal and Torres Strait Islander heritage. We are seeking creative and qualified Case Managers to work alongside families and key stakeholders and develop and maintain strong professional relationships. Your strong cultural competency skills will contribute to positive outcomes for Aboriginal and Torres Strait Islander families in the ACT.

As a CYPS Case Manager, you will:

Make a difference to the lives of children and young people at risk of abuse and neglect

Provide a positive influence on young people and help make our community safer

Benefit from ongoing learning and development

This is a challenging and rewarding role working towards helping children and young people to grow their connection to family, community, culture, education and employment.

To apply for the CYPP 2 Case Manager role, please proceed to apply. If you are interested in the CYPP1 or CYPP3 roles, please refer to the other ads www.jobs.act.gov.au.

Eligibility/other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

One (1) year of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's licence is essential.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Armstrong (02) 6207 1324 katrina.armstrong@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Case Manager

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 61333)

Gazetted: 17 April 2023

Closing Date: 3 May 2023

Details: Working with the Community Services Directorate (CSD):

This is an identified position for Aboriginal or Torres Strait Islander Persons.

Are you interested in a career that makes a meaningful contribution to people's lives?

Working with CSD offers you the opportunity to contribute to achieving our vision to empower people to meet their full potential and enable the development and growth of inclusive, vibrant and strong communities. Our responsibilities cover a wide range of human service functions in the ACT, including; multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres

Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

At CSD we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. Our culturally responsive selection process reflects this focus and is structured to not only have you share with us what you can do, but also who you are.

As a CSD employee you have access to generous remuneration and leave entitlements and a range of role appropriate flexible working options. You will also have opportunities to participate in effective learning and development options, along with diverse career pathways which will stretch and grow your capability. In addition, you will have the opportunity to join other Aboriginal and Torres Strait Islander staff working in various areas of the directorate who can provide a cultural safe environment, share cultural values and undertake yarns to support your development.

This is an identified position for Aboriginal or Torres Strait Islander persons. CSD takes pride in being an inclusive employer, with a focus on building teams which reflect the community we serve. We encourage and welcome applications from First Nations people who also identify as people with disability, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

About the role:

CSD is committed to keeping children safe, and Child and Youth Protection Services (CYPS) branch is tasked with this important role. CYPS provides a care system based on safe, healing relationships and practices, and is committed to maximising mental and physical health of children and young people. CYPS practitioners approach needs therapeutically, with flexibility, and with a trauma informed lens.

CSD have several Case Manager vacancies available at the CYPP1, CYPP2 and CYPP3 classifications for people that identify as being from Aboriginal and Torres Strait Islander heritage. We are seeking creative and qualified Case Managers to work alongside families and key stakeholders and develop and maintain strong professional relationships. Your strong cultural competency skills will contribute to positive outcomes for Aboriginal and Torres Strait Islander families in the ACT.

As a CYPS Case Manager, you will:

Make a difference to the lives of children and young people at risk of abuse and neglect

Provide a positive influence on young people and help make our community safer

Benefit from ongoing learning and development

This is a challenging and rewarding role working towards helping children and young people to grow their connection to family, community, culture, education and employment.

To apply for the CYPP 3 Case Manager role, please proceed to apply. If you are interested in the CYPP1 or CYPP2 roles, please refer to the other ads www.jobs.act.gov.au.

Eligibility/other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Two (2) years of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's licence is essential.

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

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: To apply for this opportunity please provide your curriculum vitae and a short Expression of Interest detailing your interest and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Armstrong (02) 6207 1324 katrina.armstrong@act.gov.au

**Corporate
Governance**

Branch Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60084)

Gazetted: 14 April 2023

Closing Date: 21 April 2023

Details: The Governance Branch sits within the Corporate Services division and has carriage for a breadth of matters including Freedom of Information and legal coordination, corporate governance, facilities and responsibility for the coordination and management of Ministerial, Assembly and Cabinet business on behalf of the Directorate.

The team operates in a fast-paced work environment across the division, supports the CSD Executive, is customer focused, and delivers high level support and advice, quality control and coordination.

As the Branch Support Officer, you will:

Provide high level and efficient executive support to the Executive Branch Manager, including diary/inbox management, researching, preparing, co-ordinating and disseminating information for meetings, the organisation of meetings, appointments and conferences.

Work closely with the Executive Branch Manager and Senior leadership team to support effective and collaborative co-ordination/management, maintenance of various record systems/registers, reporting, quality assurance and administration of ministerial and internal briefings/correspondence.

Foster productive working relationships to assist individual, team and organisational objectives. This includes an ability to effectively manage outwards and upwards as well as networking and collaborating with other executive assistants/internal key contacts. Assist the Branch through contributing to improved ways of thinking, engaging and delivering.

This position does not 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.

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 resume/curriculum vitae and provide a one-page statement of claims against the professional/technical skills and knowledge required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated ability to provide high level executive support and assistance to senior management in a demanding and changing environment.

Excellent administrative skills with a demonstrated ability to liaise with other areas across the Community Services Directorate and other Directorates, to ensure the smooth and efficient flow of work within a busy office environment.

Demonstrated ability to draft routine correspondence and briefings, undertake minor research and apply attention to detail in proof reading.

Behavioural Capabilities

Excellent organisational and time management skills with the ability to establish and manage competing priorities and meet deadlines.

Well-developed liaison skills, including developing and maintaining productive working relationships with managers, staff and other relevant stakeholders.

Success in participating in a workplace where people are encouraged to improve business results through enhanced organisational culture. This includes an understanding of the ACTPS Performance Framework and a proven commitment to participative work practices and, work health and safety principles and practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ash Balaretnaraja (02) 6207 5282 Ash.Balaretnaraja@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Jervis Bay School

Speech Language Pathologist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44925)

Gazetted: 17 April 2023

Closing Date: 18 May 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking a speech language pathologist to be based at Jervis Bay School.

Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment. We focus on meeting social, emotional, and academic needs of all students, place high value on cultural identity and self-determination and we work within a supportive team of teachers and executive.

Eligibility/Other Requirements:

ESSENTIAL REQUIREMENTS

Tertiary qualifications in Speech Language Pathology

Current professional registration:

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

Current drivers licence essential, including access to a private vehicle for work purposes.

Prior to commencing in this role, a current registration issued under the working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary part-time position at 2-3 days per week available for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Please also include a current curriculum vitae and details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lana Read 0417 291 939 Lana.Read@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design Branch

Wellbeing and Inclusion Policy

Director Inclusion Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 34252)

Gazetted: 18 April 2023

Closing Date: 2 May 2023

Details: The Director, Wellbeing Policy position, under broad direction, is responsible for the management of policies and projects and the provision of advice to senior executive on issues relating to student wellbeing. This work takes a student focused and evidence-based approach to support a culture of inclusion, equity, and safety as well as student engagement in all ACT government schools. The Director, Wellbeing Policy will lead a small team in delivering this work.

The position involves interesting and diverse work across a range of policy and program areas relating to safe and supportive schools, and programs that support equitable access to education. The team's mission is to assist ACT schools to create and maintain inclusive education cultures and support student wellbeing. The successful candidate will be responsible for providing a policy setting that supports the delivery of wellbeing practices and services. They will also be responsible for the design of additional services and supports where required.

Our ideal candidate will be a highly experienced policy leader with experience in policy development, project management, people and stakeholder management and implementation. They will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Wellbeing and Inclusion team to manage emerging work pressures.

Eligibility/other requirements:

Highly Desirable:

- Previous experience working in ACT Government
- Relevant tertiary qualifications in Education, Health, or other relevant discipline.

Note: This is a temporary position available immediately until 5 February 2024, with the possibility of extension up to 12 months or permanency.

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

How to apply: Please provide a response to the Selection Criteria, maximum three pages, a current curriculum vitae and contact details for two referees.

Contact officer: Alex Dance (02) 6205 9680 Alex.Dance@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Director Allied Health

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 52382)

Gazetted: 17 April 2023

Closing Date: 11 May 2023

Details: Are you a leader in providing allied health services for children, young people, and their families? ACT Education is seeking a highly experienced allied health professional as the Director of Allied Health within Clinical Practice.

As a Director of Allied Health, you will:

Support the Senior Director to lead the strategic direction of Clinical Practice, in accordance with Directorate policies and the Future of Education strategy.

Work in collaboration with the Student Engagement Branch and schools to lead the Allied Health Service (AHS) providing multidisciplinary practice to schools, students and families.

Provide clinical supervision to Allied Health Clinical Leads and Team Leaders.

Work in partnership with schools to implement the Directorate's *Safe and Supportive Schools Policy 2016* and provide advice on the coordination of supports for students and families.

Support the skill and knowledge development of educators and allied health staff to build partnership with schools to improve student engagement using evidence-based universal, selected, and targeted supports.

Develop and provide advice on policies and processes that ensure equity and transparency in meeting student needs.

Assist the Senior Director manage the human, financial and physical resources of the AHS to achieve optimal social and educational outcomes for all students.

Eligibility/other requirements:

Mandatory

The candidates from professions that are registered (Occupational Therapy and Psychology) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

For Social Work and Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011 (WWVP)*.

Refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly Desirable

A current Australian driver's licence and access to a private vehicle.

Minimum of five years' work experience is required.

Experience working with children, young people, and families.

Note: This is a temporary position available from June 2023 for 12 months with the possibility of permanency.

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

How to apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Please also provide a current curriculum vitae and contact details for two referees.

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

Contact Officer: Abby James 0434 829 722 Abby.James@ed.act.edu.au

Service Design and Delivery

LWPSD

Aboriginal and Torres Strait Islander Education

Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46699)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

Details: The Aboriginal and Torres Strait Islander Education team are looking for administrative officer to oversee and manage the administrative functions of the team, including records management, secretariat support and program administration.

Our ideal candidate will have experience in supporting the preparation of briefs, reports and correspondence as well as monitoring mailboxes and workflows.

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

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

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

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

Contact Officer: Patrick Chapman (02) 6205 0156 Patrick.Chapman@act.gov.au

Communications, Engagement and Government Support

Communications and Engagement

Assistant Director, Strategic Communications

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09446)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: If you have a passion for public education and working on varied communications projects, we have the role for you. We're seeking a full-time team member to join the Education Directorate Communications and Engagement team.

This is a great opportunity for an experienced communication professional to work in a strategic communications and engagement role across a range of varied projects and programs ranging from enrolments to student wellbeing and inclusion. An all-rounder, you'll be playing a key role in communicating the external facing work of the directorate. If you like working on projects from the strategy stage through implementation and working with teams on diverse topics, this is the role for you.

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

Eligibility/Other Requirements: Relevant tertiary education qualifications such as in Communications, Marketing, Public Relations and/or IAP2 is desirable.

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

How to Apply: Please submit a written application of no more than three pages, clearly addressing the Selection Criteria – which is made up from the professional and technical skills and knowledge; and the behavioural capabilities – along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Barges (02) 6205 0700 Joanne.Barges@act.gov.au

Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: CT0001)

Gazetted: 13 April 2023

Closing Date: 2 May 2023

Secondary School Teachers – Teach your Passion.

Primary School Teachers - Preschool to Year 6

Be part of a future-focused education system.

Our network has both part time and full-time opportunities to provide flexible work/life balance for our educators.

Be supported professionally throughout your teaching career.

About us

The ACT Education Directorate comprises 90 public schools across Canberra providing quality education for students from preschool to Year 12. We share a belief in the life-changing impact of education which fuels our high-level commitment to children and young people that attend our schools. Currently we are experiencing a significant population growth which has led to an increased demand for our public schools. The ACT Government has invested in new schools, infrastructure, and the expansion of existing schools which has led to opportunities across our schools for Secondary School Teachers. Our teachers are engaging, progressive and provide students spaces and places to nurture their curiosity and creativity.

About you

The Directorate is looking for Secondary School Teachers who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. We are looking for a range of specialisations so now is the time make your move and teach your passion. As a Secondary School Teacher you will:

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Have strong Classroom management skills enabling a supportive learning environment.

Our staff are dedicated and passionate about the jobs they do. We work together to provide our students the best learning experience possible. We also know we cannot do that without supporting one another. The Principals and Senior Leaders are focused on supporting their dedicated educators ensuring you have access to professional development, opportunities across the ACT Education Directorate and are strong champions of a work/life balance. If you would like to meet with one of our principals or take a tour at one of the schools, please don't hesitate to reach out to the recruitment team.

Eligibility requirements for employment

To be able to teach within the ACT Education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute ([TQI](#)) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizen and/or permanent resident and/or hold a valid working visa.

Please note, business sponsorship is available but assessed on an individual basis – please reach out to the recruitment team if you have any questions.

How to apply

Apply via our job portal [here](#).

Before you submit your application please ensure you have provided the following documents:

Your resume.

Contact details of two professional referees.

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited Initial Teacher Education program.

We are accepting applications now, please click the apply now button to start your application.

If you are unsuccessful in obtaining a role through this recruitment process, we do reach out to candidates throughout the year as and when opportunities arise. Please let the recruitment team know if you're interested in being part of our merit pool. Selection will be via a Joint Selection Committee.

Any questions please email us at eduteacherrecruitment@act.gov.au.

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

Environment, Planning and Sustainable Development

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

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

Executive Branch Manager, Development and Implementation

Temporary Vacancy (8 May 2023 to 2 June 2023)

Environment, Planning and Sustainable Development Directorate (EPSDD)

Development and Implementation

Position: E1071

(Remuneration equivalent to Executive Level 1.4)

Circulated: 17 April 2023

Circulated to: ACTPS Senior Executive List and SOGA's

Are you experienced in delivering development projects and programs? Are you interested in shaping the City?

The Executive Branch Manager (EBM) role leads a range of work within the Development and Implementation Division with a focus on delivery of high-quality services and functions which include:

- Projects that support government led urban renewal,
- The Loose Fill Asbestos Eradication program,
- Due diligence, place planning and investigations on urban sites,
- Implementation of planning and infrastructure projects.

The EBM works directly to the Executive Group Manager, Development and Implementation, and will work collaboratively with Executive, across

Government and the ACT industries, while representing EPSDD through multiple forums. This role requires the proven ability to build and maintain strategic relationships, lead and deliver large scale projects within set and often tight timeframes, as well as having high level communication skills. Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

Note: Selection may be based on application and referee reports only. The applicant must be available to work for the full period with no planned leave.

Remuneration: The position attracts a remuneration package ranging from **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

To apply: Interested candidates should submit a one-page pitch that responds to the requirements of the role and how you will fulfil these, a copy of a current CV and details of two referees. Applications are to be sent to Jeremy Smith via email, jeremy.smith@act.gov.au by COB Thursday 17 April 2023.

Contact Officer: Jeremy Smith (02) 6207 2738 jeremy.smith@act.gov.au

Business, Governance and Capability

Corporate Services and Operations

Business Services and Sustainability

Director, Fleet

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61312)

Gazetted: 19 April 2023

Closing Date: 3 May 2023

Details: The Director, Fleet works within a small Business Services and Sustainability team. You, as a multi-skilled individual will take overall responsibility for the day-to-day management of the EPSDD fleet portfolio.

Under broad direction and within whole of government arrangements, responsibilities include, but not limited to: Provide support to the Senior Director to implement initiatives and ensure consistent and high-quality service and support for all fleet functions.

The centralised management of the Directorates owned and leased vehicle and equipment portfolio (which includes passenger, heavy vehicle and plant equipment).

Managing the day-to-day operation of a small multi-skilled team to deliver the required outcomes of the Business Services and Sustainability team, on behalf of the EPSD Directorate.

Foster a culture of continuous improvement and implement efficient and effective working practices as standard.

Developing, implementing and on-going management of a fleet management framework including operational policies, standard operating procedures (SOPs), training and directorate wide communications.

Managing budgets - ensuring the Directorate achieves best value for money.

Represent the Directorate, when required at fleet forums and meetings.

Working to meet the sustainable requirements of the EPSDD by improving environmental practices, as part of the ACT Govts ongoing commitment to reduce emissions, in accordance with the ACT targets of zero net emissions (carbon neutrality) by 2060 and a 40 per cent reduction in greenhouse gas emissions from 1990 levels by 2020.

Maintaining records in accordance with the *Territory Records Act 2002*.

Ability to work within an Activity Based Working Environment.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position does involve direct supervision of staff.

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

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

Suitability for this position will be assessed on your demonstrated skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

Show that you have the capabilities in the "Selection Criteria" 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 "Duties/Responsibilities" at the specified classification including examples of how you have done this in the past.

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danny Warburton (02) 6207 7276 Danny.Warburton@act.gov.au

Environment Heritage and Water

Resilient Landscapes

ACT Natural Resource Management

Program support officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 13925)

Gazetted: 19 April 2023

Closing Date: 17 May 2023

Details: ACT Natural Resource Management (NRM) Section sits within the Environment Division. ACT NRM has responsibility for strategic program development, delivery, monitoring and reporting, and stakeholder engagement. The section manages programs funded by Australian Government, including the National Landcare Program and ACT Government programs to achieve biodiversity conservation, Aboriginal NRM and sustainable agriculture outcomes in the ACT region. The Section has a focus on achieving landscape scale natural resource management outcomes across public and private land. The section works in collaboration with nature conservation, water and catchment management, climate change, parks and conservation services and conservation research areas of the ACT Government.

A core focus of the Section is to administer the delivery of projects in partnership with other organisations, rural landholders and Aboriginal community to achieve landscape restoration, sustainable agriculture, threatened species management and Aboriginal NRM.

The Program Support Officer will assist with the coordination and facilitation of program administration across the team. This includes compliance with the Commonwealth Government, monitoring evaluation and reporting framework. The positions will work to support Program Managers, ensure the smooth facilitation of projects and compliance with relevant governance frameworks.

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

Eligibility/Other Requirements:

Mandatory:

A current ACT or equivalent driver's licence.

Highly Desirable:

A degree or diploma of an Australian tertiary institution or a comparable overseas qualification—and/or equivalent experience, e.g. in consulting—appropriate to the duties of the position.

Knowledge of Government processes and stakeholders relevant to implementing NRM projects is an advantage.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian ButlerKemp (02) 6205 8216 Brian.ButlerKemp@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.

Office of the Director-General

Engagement and Executive Support

Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39200)

Gazetted: 19 April 2023

Closing Date: 26 April 2023

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented digital communications officer with a passion for creating compelling social media, photo, and video content.

In this position, you will manage the Directorate's social media channels, including the sourcing, writing, publishing and moderating content. As required, you will also capture, edit and produce photo and video content for use on the Directorate's web and social channels.

You will collaborate closely with line areas and the broader communications team to keep the public informed and engaged on our Directorate's broad scope of projects—from climate change to conservation research to heritage and planning. You'll also work closely with the ACT Parks and Conservation Service to celebrate our Territory's stunning natural landscape.

If you love to be creative and strategic across a broad range of mediums, we encourage you to apply!

Eligibility/other requirements:

Tertiary qualifications in Communications or a relevant discipline is highly desirable.

Demonstrated photography/videography skills.

Note: This is a temporary position available from 22 May 2023 up until 7 July 2023.

This position is available to ACT Government Employees only.

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

How to apply: Please refer to the relevant Selection Criteria and submit a one-page Expression of Interest detailing your relevant Skills and Experience, and your reason for applying, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Scott Woodard (02) 6207 2017 Scott.Woodard@act.gov.au

Environment, Heritage and Water

Conservation Research

Maps and Data

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54937)

Gazetted: 18 April 2023

Closing Date: 25 April 2023

Details: Environment, Heritage and Water Division is seeking a Policy Officer (full-time) to work towards embedding good data governance and data management practice and to help drive cultural change around data across the division. The officer will be responsible for tracking down and collecting data requirements division-wide to identify potential obstructors to good data practice. Proactive communication with key data owners, data stakeholders, and consumers of data services to facilitate the effective exchange of information will be an important part of this role.

This role may also integrate with the EHW Division data committee in an organisational capacity, including organising meetings, writing and collating meeting papers, following up on actions and drafting of policy documents as outcomes from that committee, for example, Data Roles and Responsibilities / Data Delegations. The officer will need to be able to apply and support ACT Gov data governance protocols to support the active improvement of the division's data process and workflow.

Eligibility/Other Requirements:

The officer will need to be able to apply and support ACT Gov data governance protocols to support the active improvement of the division's data process and workflow. Experience and skills with data and metadata standards, data governance frameworks, and policy development are highly desired. Broad understanding of environmental/ecological/biodiversity data are all beneficial but not required.

Notes: This is a temporary position available immediately from 1 May 2023 for a period of up to six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of Interest are sought from potential candidates. Please send a supporting statement of no more than one to two (1-2) pages outlining your interest and claims to the position, with a current curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Peter Kreider 0447334046 Peter.Kreider@act.gov.au

Office of the Director General

Communications, Engagement and Media

Assistant Director, Media

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29256)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: Are you an experienced media manager? Do you want to work in a fun and positive team of passionate and creative communications professionals?

Come and join us in the Communications, Engagement and Media team at the ACT Government's Environment, Planning and Sustainable Development Directorate.

We are looking for a dynamic and enthusiastic Assistant Director, Media to develop and deliver innovative reactive and proactive media strategies and materials for a range of interesting and challenging topics such as town planning, climate change and environmental science.

You will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities across the Directorate. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If this sounds like you, we want to hear from you!

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

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

contact officer: Alexandra Magee alexandra.magee@act.gov.au

Applications should be submitted via the Apply Now button below

Alternative contact officer: Alexandra Magee alexandra.magee@act.gov.au

Corporate Services and Operations

Finance Information and Assets

External Budgets

Senior Finance Officer, External Budgets

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46317)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: OUR BUSINESS

The ACT Public Service (ACTPS) operates a one government model built on its core values of respect, innovation, collaboration and integrity. The Environment, Planning and Sustainable Development Directorate's vision is to shape the ACT's future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the EPSDD 2022-25 Strategic Plan.

Our responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water.

The Directorate includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe spaces for its community.

The Directorate also provides corporate and governance support for our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority.

OUR WORKFORCE

We are committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our Strategic Plan's vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

DIVISION OVERVIEW

WHAT WE DO

Finance, Information and Assets branch supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and co-ordination and/or input into the annual budget and estimate functions. The Strategic Finance team undertake, but not limited to:

Provision of strategic and operational financial support and advise.

Development and allocation of internal and external budgets (including co-ordination of the directorate's input into the development of the act government's annual budget papers).

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the directorate's assets including co-ordination of the annual asset revaluation program.

Accounts receivable and accounts payable processing.

Development and maintenance of financial management information systems and processes.

Preparation of the directorate'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

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

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

A flexible workplace including hybrid work from home arrangements and state of the art accommodation enabling activity-based work in a fun and creative environment.

THE TEAM YOU WILL WORK IN

The External Budget team is part of the Finance Information and Assets branch of EPSDD, and is responsible for co-ordinating the preparation of, and supporting the development of the Directorates' input to the ACT Government's annual budget.

The External budgets team is the main contact point between Treasury and the directorate. The team works closely with Senior Executives and a range of internal and External Stakeholders, to ensure the Directorates' budget are accurate, comprehensive, and addresses the governments strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on non-financial measures.

The team operates in a high pace and dynamic environment. The team operates in a supportive manner, with ample opportunity to apply strategic thinking, and build on your communication and critical analysis skills.

DUTIES / RESPONSIBILITIES

Under limited direction, the Senior Finance Officer, External Budgets main responsibilities are, but not limited to: Support the co-ordination and preparation of:

Annual external budget statements, including the management of inputs, and GBMS adjustments during the external budget development process within ACT Treasury's timetables and requirements.

Half yearly, annual statement of performance, and other related reporting requirements.

Input for the financial statements and annual report where applicable.

Top-down budget allocations, based on EPSDD's external budget and initiatives.

Other arrangements under the *Financial Management Act 1996*.

Oversee and manage the team mailbox and relevant registers, processing of the Directorates' payment runs, and monthly TPARS and notifiable invoices reporting obligations.

Assist in the development and review of business cases, including costing activities, ensuring appropriate reviews and approvals occur in accordance with the budget timelines.

Undertake consultation, liaison and coordination across the Directorate and with other government agencies.

Research, draft and prepare complex correspondence such as reports, executive level and Ministerial briefs.

Support the development and implementation of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and ACT Treasury.

Contribute to delivery of the day-to-day activities of the Strategic Finance Team with a view to delivering the unit's common business goals and objectives.

As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

QUALIFICATIONS/REQUIREMENTS

MANDATORY

Tertiary Qualifications in Accounting, Finance, Commerce or a related field.

HIGHLY DESIRABLE

Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies.

Experience in External Budget management.

Experience in ACT Government's Government Budget Management System (GBMS), or an equivalent system, will be highly regarded.

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

How to Apply:

Applicants are required to submit:

A current resume, including names and contact details of two referees (one should be a current supervisor/manager).

A written response of no more than three pages addressing the skills, knowledge and behavioural capabilities outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Milligan 02 6207 5450 Jessica.Milligan@act.gov.au

Suburban Land Agency

Program Solutions

Marketing

Senior Director, Marketing

Senior Officer Grade A \$157,201, Canberra (PN: 41664)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

Details: The Suburban Land Agency (SLA) creates great places where communities thrive. We deliver sustainable urban environments that bring people and businesses together, and help our community and natural environments thrive.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through: Affordable living.

A safe and healthy population.

Social inclusion and diversity.

Housing choices.

Environmental sustainability.

The Program Solutions Group (Program Solutions) is made up of five business units – Sustainability and Release Coordination, Infrastructure Services, Sales and Client Services, Marketing and Community Development and Engagement. Together we deliver:

Design review, documentation, and construction supervision of new estate civil works packages.

Sales of government-owned land.

Sales and marketing campaigns, branding and promotion.

Community development and activation in greenfield estates through the mingle program.

Stakeholder and community engagement.

Strategic relationships with external stakeholders, including industry, media and the community, as well as sponsors and partners.

The Marketing team acquires new customers for SLA and promotes the business through stories, campaigns, digital and physical experiences. We aim to increase positive brand perceptions with consumers and industry. The Marketing team:

Create awareness of the SLA brand and other suburb or site sub-brands.

Drive consideration of our suburbs and other sites as the preferred choice for living, building and investing, to increase land sales and revenue.

Educate and nurture potential customers and communities.

Develop innovative, creative and technology-driven solutions to enhance the customer's and community's relationship with SLA.

Provide a customer feedback loop through survey and research.

Reporting directly to the Deputy CEO and leading the Marketing Team, the Senior Director, Marketing will provide support to the SLA's Development Delivery and Built Form and Divestment Groups in the marketing of our greenfield estates, urban redevelopment and affordable housing sites. The role also has responsibility for defining and promoting SLA's corporate brand.

The position requires a passionate leader and manager who has:

Strong leadership skills looking to support and nurture a high-performance team.

Big picture and strategic thinking skills to flex across a broad portfolio of brand, place and program marketing.

Strong track record in playing an active role in team and organisational culture building.

High level creative and analytical skills to contextualise insights and challenges for problem solving.

Strong stakeholder engagement and pitching skills to build and influence relationships across our teams, stakeholders, and partner agencies.

Eligibility/Other Requirements:

Qualifications in marketing, business support or a related discipline and/or substantial commercial real estate marketing or government marketing experience is highly desirable.

Minimum of eight years' experience working on the strategic delivery of marketing campaigns.

Experience in the property sector and working within Government.

Driver Licence Class C.

Working with Vulnerable People Card.

This position will be required to occasionally work after hours and on weekends.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Bulless 0407 011 178 Neil.Bulless@act.gov.au

Development and Implementation

Loose Fill Asbestos Coordination

Senior Director, Loose Fill Asbestos Coordination

Senior Officer Grade A \$157,201, Canberra (PN: 53014)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: The Environment Planning and Sustainable Development Directorate (EPSDD) are seeking applications from a highly motivated individual, who displays excellent communication, project management and leadership skills, expertise in successful delivery of change management in operationally diverse Government settings, and effective delivery within time constraints, to fill the temporary role of Senior Director, Loose Fill Asbestos Coordination.

The *Loose Fill Asbestos Coordination team* within the Development and Implementation division of EPSDD is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. The team facilitates the delivery of the Loose Fill Asbestos Insulation Eradication Scheme, and activities within the Canberra community related to Governments ongoing legislative, policy or legacy commitments in addressing the risks and impacts from loose fill asbestos insulation.

We value people with a breadth of professional practice experience, that bring innovative and solution focussed ideas, who high communicate with candour and respect, enjoy being a part of multidisciplinary team, are strategic thinkers, community focussed and committed to excellence in the sensitive delivery of projects to meet Government 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 position occupant is required to not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Highly Desirable:

Tertiary qualifications and / or extensive demonstrated experience in Human Services, Project Management, or Program Governance are highly desirable.

Notes: This is a temporary position available immediately until 31 December 2023.

Selection may be based on application and referee reports only. This position is located in a workplace designated 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 may be used to fill future identical vacancies over the next 12 months.

The ACT Government offers flexible working arrangements including working from home where appropriate.

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 via the Apply Now button below.

Contact Officer: Lynette Marsh (02) 6205 8592 Lynette.Marsh@act.gov.au

Justice and Community Safety

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

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

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Provider Administrator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53475)

Gazetted: 19 April 2023

Closing Date: 3 May 2023

Details: Victim Support ACT (VS ACT) at the ACT Human Rights Commission is seeking a highly motivated Provider Administrator with strong administrative skills and experience.

VS ACT is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Duties of the Provider Administrator include:

Source multidisciplinary professionals who will provide services to clients in accordance with the Regulation and the Victim Support ACT (VS ACT) Redress Provider Guidelines.

Coordinate VS ACT's engagement with therapeutic providers, including processing and assessing new applications.

Action requests from case coordinators to identify and refer clients to appropriate therapeutic providers, in compliance with the Regulation.

Work with internal and external stakeholders to resolve issues relating to invoices, approved client contact hours, and/or other administrative issues.

Maintain detailed and accurate records for approved therapeutic providers, such as insurance, professional expertise, and availability information.

Provide administrative support in relation to therapeutic providers to case coordinators at VS ACT.

Oversee and supervise the work of less experienced administration staff and where necessary, assist with the complex aspects of the work.

Maintain records in accordance with the Victims of Crime Regulation 2000, *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*.

Undertake other duties as reasonably required which contribute to the effective and efficient operation of VS ACT.

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements

This position requires a Working with Vulnerable People Check and a National Police Check.

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

How to Apply: Please carefully review the Position Description and provide a written pitch of no more than 2 pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: AlexiaP Fuller (02) 6207 7062 AlexiaP.Fuller@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law Branch

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42589, several)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: Two exciting opportunities exist to join the Civil and Regulatory Law Branch. Director positions exist across two teams within the Branch including the Liquor, Racing and Gaming, and Access to Justice teams.

If you have been thinking about dipping your toe into the challenging but rewarding world of legal policy now is the time. You will work in a fast-paced environment, with responsibility for working on a range of challenging and interesting policy issues, supported by a friendly and experienced leadership team. The work undertaken is relevant and current to the ACT and you are often rewarded with seeing your work take shape within the community.

The Civil Law and Regulatory Branch develops and implements policy, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property; liquor, racing and gaming policy and a range of regulatory matters. Directors are responsible for developing and delivering sound policy initiatives to achieve the ACT Government's objectives. The Director will need to be highly organised, pay attention to detail and be able to communicate with

a broad range of stakeholders across government, the community sector and industry. The Director will need excellent analytical and research skills in relation to policy and legislation.

Eligibility/Other Requirements: Relevant tertiary qualifications in law, economics or a related field or significant study towards gaining qualifications are highly desirable.

Note: These are temporary positions available immediately for six months with the possibility of extension up to 12 months and/or permanency.

One Director position, in the Liquor, Racing and Gaming team, is being filled temporarily for six months pending permanent recruitment.

One Director position, in the Access to Justice team, is being filled temporarily for six months only.

The successful applicant may be selected based on written application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Orubuloye (02) 6207 1282 Madeleine.Orubuloye@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Senior Director, Victim Support ACT

Senior Officer Grade A \$157,201, Canberra (PN: 57576)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: The ACT Victims of Crime Commissioner is seeking an outstanding strategic thinker with excellent management and communication skills to lead Victim Support ACT within the ACT Human Rights Commission.

Duties of the Senior Director include:

Managing the dynamic delivery of frontline support, advocacy and financial assistance to victims of crime.

Working closely with justice agencies and other community and government stakeholders to ensure Victim

Support offers a responsive and accessible service for clients with diverse needs

Directly overseeing Victim Support's Aboriginal and Torres Strait Islander outreach program

If you want to work in a collaborative, fast-paced team with significant opportunity for initiative and innovation, this role is for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

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: This is a full-time, permanent position available immediately. Selection may be based on application and referee reports only.

How to Apply: Review the Position Description and provide a written pitch of up to two pages. The pitch should demonstrate your ability to perform the role considering the required professional/technical skills, knowledge and behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Yates (02) 6205 0399 Heidi.Yates@act.gov.au

Act courts and Tribunal

Corporate and Strategic SVC

Governance

Assistant Director, Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60742)

Gazetted: 13 April 2023

Closing Date: 27 April 2023

Details: POSITION OVERVIEW:

The Assistant Director, Governance will provide high level strategic advice across a range of policy and operational matters for ACT Courts and Tribunal. They will lead the coordination, administration and development of policy, Cabinet and Assembly, and Ministerial briefing papers, submissions and correspondence. The Assistant Director, Governance will support the strategic direction of ACT Courts and Tribunal, provide support to the Executive, and support the strengthening of relationships within ACT Courts and Tribunal and with government and community agencies.

BRANCH OVERVIEW:

The ACTCT Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

Corporate and Strategic Services consists of the following areas:

Corporate Information Systems;

Finance;

People and Governance; and

Property and Contracts.

The People and Governance team provides strategic business support across ACT Courts and Tribunal in the areas of governance, human resources, risk and work health and safety, communications, complaints, and annual reporting. The team provides coordination and management of matters relating to Government and Assembly business and contributes to the development of strategic policy initiatives.

BUSINESS UNIT OVERVIEW:

ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACAT with registry, court support, forensic, corporate and strategic services.

ACTCT is led by the Principal Registrar and Chief Executive Officer, appointed under the *Court Procedures Act 2004* and has the following business areas:

Executive

Registrar's Office (Supreme Court) includes Registry Operations and the Sheriff's Office

Registrar's Office (Magistrates Court)

Registrar's Office (ACAT) includes ACAT Administration

Corporate Services and Strategy.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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 law, public administration (or similar qualifications) or equivalent experience are highly desirable.

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

How to Apply: Applicants are asked to provide a written response no more than two pages 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: Rebecca Everest (02) 6205 9225 Rebecca.Everest@Courts.act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Financial Assistance Scheme Assessor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42423, several)

Gazetted: 13 April 2023

Closing Date: 4 May 2023

Details: Are you interested in meaningful work supporting victims of crime in the ACT? Do you pride yourself on your excellent organisation skills? Have you got experience applying legislation to decision-making? If so, Victim Support ACT would welcome an application for the role of Assessor in the Financial Assistance Scheme (FAS) within the ACT Human Rights Commission.

Duties of the Assessor include:

Progressing a caseload of applications for victims of crime financial assistance

Making timely, accurate and well-reasoned decisions in accordance with legislation

Providing information and referrals for clients with additional support needs

You will need to be able to demonstrate experience or ability to apply legislation to decision-making, sound judgement, experience working with vulnerable client groups and an excellent attitude towards teamwork.

For more information, see the attached position description.

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

Eligibility/ Other Requirements

This position requires a working with vulnerable people and national police check.

Notes: Three full-time, permanent positions are available immediately.

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: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in "What You Require" section of the position description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radhika Chaudhri (02) 6207 4941 Radhika.Chaudhri@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

Commercial Project Management

Procurement - Commercial

Principal Project Manager

Infrastructure Officer 5 \$163,315, Canberra (PN: 61215, several)

Gazetted: 18 April 2023

Closing Date: 5 May 2023

Details: Are you our new Principal Project Manager wanting to be part of an exciting infrastructure implementation program?

Right now, we have several career defining opportunities for Principal Project Managers, where you will be accountable for providing high-level professional guidance for the delivery of the full range of project management activities for infrastructure capital projects, including achieving relevant time, cost and quality outcomes, technical compliance, reporting, procurement, WHS and contract management.

The Principal Project Manager must demonstrate excellent collaboration, communication and relationship/stakeholder management skills. Our projects will involve the management of project delivery teams and input and consultation with several internal and external stakeholders; other ACT Government directorates, communities, contractors and consultants to name a few; so you will have the ability to influence and negotiate to drive projects forward.

There are several positions available within the Commercial and Civil Infrastructure Branches. You will need demonstrated strong project management skills and experience with the full project life cycle, ensuring that deliverables meet client requirements.

The Commercial Branch is looking for experienced candidates to deliver a range of commercial projects, including education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venues. You'll be working on projects that shape Canberra and contribute to the future of the community.

While the Civil Infrastructure Branch is seeking experience and knowledge in Civil Infrastructure Space, such as roads, bridges, active travel and stormwater assets. You'll be working on city shaping projects set to ease congestion, improve safety, achieve sustainability targets and meet the changing transport needs of our customer and also support the urban development in Canberra.

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

Eligibility/Other Requirements:

MANDATORY

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

Hold a relevant building degree; or

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

Note: These are temporary positions available immediately 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.

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.

For IO/IM positions only - Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lama Qasem 0404 000 712 lama.qasem@act.gov.au

Project Development and Support

Ministerial Government Corporate Support

Ministerial and Government Business

Senior Liaison Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10047)

Gazetted: 17 April 2023

Closing Date: 1 May 2023

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Senior Liaison Officer reports to the Director, Ministerial and Government Business within the Ministerial, Governance and Corporate Support Business Unit. Working with a high level of autonomy as part of a small, fast-paced team, this position will prepare and coordinate matters relating to Cabinet/ Assembly and Government Business for Major Projects Canberra (MPC).

Experience writing in a government setting will be valuable.

This position will have significant contact with officers of all levels, including various Minister's offices, requiring a high degree of sensitivity as well as a highly responsive approach in responding to tight deadlines.

Flexible work arrangements are available within Major Projects Canberra.

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

Eligibility/Other Requirements:

Highly Desirable

Experience with Assembly, Cabinet or Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet and/or Assembly protocols and the Protective Security Policy Framework (PSPF).

Experience writing in a government setting.

Hold or be able to obtain a baseline security clearance.

A good working knowledge of Objective and/or SharePoint.

Experience with the Objective/ HP Records Manager records management system.

Notes: This is a temporary position available immediately until September 2023 with possibility of extension up until six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees 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 sent to the Contact Officer.

Contact Officer: Vilma Bell (02) 6205 7812 Vilma.Bell@act.gov.au

Executive Level 4.2 \$435,230 - \$452,695 depending on current superannuation arrangements, Canberra (PN: E1105)

Gazetted: 13 April 2023

Closing Date: 28 April 2023

Details: • Deliver major infrastructure projects across the ACT

• Career-defining whole of government opportunity

• Substantial remuneration package

The Chief Projects Officer (CPO) is a Director-General appointment accountable to the Head of Service and relevant portfolio Minister/s, responsible for the governance, leadership and management of Major Projects Canberra (MPC) that oversees the ACT Government's \$14b infrastructure plan. MPC's mandate covers civil, commercial and social infrastructure across the Territory ranging from the largest and most complex projects through to local community scale infrastructure. Current major projects include the Canberra Hospital expansion, light rail extension, delivery of the new CIT campus and public transport hub, and redevelopment of the Canberra Theatre. The CPO works closely with Ministers, ACT Government Directorates and the private sector to achieve effective governance processes, strong stakeholder engagement and robust frameworks of project management. As a member of the ACT Public Service Strategic Board, the CPO plays a key part in the leadership of the ACT Public Service and in the promotion of a culture

Suitable candidates will have the following:

• Demonstrated record of managing large, complex infrastructure projects/programs, and associated long term budget management.

• Experience in senior executive government leadership roles, with a deep understanding of probity and governance issues relevant in infrastructure delivery.

• High level leadership, stakeholder management and negotiation skills, including commercial negotiation, and the ability to broker decisions through collaboration and consensus.

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: Applications should submit a cover letter addressing claims against the Executive Capabilities and CV to applications.australia@ngs-global.com.

Contact Officer: To obtain the Information for this executive position, please email applications.australia@ngs-global.com, quoting J16062, Chief Projects Officer, Major Projects Canberra. If further information is required, please contact Grant Nichol, Managing Partner, NGS Global on 1300 138 863 or +61 3 8626 0600.

Canberra Theatre Project

Executive Group Manager (Project Director), Canberra Theatre Project

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E1126)

Gazetted: 17 April 2023

Closing Date: 21 April 2023

Details: Major Projects Canberra is seeking a highly skilled professional to lead the Canberra Theatre Redevelopment project on a short-term contract.

Reporting to the Deputy Chief Projects Officer, the Project Director will lead the project team in the development of the early planning and design of the project and is responsible for overseeing the planning, procurement and delivery of the project.

The Project Director is responsible for providing high quality leadership and strategic planning for the delivery of this complex large capital works project.

Eligibility/Other Requirements:

Mandatory:

The position requires substantial experience in the delivery of a large scale, complex infrastructure projects.

Relevant tertiary qualifications in a construction, engineering, project management, commercial, legal or another relevant discipline is required.

Desirable:

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

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

Remuneration: The position attracts a remuneration package ranging from **\$304,403 - \$316,587** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$270,765**.

Contract: The successful applicant will be placed on a short-term contract from 5 May 2023 to 5 June 2023.

How to Apply: If you are interested in this exciting opportunity, please provide one page addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications.

Applications should be submitted to the Contact Officer.

Contact Officer: Martin Little (02) 6207 9322 martin.little@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

Territory and Business Services

Libraries ACT

Libraries ACT

Collections Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 46095)

Gazetted: 18 April 2023

Closing Date: 2 May 2023

Details: This position assists the Heritage Librarian and the Heritage Archivist provide access to the unique collections of the ACT Heritage Library. We are looking for candidates who are innovative, interested in delivering new programs/services to meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff. We are looking for someone with an interest in local history, enjoys the challenge of a creating order in a fast-paced environment and contributing to problem solving in a team. This position works one weekend shift in a library branch on a fortnightly basis.

Eligibility/Other Requirements:

Relevant tertiary qualifications in library and information studies (as defined by ALIA) or a related discipline or willingness to undertake further education in library and information studies or archives administration is 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 \(act.gov.au\)](http://www.act.gov.au/working-with-vulnerable-people)

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

How to Apply: Please respond to 'What you Require' section of Position Description and submit with an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Antoinette Buchanan (02) 6207 7424 Antoinette.Buchanan@act.gov.au

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

Chief Operating Office

Governance and Ministerial Services

Program Management Office

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44126)

Gazetted: 14 April 2023

Closing Date: 3 May 2023

Details: Project delivery is core to Transport Canberra and City Services (TCCS) - we deliver a huge range of projects, big, medium and small, from a new public transport ticketing system (MyWay+), the Molonglo Bridge, technology platforms, road maintenance, strategy action plans and more. We established a Program Management Office (PMO) a year ago.

We want to keep building maturity in project management, produce program level business intelligence and provide the support for consistent, quality outcomes.

We need someone to lead the PMO. Someone who is highly motivated and goal orientated. Someone collaborative and flexible who can embed our Project Management Framework, and ensure it remains fit-for-purpose so that we can successfully deliver our array of projects on time and on budget.

As a leader within TCCS, this role requires a person who can engage, inspire, energise, and positively influence directorate-wide and individual team outcomes.

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

How to Apply: Please read the Position Description for more details. Suitability will be assessed on skills, knowledge and behaviour in relation to the duties/responsibilities.

Applications should include a curriculum vitae with at least two referees, and an application of no more than two pages setting out why you are the best person for the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

Transport Canberra

Bus Operations

Senior Director Operations and Communications

Senior Officer Grade A \$157,201, Canberra (PN: 37660)

Gazetted: 14 April 2023

Closing Date: 10 May 2023

Details: The Bus Operations Branch is responsible for the management and delivery of Canberra's bus network, including a bus fleet of around 450 buses, two major depots, and workshops as well as one smaller depot that caters for the Special Needs and Flexible Transport fleet. The Branch is made up of over 1000 employees with a focus on providing reliable, safe and customer centred services for the ACT Community.

The Senior Director, Operations and Communications oversees a team of 60 frontline workers who help make Canberra's public community transport services safe and accessible for all.

Transport Canberra is looking for a highly motivated and capable Senior Director with a proven ability to lead a large operational team delivering critical services in a high paced environment.

The successful applicant will be an inspirational people leader with highly developed interpersonal skills with strengths in establishing effective working relationships and who promotes and embeds collaboration.

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 LGBTQIA+ are encouraged to apply.

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

How to Apply: Please submit a response to each criterion (maximum of 350 per criteria) listed under the Professional/Technical Skills section in the Position Description. Please provide a current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Stephenson 0433 272 879 Heidi.Stephenson@act.gov.au

Communications

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50045)

Gazetted: 13 April 2023

Closing Date: 2 May 2023

Details: Transport Canberra and City Services (TCCS) is looking for an experienced communications and engagement specialist to join its busy communications team.

We're looking for someone that loves the city we live in and is passionate about being a part of the services and projects that Canberrans rely on every day.

The Assistant Director of Communications and Engagement will work in a collaborative environment with ACT NoWaste project managers to help Canberrans move towards a circular economy. They will drive the use of digital channels, engage the community on issues that matter to them, respond to media enquiries and proactively coordinate media opportunities, and lead the delivery of innovative marketing and communications campaigns. The successful applicant must be a team player that works well under pressure in a fast-paced environment. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from May 2023 to 22 December 2023 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please provide responses of no more than two pages in total to the selection criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Riley (02) 6207 5743 Renee.Riley@act.gov.au

WorkSafe ACT

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

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

WorkSafe ACT

Major Investigations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61166)

Gazetted: 14 April 2023

Closing Date: 28 April 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting temporary vacancy for a motivated and diligent professional to fill the role of Senior Investigator within our Major Investigations team. The Major Investigations team is primarily responsible for conducting and managing workplace investigations and providing compliance and enforcement services that contribute to the reduction of harm and improved support for injured or ill workers in ACT workplaces.

The Senior Investigator will undertake high level workplace investigations, prepare investigation plans and briefs of evidence, collect and manage evidentiary material and give evidence at court.

The successful candidate will need to demonstrate highly developed communication skills and knowledge/experience in a related field. If this sounds like you, we encourage you to apply!

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

This position will be in a 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: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description.

Please address all of the points under 'Ideal Candidate' and provide examples where possible. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Janine Clugston, Section 68(1), 14 April 2023

Senior Officer Grade C \$114,928 - \$123,710

Ken Kua, Section 68(1), 17 April 2023

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Adrian Balmes, Section 68(1), 15 April 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Jessica Bell, Section 68(1), 16 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ruth Bower, Section 68(1), 14 April 2023

Health Professional Level 2 \$70,679 - \$97,028

Jamee Ellis, Section 68(1), 19 April 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Isabella Fuller, Section 68(1), 13 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Monika G C, Section 68(1), 18 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Danah Gannon, Section 68(1), 13 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Eleni Gianakis, Section 68(1), 17 April 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Karl Hicken, Section 68(1), 17 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Roshnan Khalid, Section 68(1), 12 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Dona Mahagedarawatta, Section 68(1), 12 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Niyukuri Nehemia, Section 68(1), 13 April 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Sarah Norris, Section 68(1), 17 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Srijana Poudel, Section 68(1), 13 April 2023

Building Trade Assistant \$67,011 - \$76,147

Justin Winbank, Section 68(1), 17 April 2023

Canberra Institute of Technology

Administrative Services Officer Class 3 \$68,685 - \$73,920

Michelle Olsson, Section 68(1), 17 April 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sauyma Gupta, Section 68(1), 13 April 2023

Senior Officer Grade C \$114,928 - \$123,710

Brian Lawless, Section 68(1), 17 April 2023

Building Trade \$76,147 - \$80,536

Benjamin Leaudais, Section 68(1), 20 April 2023

General Service Officer Level 8 \$73,429 - \$77,593

Joshua Partridge, Section 68(1), 17 April 2023

Senior Officer Grade C \$114,928 - \$123,710

Tim Rundle, Section 68(1), 18 April 2023

Building Trade Inspector \$101,055 - \$114,928

Steven Wicks, Section 68(1), 18 April 2023

City Renewal Authority

Administrative Services Officer Class 6 \$91,315 - \$104,509

Melody McCabe, Section 68(1), 18 April 2023

Community Services

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Mark Hudson, Section 68(1), 18 April 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Ching Ki Luk, Section 68(1), 17 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Trisha Shooks, Section 68(1), 11 April 2023

Youth Worker 1 \$68,685 - \$73,920

Rachel Thrower, Section 68(1), 14 March 2023

Education

Cleaning Services Officer 2 \$53,867 - \$55,873

Sonam Jigme, Section 68(1), 31 March 2023

Health Professional Level 4 \$114,928 - \$123,710

Rebecca Russell, Section 68(1), 13 April 2023

Classroom Teacher \$76,575 - \$114,624

Kate Sybert, Section 68(1), 24 April 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Tracey Clarke, Section 68(1), 11 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jack Dunstan, Section 68(1), 17 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Michelle Whyte, Section 68(1), 17 April 2023

Justice and Community Safety

ESA Mechanical Technician Level 2 \$82,998 - \$95,123 (up to \$101,971)

Mark Burgess, Section 68(1), 13 April 2023

Transport Canberra and City Services

Infrastructure Officer 4 \$136,524 - \$155,109

Robert Allen, Section 68(1), 17 April 2023

Bus Operator - Training \$74,582

Ryan Hays, Section 68(1), 15 April 2023

Bus Operator - Training \$74,582

Harriet Mcrae, Section 68(1), 15 April 2023

Bus Operator - Training \$74,582

Kelsey Mutandadzi, Section 68(1), 15 April 2023

Bus Operator - Training \$74,582

Robindeep Pannu, Section 68(1), 15 April 2023

Bus Operator - Training \$74,582

Jatinder Singh, Section 68(1), 15 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Rajina Sultana, Section 68(1), 18 April 2023

Bus Operator - Training \$74,582

Andriy Zayka, Section 68(1), 15 April 2023

Worksafe ACT

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sarah Barnard, Section 68(1), 19 April 2023

TRANSFERS

Canberra Health Services

Lauren Baden

From: Registered Nurse Level 3.1 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 20596) (Gazetted 2 March 2023)

Vanny Kevin

From: Registered Nurse Level 1 \$78,631

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 40310) (Gazetted)

Louise Ramsay

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 60278) (Gazetted 2 February 2023)

Nic Walker

From: Registered Nurse Level 3.1 120,506

Canberra Health Services

To: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 25249) (Gazetted 30 January 2023)

Alysha Wallace

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 59100) (Gazetted 27 February 2023)

Education

Amanda Butz

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services
To: School Assistant 2 \$51,548 - \$56,919
Education, Canberra (PN. 61121) (Gazetted 22 February 2023)

Tamara Chavasse

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Institute of Technology
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education, Canberra (PN. 43071) (Gazetted 30 January 2023)

PROMOTIONS

ACT Health

Population Health

Preventive and Population Health

Madeleine Parker

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Community Services
To: †Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 59094) (Gazetted 12 May 2022)

Population Health

Preventive and Population Health

Lauren Resnik

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
ACT Health
To: †Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 52475) (Gazetted 12 May 2022)

Canberra Health Services

Women, Youth and Children's Health

Lisa Bishop

From: Registered Midwife Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Midwife Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 20971) (Gazetted 2 February 2023)

Clinical Services

Women Youth and Children

Liang Cai

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. 22649) (Gazetted 24 February 2023)

Rehabilitation, Aged and Community Services

Nursing

Shimmy Davis

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. 18436) (Gazetted 27 February 2023)

Adult Community Mental Health Services

Damilare Eljah

From: Child and Youth Protection Professional Level 1 \$73,505 - \$92,131
Justice and Community Safety

To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 22203) (Gazetted 16 February 2023)

CHS Allied Health

Acute Allied Health Services

Gemma Everett

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. 58507) (Gazetted 2 February 2023)

Clinical Services

Women Youth and Children

Lauren Fisher

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. 22683) (Gazetted 24 February 2023)

Medicine

Gastroenterology and Hepatology

Bandana Karmacharya

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. 51642) (Gazetted 02 March 2023)

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental health Services

Amelia King

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. 41201) (Gazetted 1 March 2023)

Clinical Services

Women Youth and Childrens

Lucy McCabe

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. 22678) (Gazetted 24 February 2023)

Pabitra Pokhrel Sapkota

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 42044) (Gazetted 27 May 2022)

Kylie Poulter

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 59502) (Gazetted 27 May 2022)

Canberra Institute of Technology

Education and Training Services

Student Services/Information and Recognition

Lisa Carter

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57231) (Gazetted 16 February 2023)

Education and Training Services

Student Services/Information and Recognition

Rebecca Davis

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57232) (Gazetted 16 February 2023)

CIT Corporate Services

CIT Corporate Services

Strategic Growth and Transformation

Ahmed Jbeili

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 59009) (Gazetted 15 March 2023)

Chief Minister, Treasury and Economic Development

Access Canberra

Strategy and Planning

Kristina Barac

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. 59774) (Gazetted 24 November 2022)

Revenue Management

Operations

Jacqueline Edgar

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. 42070) (Gazetted 23 February 2023)

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Yukiko Ireland

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 15366) (Gazetted 23 March 2021)

Policy and Cabinet

Deputy Chief Executive

Briege Kelly

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 61195) (Gazetted 7 December 2022)

Revenue Management

Operations

Jakob Kobold

From: Administrative Services Officer Class 4-6 \$76,255 - \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 00011) (Gazetted 23 February 2023)

Revenue Management

Operations

Rachel Larobina

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 03421) (Gazetted 23 February 2023)

Digital, Data and Technology Solutions

ACT Digital

Service Design

Amanda McQualter

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. 53752) (Gazetted 8 February 2023)

Corporate

People and Capability

Safety and Wellbeing

Melanie Van Leeuwen

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. 53831) (Gazetted 27 September 2022)

Access Canberra

Fair Trading and Compliance

Investigations

David West

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. 60913) (Gazetted 29 April 2022)

Community Services

Children, Youth and Families

Child and Youth Protection Services- Practice and Performance

Shane Turnbull

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services, Canberra (PN. 59420) (Gazetted 9 November 2022)

Education

Office For Schools

Belconnen Network

Cranleigh School

Fiona Chapman

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 33590) (Gazetted 22 February 2023)

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.

Business Services

Infrastructure and Capital Works

Asset Strategies

Chloe Davis

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 59201) (Gazetted 20 October 2022)

Business Services

People and Performance

Workplace Relations

Tegan Jones

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 36327) (Gazetted 30 January 2023)

Business Services

People and Performance

Recruitment

Tatjana Jovanoska

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 30807) (Gazetted 2 September 2022)

Environment, Planning and Sustainable Development

Statutory Planning

Office of the Surveyor-General and Land Information

Cindy Alcock

From: Technical Officer Level 3 \$79,105 - \$89,398

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 38378) (Gazetted 17 February 2023)

Environment

ACT Parks and Conservation Service

Fire Management Unit

Justin Foley

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 11680) (Gazetted 17 February 2023)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Court Transport Unit

James Taylor-Dayus

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 59231) (Gazetted 13 December 2022)

Suburban Land Agency

Suburban Land Agency

Program Solutions

Sales and Client Services

Alexandra Wood

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency, Canberra (PN. 39615) (Gazetted 5 September 2022)

Transport Canberra and City Services

Transport Canberra and Business Services

Yarralumla Nursery

Jonathan Love

From: General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services

To: †General Service Officer Level 9 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 15787) (Gazetted 22 March 2023)

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.

Transport Canberra and Business Services

Transport Canberra

Network and Infrastructure Planning

Carl Pillig

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 33081) (Gazetted 2 November 2022)