



ACT Government Gazette

Gazetted Notices for the week beginning 06 July 2023

VACANCIES**ACT Health**

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.

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

Mental Health and Suicide Prevention**Mental Health Policy and Strategy****Policy and Project Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57740)**

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: An exciting opportunity is available for an experienced policy and project officer with a commitment to improving mental health outcomes for the ACT community.

This ASO6 policy and project officer role will support the Perinatal Mental Health Project. Through commitments made in the National Mental Health and Suicide Prevention Agreement, Commonwealth - ACT Bilateral Schedule and Maternity in Focus (MiF) Action plan, the ACTHD Perinatal Mental Health (MH) project is progressing three streams of work:

Delivery of an ACT residential mental health service for the mother/birth person and baby unit;

Universal perinatal mental health screening initiative: and

Improving referral pathways, including from primary care to MH services, and non-government organisation (NGO) provider perinatal MH supports.

This project is expected to improve perinatal mental health and wellbeing outcomes for new families and reduce system fragmentation through improved integration. It is expected to provide further benefit through an improved service system for perinatal mental health by addressing gaps in the system and prioritising further investment in prevention, early intervention, while maintaining effective management of severe and enduring mental health conditions. This is a two-to-three-year project and the project team, composed of a SOGC and ASO6, will be responsible for the project planning, coordination and implementation.

The Policy and Project Officer is required to exercise a considerable degree of independence to achieve policy and project outcomes. The ideal candidate will have well-developed written and verbal communication skills, analytical skills and ability to liaise with a diverse range of stakeholders.

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

Eligibility/Other requirements:

Desirable:

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in public health and/or public policy.

Notes: This is a temporary two-year project role with the possibility of a 12-month extension and/or permanency.

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

How to Apply: Please submit a maximum two-page pitch providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description.

Please provide your curriculum vitae and contact details of at least two referees, referees must have a thorough knowledge of your work performance and one of the referees must be your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Wafer (02) 5124 9792 Matthew.Wafer@act.gov.au

Infrastructure, Communications and Engagement**Northside Hospital Project****Project Reporting and Coordination****Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 61243)**

Gazetted: 06 July 2023

Closing Date: 13 July 2023

Details: This is a short-term acting opportunity available in the Northside Hospital Project team. This position is available immediately for three months, with the possibility of extension of up to nine months depending on candidate availability and project requirements.

The Northside Hospital Transition Project is a significant government priority facilitating the transition of staff and services from the current Calvary Public Hospital in Bruce to Canberra Health Services (CHS). Transitioning operations of the hospital to Canberra Health Services creates an opportunity to plan and deliver a health system networked under one provider – with the ability to make the largest ACT Government health infrastructure investment, strengthen workforce opportunities and co-ordinate services.

The ACT Health Directorate's Northside Hospital Project team is responsible for the planning and identification of options to support the delivery of a new northside hospital. The new northside hospital represents an investment of more than \$1 billion and will be the largest single health infrastructure project to be delivered in the Territory's history. The project team explores service and infrastructure options that will ensure efficient, high quality health care services are available to residents across Canberra's north and the surrounding region.

This position is available at the SOGC/B levels (depending on the skills and experience of suitable candidates).

The Director, Project Reporting and Coordination (SOGC/B depending on skills and experience) will coordinate reporting requirements for the project, engage with relevant stakeholders to draft and deliver a suite of documents to support the project, and perform other duties as required.

A detailed Position Description is attached.

Note: This is a temporary position available immediately for three months, with the possibility of extension of up to nine months depending on candidate availability and project requirements. The successful applicant may be selected based on written application only.

How to Apply: Expressions of interest are sought from potential candidates and should include a two page pitch outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and name of two referees.

Please forward your Expression of Interest to NorthsideTransitionPMO@act.gov.au.

Contact Officer: KateE Stewart 0400013850 KateE.Stewart@act.gov.au

Infrastructure, Communications and Engagement

Northside Hospital Project

Project and Administration Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61238)

Gazetted: 06 July 2023

Closing Date: 13 July 2023

Details: This is a short-term acting opportunity available in the Northside Hospital Project team. This position is available immediately for three months, with the possibility of extension of up to nine months depending on candidate availability and project requirements.

The Northside Hospital Transition Project is a significant government priority facilitating the transition of staff and services from the current Calvary Public Hospital in Bruce to Canberra Health Services (CHS). Transitioning operations of the hospital to Canberra Health Services creates an opportunity to plan and deliver a health system networked under one provider – with the ability to make the largest ACT Government health infrastructure investment, strengthen workforce opportunities and co-ordinate services.

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This position is available at the ASO6 level.

The Project and Administration Support Officer (ASO6) will support Senior Directors in providing high level administrative and coordination support and advice to the executive and projects teams on financial, project and government processes.

A detailed Position Description is attached.

Note: This is a temporary position available immediately for three months, with the possibility of extension of up to nine months depending on candidate availability and project requirements. The successful applicant may be selected based on written application only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a two page pitch outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and name of two referees.

Please forward your expression of interest to NorthsideTransitionPMO@act.gov.au.
 Contact Officer: KateE Stewart 0400013850 KateE.Stewart@act.gov.au

Policy, Partnerships and Programs Division
Health Policy and Strategy Branch
End of Life Policy - Voluntary Assisted Dying & Palliative Care
Assistant Director
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57838)
 Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: The ACT Health Directorate is looking for a dynamic leader who thrives on working in a fast-paced team environment focussed on important and innovative health policy areas.

The ACT Government is currently in the process of strengthening end-of-life healthcare options for Canberrans. This includes the anticipated introduction of Voluntary Assisted Dying legislation later this year.

Reporting to the Director, the Assistant Director, Voluntary Assisted Dying and Palliative Care is a leader within the End-of-Life Policy team (part of the Health Policy and Strategy Branch and Policy Partnerships and Programs Division). The role will contribute to driving policy development, program implementation and strengthening service provision across the areas of Voluntary Assisted Dying and Palliative Care.

The successful applicant will have exceptional communication and research skills in addition to experience working in health and or government policy settings.

If you're an innovative thinker, driven by meaningful work and great workplace culture- we would love to hear from you!

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

Eligibility/Other Requirements:

Demonstrated knowledge of the ACT healthcare system and/or a tertiary qualification in Health, Social Science, Laws, communication, project management (or a related discipline).

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

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria (outlined on the position description), along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

ACT Integrity Commission

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

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

There were no vacancies this week for ACT Integrity Commission

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

Cancer and Ambulatory Services

CACHS Nursing Administration

Clinical Nurse Consultant Palliative and Cancer Supportive Care

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22543 - 02C4U)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care.

The Clinical Nurse Consultant for Palliative and Cancer Supportive Care is responsible for providing an effective, efficient and contemporary leadership to the Palliative and Cancer Supportive Care Teams and ensuring the provision of a support service to people and their families undergoing cancer treatment from a new diagnosis to end of life care. The teams comprise highly skilled nurses, social workers and psychologists providing services to people in the hospital, as outpatients and in the community.

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 written and verbal communication skills.
- An understanding of the benefits and challenges of managing an interdisciplinary team.
- Strong customer service focus.
- Strong organisational skills with a high degree of drive.

Position Requirements / Qualifications

MANDATORY

- Relevant post graduate qualifications and a minimum of five years' experience working professionally with people with a life limiting diagnosis.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Erin Wells 0481 097 676 Erin.wells@act.gov.au

CHS Allied Health
Acute Allied Health Services
Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31626, several - 02BZD)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Note: You will be required to participate in an overtime, restricted on-call and shift rosters

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:**Mandatory**

Relevant Tertiary qualifications (or equivalent) in Physiotherapy

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

At least one year of full-time equivalent work experience as a physiotherapist

The successful applicant will need to be available for weekend and after-hours work, including shift rosters in some rotation areas.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerry Boyd 0421 577 709 Kerry.Boyd@act.gov.au

Clinical Services**Women, Youth and Children****Maternity****Registered Midwife Level 2****Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 24983, several - 02C0Y)**

Gazetted: 07 July 2023

Closing Date: 4 August 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 an experience Registered Midwife looking for your next challenge? Are you ready to jump into clinical leadership? Then we are looking for you!

Canberra Hospital is a level six tertiary centre providing specialised maternity care to approximately 3800 women per year. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Registered Midwife's to work across their full scope of practice in the following areas:

- Antenatal
- Postnatal
- Birthing
- Continuity (CBR Midwives Program)
- Maternity and Gynaecology Outpatients

What can we offer you:

- Competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

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

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

Reporting to the Clinical Midwifery Manager, the Level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice,

working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills.

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

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

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

Position Requirements / Qualifications

MANDATORY

- Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for rotational shift work roster which includes weekends, night duty and public holidays.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies. Desirable
- Have an understanding of how the National 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: Julianne Nissen Please email julianne.c.nissen@act.gov.au

Chief Operating Officer

Donate Life and ACT Bone Bank

Clinical Manager

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 61336 - 02BPZ)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Part-time Permanent

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 DonatLife ACT Clinical Manager, oversees the day to day management and supports the clinical and hospital-based delivery of the organ donation service in the ACT including ongoing oversight, monitoring and review of clinical processes.

A member of the national DonatLife leadership team providing expert clinical advice on the national program.

The Clinical Manager works in collaboration with the Agency Manager in addressing nursing practice, clinical governance, education and policy and procedure developments for Donate Life ACT.

The Clinical Manager provides clinical leadership and is an exemplary role model for the Donation Specialist Nursing Coordinators.

Promotion of a continuous improvement and outcome-based nursing culture for DonateLife ACT.

ABOUT YOU

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Behavioural Capabilities

Strong and effective communication skills.

Demonstrate resilience, empathy and accountability.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

Previous experience in a complex health environment in a leadership/senior role.

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

The successful applicant may be required 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

Postgraduate clinical and leadership/managerial qualifications are desirable.

Post graduate qualifications in a critical care area and/or experience in organ donation are desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Nadia Burkolter 5124 5624 Nadia.burkolter@act.gov.au

Clinical Services

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

Neuropsychology team

Clinical Neuropsychology Registrar (Psychologist)

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 57026 - 02BSE)

Gazetted: 07 July 2023

Closing Date: 28 July 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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS' aim is to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. Consumer and carer participation is encouraged in all aspects of service planning and

delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

This is an exciting opportunity for a Clinical Neuropsychology Registrar (Psychologist) to join the friendly and supportive MHJHADS Neuropsychology team, which is centrally located in Woden with easy access to shops, public transport, and parking. The team provides high quality neuropsychological services across all programs of MHJHADS including:

- Child and Adolescent Mental Health Services
- Adult and Older Persons Mental Health Services
- Alcohol and Drug Services
- Justice Health Services
- Secure Mental Health Inpatient Services
- MHS-Intellectual Disability
- Adult Mental Health Rehabilitation Unit
- Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention.

The overall functions of the Psychologist include:

- Promoting positive client outcomes through the provision of high-quality clinical services, with support.
- Providing individual or group service delivery.
- Performing normal professional work under general professional guidance.
- May perform novel, complex, critical, or difficult tasks with professional supervision.

The Psychologist position reports to the Team Manager of MHJHADS Neuropsychology. This is a position for a new graduate psychologist. Provisional psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply.

The successful applicant will be supported to undertake their Clinical Neuropsychology Registrar program and in-house supervision (with a Board approved supervisor) can be provided.

The successful applicant will also be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals. At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on position availability and successful recruitment through a merit selection process.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

Position Requirements / Qualifications

MANDATORY

- Postgraduate psychology qualification – Masters/Doctoral degree in Clinical Neuropsychology.
- Be registered or be eligible for general registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA).
- To be enrolled or eligible to enrol in the Registrar program for Area of Practice Endorsement in Clinical Neuropsychology with the Psychology Board of Australia.
- 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

- Previous experience working in neuropsychology or a related field.
- Previous experience working in a mental health setting.

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

Prior to commencement successful candidates will be required to:

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

Additional notes:

- This is a temporary (12-month) full-time position with possibility of extension or permanency (contingent on position availability and successful recruitment).
- Part-time arrangements are negotiable.
- An Order of Merit may be used to fill future identical vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

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

Contact Officer: Mia Cotan Utomo (02) 5124 1269 mia.cotanutomo@act.gov.au

Cancer and Ambulatory Services

Cancer Services

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 32633 - 02C12)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient, and non-admitted treatment settings. The division is also responsible for immunology, dermatology, rheumatology, specialist palliative care, medical physics, and radiation safety, walk in centres and organisational outpatient support through Central Intake, policy support and the Central Outpatients Department

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information, and support services.

The CSCT is comprised of cancer specialist nurses, psychologists, social workers, and administrative staff who provide holistic support to cancer patients who use our services.

The primary function of the Psychologist will be:

To provide support to patients and carers addressing the unique concerns of that individual. This would include the provision of therapeutic support and skills training to assist with psychological concerns associated with cancer.

These may include:

Adjusting to the cancer diagnosis and associated changes

Managing feelings of depression, anxiety, anger, and helplessness

Managing feelings of grief and loss

Negotiating challenges within family relationships

Managing treatment-related issues such as a fear of needles, claustrophobia, or anticipatory nausea

Managing treatment side-effects including pain, fatigue, and body changes

Managing post-treatment concerns such as fear of cancer recurrence and difficulties with body image and intimacy.

Adjustment to the role of a carer

Overall psychologist functions include:

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

Provision of individual or group service delivery.

Performing normal professional work under general professional guidance.

The ability to perform novel, complex, critical or difficult tasks with professional supervision.

Participation in the supervision and training of other staff, as directed.

The unit operates between Monday to Friday standard hours. The position is full-time, however, applications for part-time hours may be considered.

ABOUT YOU

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Behavioural Capabilities

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

Strong interpersonal and communication skills.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and 3 years' experience working professionally in Cancer care is preferred.

General Psychology registration with the Psychology Board of Australia via 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

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students.

Previous work experience as a Clinical Psychologist is highly 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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Cheryl Rowsell 0466322676 Cheryl.Rowsell@act.gov.au

Rehabilitation and Aged Care Services

UCH Physiotherapy

Senior Exercise Physiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40376 - 02BZ3)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 RACS Rehabilitation Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. There are a wide variety of service delivery teams within RACS including services offered in community and inpatient settings at Canberra Hospital and the University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. These positions based at the University of Canberra Hospital will rotate through the RACS Rehabilitation wards, including the Older Persons Rehabilitation Ward and Mental Health Rehabilitation unit. The RACS exercise physiologists will work closely with RACS Physiotherapists and the multidisciplinary team to achieve optimal functional outcomes for inpatients and community-based patients.

This full-time maternity leave backfill position will be initially located in the Brindabella Rehabilitation Service – subject to service requirements. The position will commence in August 2023.

This senior clinical role is a great opportunity for an experienced clinician to stretch themselves and explore their passion for service development, staff and student supervision, quality activities, independent clinical judgement and case management.

This position will be required to work flexibly across services / locations and participate in a weekend roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and interpersonal skills with a high degree of drive.

Strong clinical leadership and supervision skills.

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

Position Requirements / Qualifications

Mandatory

- Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution and a minimum of 3 years post-qualification clinical experience.
- Current accreditation with Exercise and Sports Science Australia (ESSA)
- Registration under the ACT Working with Vulnerable People Act 2011
- Current Driver's Licence
- Previous clinical experience working in a hospital setting is desirable
- The successful applicant will be required to participate in overtime, weekend, on call and/or rotation roster and work flexibly across services, locations and programs.
- 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

- Previous clinical experience working in a hospital setting
- 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary position available for 13 months with the possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (with a possibility of extension and/or permanency) in a full time or part time capacity.
Contact Officer: Grant Shaw 02 51240074 Grant.Shaw@act.gov.au

Chief Financial Officer

Health Information Service

Privacy and Information Compliance Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61191 - 02C29)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

- Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes;
- Clinical record scanning and management of paper and electronic health records;
- Clinical coding and casemix data generation; and
- Patient identifier management.

The Privacy and Information Compliance Manager is responsible for overseeing the release of personal health information across CHS, for monitoring compliance with privacy legislation, and for investigating alleged breaches of privacy. This will include managing the HIS Release of Information (ROI) teams and liaising with internal and external stakeholders in relation to ROI as necessary; conducting record access and privacy audits; liaising and corresponding with complainants and other stakeholders around allegations of privacy breaches; and providing education and training around confidentiality and privacy.

ABOUT YOU

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

Behavioural Capabilities

Strong verbal and written communication skills

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

- 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.

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

Contact Officer: Robyn Lunt (02) 51443331 Robyn.Lunt@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services**Justice Health and Safety Services – Primary Health****Clinical Director – Justice Health Services Primary Health****Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 17640 - 02BWG)**

Gazetted: 07 July 2023

Closing Date: 28 July 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: [CHS website](#)

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.

The Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites.

The successful applicant will have general practice experience and skills in both inpatient and community services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

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

Note: This position is a permanent Specialist/Senior Specialist position. The Clinical Director role is for a 3-year tenure.

DUTIES

The Clinical Director - JHS Primary Health, reports to the Director of Clinical Services. The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Director of Clinical Services through an Individual Learning and Development Plan.

The Clinical Director and the Assistant Director of Nursing for each department service area will work in partnership to ensure high quality outcomes for the people who use the service. In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

The appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. It is expected that approximately 50% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Under limited direction of the Director of Clinical Services, you will:

Provide General Practice Medical services to adults and young people in a variety of secure environments.

Teach and supervise Resident Medical Officers and Medical students.

Liaise and collaborate with other medical practitioners, voluntary and government agencies concerned with patients care.

Participate in the after-hours on-call roster as required.

Contribute to the Clinical function of multi-disciplinary teams and in particular:

- Provide medical expertise.
- In liaison with team members develop, implement, and maintain prevention and treatment programs.

Participate in clinical governance activities and as a medical representative of the Division, as required.

Conduct research which includes educational research related to the discipline of General Practice.

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

ABOUT YOU

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

Position Requirements/Qualifications:

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

Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements / Qualifications

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

Hold a Fellowship of the Royal Australian College of General Practitioners (RACGP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RACGP Continuing Professional Development Program is mandatory

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.

Current driver licence is preferred.

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Jenae Smith 0403 084 089 Jenae.Smith@act.gov.au

Women, Youth and Children's Health

Paediatric Nursing

Paediatric

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 17061 - 02BYC)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: POSITION OVERVIEW

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in Paediatric or Child Health Nursing qualifications and a minimum of three years' experience working professionally in Paediatric, adolescent or Child Health Nursing is preferred.

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

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.

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)

Contact Officer: Shannon Reakes 0481452565 shannon.reakes@act.gov.au

Clinical Services

Mental Health, Justice Health, and Alcohol and Drug Services

Director of Allied Health

New Graduate Occupational Therapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 58580 - 02BCU)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. Please note the expected start date is July 2023.

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

- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Community Mental Health Services
- Justice Health Services
- Mental Health Inpatient Services

The successful applicant/s will be employed as an occupational therapist in one of our multidisciplinary teams for 12 months. You will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns.

Successful applicant/s will be part of a large network of occupational therapists. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your occupational therapy skills and professional identity.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements / Qualifications

MANDATORY

- Tertiary qualification (or recognised equivalent) in Occupational Therapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Passenger Vehicles driver's 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

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

Note: A limited number of the teams in MHJHADS operate on weekends, after-hours, overtime, on call, and/or shift work with a rotating roster. Depending on the team, some new graduate occupational therapists may be required to participate in out of hours work. This arrangement would be confirmed prior to employment.

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.

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

Contact Officer: Carli McIntyre (02) 5124 1664 carli.mcintyre@act.gov.au

Medical Services**MOSCETU****Medical Education Coordinator****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14775 - 02C04)**

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, MOSCETU, the GP Liaison Unit (GPLU) and the CHS Library.

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 MOSCETU at Canberra Health Services. 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 proactive approach to tasks
- Adaptability and flexibility to accommodate change and provide responsive services to meet service needs
- High degree of common sense and self-awareness.

Position Requirements/Qualifications:

Desirable Possession of tertiary qualifications or equivalent in an education, health or related discipline is 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.

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

Contact Officer: Janelle Corey (02) 5124 2507 Janelle.Corey@act.gov.au

Women Youth & Children

Maternity

Practice Support Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 61418, several - 02BTD)

Gazetted: 07 July 2023

Closing Date: 4 August 2023

Details: Are you an experienced Registered Midwife looking for your next challenge? Are you ready to jump into a clinical education and leadership role? Then we are looking for you!

Canberra Health Services is seeking enthusiastic and motivated Registered Midwives to join our Practice Support Midwifery team. You will provide educational and clinical support to student midwives across antenatal, intrapartum and postnatal care services, as well as continuity of care models. You will be working in partnership with the University of Canberra to support their midwifery students as they grow and develop.

What can we offer you:

- Competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

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](#).

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Centenary Hospital for Women and Children (CHWC) in partnership with the University of Canberra, is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support students to grow and develop in their midwifery and nursing careers. As a Practice Support Midwife (PSM) you are a skilled midwifery practitioner across the full midwifery scope of practice. Centenary Hospital for Women and Children: CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

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

University of Canberra:

The University of Canberra is a young University anchored in the national capital. UC works with government, business and industry to serve our communities and nation. UC challenges the status quo always pursuing better ways to teach, learn, research and add value – locally and internationally. Distinctive by Design, UC is the University for the Professions.

Its purpose is to provide education which offers high quality transformative experiences to everyone suitably qualified; to engage in research which makes an early and important difference to the world around us; and to contribute to the building of just, prosperous, healthy and sustainable communities.

Discipline of Midwifery at University of Canberra:

The Discipline of Midwifery is a key part of the Faculty of Health which has a long history of delivering midwifery education. The Discipline is experiencing an exciting period of growth and change and is committed to producing safe, work-ready midwives. Midwifery at the University of Canberra is implementing innovative undergraduate and postgraduate courses that utilise evidence-based best practice. It is an exciting time to join us and contribute your unique approach to midwifery academia within this dynamic team.

POSITION PURPOSE:

Reporting to the Midwifery Clinical Support Manager, the Practice Support Midwife is employed by Canberra Health Services in the CHS Midwifery Team to assist with education services operated by the University of Canberra. The CHS Practice Support Midwifery Team will work in close collaboration with the UC Midwifery Discipline Lead to support UC midwifery students to attain competence as a midwife by meeting the Nursing and Midwifery Board of Australia Midwife Standards for Practice. This includes providing direct practice supervision, support, and assessment of UC Midwifery students on placement in health facilities that partner with the University. The Practice Support Midwife is an integral part of the University's Midwifery Team, acting as a conduit between the Discipline and Canberra Health Services.

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

ABOUT YOU

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

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

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

Adaptability and flexibility to accommodate change and provide responsive services to the needs of the midwifery students, the University of Canberra and the CHWC Maternity Unit

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

Resourcefulness and adaptability to meet these changing needs within a dynamic environment

Position Requirements/Qualifications:

Mandatory

- Relevant midwifery and/or nursing qualifications and a minimum of five years' experience working professionally in midwifery.
- Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.
- 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

- Postgraduate qualifications in relevant field e.g., Education & Training, Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 3 years with the possibility of permanency.

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

Rehabilitation, Aged and Community Services**Occupational Therapy****Occupational Therapist**

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40154 - 02BZ5)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 rehabilitation, aged and community-based care across a range of settings.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including neurological, orthopaedic, complex medical and frail aged. Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based 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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

Effective communication, including active listening skills, and an ability to negotiate.

Position Requirements / Qualifications

Mandatory

- Tertiary qualifications in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's 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

- Previous experience working in the rehabilitation and/or aged care is highly desirable.
- The successful applicant may 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Jane Lawrence 51240073 jane.lawrence@act.gov.au

Cancer and Ambulatory Services

Cancer Services

CRAU Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 41367 - 02C0J)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: POSITION OVERVIEW

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and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.

The unit is staffed by Nurse Practitioners and Registered Nurses who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

The unit operates between 8am – 6pm Monday to Friday. The position is full-time, however, applications for part-time hours may be considered.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to prioritise workloads.

Well-developed negotiation skills.

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Erin Wells 0481097676 Erin.wells@act.gov.au

Surgery

Intensive Care Unit – MET team

Medical Emergency Team (MET) - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 50324, several - 02C15)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you passionate about providing exceptional health care? Do you thrive in fast-paced and dynamic environments? Look no further than the Medical Emergency Team (MET) Nursing position at Canberra Health Services (CHS) for your next career move.

CHS is a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team

that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

What can we offer you:

- Competitive pay rates
- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation
- Discounted gym memberships
- Scholarships for education support

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POSITION OVERVIEW

The Medical Emergency Team (MET) works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

High level patient assessment skills

High level communication skills and the ability to critically think.

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

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

Contact Officer: Jo Lindbeck (02) 5124 3783 jo.lindbeck@act.gov.au

Medicine

Medicine Operational

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61872 - 02BT9)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Do you want the ability to salary sacrifice your mortgage? Have access to free carparking? Have a role where no two days are the same? The Division of Medicine within Canberra Health Services is looking for a Business Manager to join our team for a 12-month period.

Reporting to the Director of Operations, the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

ABOUT YOU

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Behavioural Capabilities

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

Strong organisational skills with a high degree of initiative and drive.

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

Position Requirements / Qualifications

Mandatory

- Relevant qualifications in public sector management and/or relevant public sector experience.
- 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Liza Marando 5124 8382 liza.marando@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Justice Health Services

Visiting Medical Officer – Justice Health Service – Primary Health

Visiting Medical Officer Sessional and Fee for Service VMO Contract, Canberra (PN: 000VMO - 02BWM)

Gazetted: 10 July 2023

Closing Date: 31 July 2023

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POSITION OVERVIEW

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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.

The Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites.

The successful applicant will have general practice experience and skills in both inpatient and community services.

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

Visiting Medical Officers are engaged as independent contractors. Contracts will be for up to a 3 year term.

DUTIES

Under limited direction of the Clinical Director, you will:

Provide General Practice Medical services to adults and young people in a variety of secure environments.

Teach and supervise Resident Medical Officers and Medical students.

Liaise and collaborate with other medical practitioners, voluntary and government agencies concerned with patients care.

Participate in the after-hours on-call roster as required.

Contribute to the Clinical function of multi-disciplinary teams and in particular:

- Provide medical expertise.
- In liaison with team members develop, implement, and maintain prevention and treatment programs.

Participate in clinical governance activities and as a medical representative of the Division, as required.

Conduct research which includes educational research related to the discipline of General Practice.

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

ABOUT YOU

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

Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements / Qualifications

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

Hold a Fellowship of the Royal Australian College of General Practitioners (RACGP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RACGP Continuing Professional Development Program is mandatory

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.

Current driver licence is preferred.

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

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

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

Undergo a pre-employment Police check.

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

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

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

Note: This is a part-time temporary position available at 16 hours per week for a period of up to three years and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jenae Smith on CHS.MHJHADSMedicalRecruitment@act.gov.au

Rehabilitation, Aged and Community Services

Community Physiotherapy

Pelvic Health Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 41967 - 02BHQ)

Gazetted: 11 July 2023

Closing Date: 1 August 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

The Community Care Program is seeking a senior temporary Pelvic Health Physiotherapist to fill a 11-month part-time position, with the possibility of an extension or permanency beyond this time frame. We are a friendly team with strong supportive links across the Canberra Health Services. Staff meet regularly to share knowledge and foster a positive team culture to strive for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver patient centred care. Applicants must be experienced in treating the following conditions:

- Adults – Male and Female urinary and faecal incontinence and urgency, pelvic organ prolapse, nocturia and erectile dysfunction, persistent pelvic pain, and sexual dysfunction.
- Post-natal recovery >12 months
- Paediatric bladder or bowel issues from 3 years, pelvic pain, and unresolved bed wetting
- Persistent pelvic pain and Trans-vaginal mesh issues
- Children with developmental problems or disability that are not NDIS eligible or cannot access NDIS services locally.
- Urinalysis, internal examinations, and bladder scanning with real time ultrasound.
- Applicants must also feel confident in the delivery of:
- Pelvic floor workshop – initial education for women over 18 with one on one follow up if needed.
- Pelvic floor exercise group - for women over 18
- Post prostatectomy men – education and treatment for incontinence
- Supervision of master's level students specialising in pelvic health
- Formal mentorship of other team members developing their pelvic health skills.

POSITION OVERVIEW

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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele. Our aim as a service is to maintain community health, improve health literacy, decrease admissions to hospital and support patients to continue to live safely at home.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive and initiative.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
- Strong interpersonal and communication skills and confidence communicating across a range of media.
- Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Mandatory

- Degree in physiotherapy and a minimum of 3 years' experience working professionally in physiotherapy, including experience in pelvic health.
- 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 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

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at (22.05) hours per week for 11 months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Judy Stone 0401692520 Judy.stone@act.gov.au

Clinical Services

Medicine

Medicine Operational

Operations Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10680 - 02C5N)

Gazetted: 11 July 2023

Closing Date: 8 August 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

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

The position provides leadership for, and financial/human resource management of the administrative staff within the Emergency Department to support and enhance the business and clinical services. In addition to this, under the direction of the Business Manager, it coordinates and prepares Key Performance Indicator's (KPI's), divisional business projects, risk and policy registers.

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

- Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.
- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Position Requirements / Qualifications

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

- 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.
- Have knowledge or understanding of how an Emergency Department runs (or equivalent unit).

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: Sarah Chapman 0403 190 945 sarah.chapman@act.gov.au

Division of Surgery

Intensive Care Unit

ICU Nurse Unit Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 19373 - 02C3W)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services, and the Capital Region Retrieval Service.

The Intensive Care Unit (ICU) is a 39-bed level 3 Territory Referral Centre, which admits over 2200 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

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

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

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

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

The Nursing Unit Manager (NUM ICU) is a key member of the senior leadership team in the unit. Manages and rosters a safe level of ICU nursing staff. The NUM is responsible for rostering a safe level of nursing staff each shift, recruitment and novice nurses and the management of financial, physical and human resources.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide timely services to meet client needs.

Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

Position Requirements / Qualifications

Mandatory

- Demonstrated experience working in a leadership position.
- 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

- Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last 5 years
- Holds or progressing towards a tertiary qualification at Masters Level.
- 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.

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

Contact Officer: Sarah French (02) 5124 5094 sarah.french@act.gov.au

Clinical Services

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

Justice Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28459 - 02C4L)

Gazetted: 12 July 2023

Closing Date: 26 July 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 Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

The Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

In this role you will be required to work at various JHS sites and provide clinical and professional support, feedback, and guidance to all JHS Nurses through the provision of formal and informal education. It is expected that you will provide one-on-one teaching, in-service and scenario-based education, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

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

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

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.
- Highly developed communication and interpersonal skills.
- Adaptability and flexibility to accommodate the dynamic custodial environment.

Position Requirements / Qualifications

MANDATORY

- A minimum of three (3) years' experience working professionally in Primary Health Care or Justice Health Care or equivalent.
- 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

- Post graduate qualifications in (or working towards) education or clinical teaching.
- 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.
- Undergo an ACT Corrective Services Security Clearance check

Contact Officer: Amanda Chase (02) 5124 2523 Amanda.chase@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Equipment Services

Health Service Officer, Equipment Loan Service

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 19495 - 02C45)

Gazetted: 12 July 2023

Closing Date: 26 July 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

ABOUT YOU

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

Behavioural Capabilities

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

Position Requirements / Qualifications

MANDATORY

- Hold a current driver's licence.
- A high level of fitness and ability to perform all duties.
- 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)

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

Contact Officer: Carmen Connellan (02) 5124 1065 carmen.connellan@act.gov.au

CAS

Haematology Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22468 - 02C4Q)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Temporary

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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology/Oncology/Immunology Outpatient Unit treats patients with malignant and non-malignant conditions. The teams are seeking a Registered Nurse to undertake the role of Clinical Development Nurse (CDN) who has highly developed interpersonal skills, enjoys sharing knowledge and educating in the speciality areas of outpatient Haematology, Oncology and Immunology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice, support of graduate nurses, student nurses, new and existing staff to provide an excellent and safe patient care environment.

It is essential for the candidate to have previous chemotherapy experience.

ABOUT YOU

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Behavioural Capabilities

Welcoming and positive in attitude to patients and colleagues

Eager to learn and promote change.

Patient and able to educate and train others.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of 3 years' experience working professionally in cancer services is preferred.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Sally McCloy 51248458 Sally.McCloy@act.gov.au

Division of Medicine

Medicine Operational

Personal Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14190 - 02C58)

Gazetted: 12 July 2023

Closing Date: 19 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

Reporting to the Executive Assistant to Executive Director, this position is responsible for managing the daily activities of the Director of Nursing. This position provides assistance to the five Assistant Directors of Nursing and the Clinical Director of the Division of Medicine as required. The position is required to prepare a range of correspondence, manage inboxes and calendars, provide secretariat support to committees, assist with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

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

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,

Experience with medical terminology and typing.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kristi Vaughan 0251249898 Kristi-lee.vaughan@act.gov.au

People and Culture

Talent Acquisition and Employee Experience

Talent Acquisition Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: ASO300 - 02CCU)

Gazetted: 12 July 2023

Closing Date: 27 July 2023

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

Do you have strong customer service skills? Enjoy working in a fast-paced customer service work environment that provides you with fantastic conditions and benefits? Do you want to join the Talent Acquisition team? Then we would love to hear from you!

You'll be a self-starter who takes initiative and works well in a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy.

Benefits of working with CHS

- 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.
 - Free parking
 - 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.
- We are expanding Canberra Hospital to include a new emergency, surgical and critical health care building. Construction is well underway, and the facility is due to open in 2024. The links below show a sneak peak of the facility <https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>
<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

The Talent Acquisition Function sits within the People and Culture (P&C) Division.

P&C is responsible for providing strategic leadership across talent management and workforce planning; talent acquisition; compensation, conditions and employee benefits; training and development; workplace safety and wellness; reward and recognition; people data and analytics. P&C works closely with all CHS Divisions to deliver workforce solutions to meet business strategy and operational objectives.

The Talent Acquisition function is responsible for identifying, attracting, assessing, hiring, and onboarding candidates to fill open positions across CHS as well as manage talent pools for future workforce needs. It includes developing, implementing and evaluating programs for sourcing, recruiting, hiring and orienting talent.

The Talent Acquisition Officer will be responsible for providing administrative support to assist in meeting workforce needs through the delivery of customer focused recruitment, selection, and onboarding activities.

Note: This is a full-time permanent position with the possibility of being transferred after 12 months to another department.

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 a successful Talent Acquisition Officer:

strong customer service skills
the ability to communicate clearly and concisely
strong organisational and time management skills
ability to develop effective working relationships
excellent attention to detail
a willingness to learn new skills and systems
adaptable and flexible to meet changed requests

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.

Customer service experience

Broad range of administrative and data entry skills

Desirable

- Previous experience in working with an e-recruitment system
- Relevant experience in a similar role

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Alana Matthews (02) 5124 0838 Alana.Matthews@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

RN3.1, Custodial Mental Health

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19790 - 02C1R)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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 is an exciting opportunity to join the collegial Custodial Mental Health Service, within Forensic Mental Health Services (FMHS). FMHS core business is to deliver high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

As a Senior Nurse with Custodial Mental Health Services, you will be provided with support to access specialist clinical supervision as well as specialist training and education activities. You will be supported to maintain

continuing professional development requirements and have the opportunity to work with a collaborative multidisciplinary team.

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

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum 3-year (preferably 5 years) post-qualification experience
- 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 of working in a custodial setting or community mental health service.

Other

- The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.
- Have an understanding of how the National 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Lauren Hendry 5124 4677 Lauren.J.Hendry@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Education and Training Services

CIT Library and Learning Services

Resource Access Librarian

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54236)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: The Canberra Institute of Technology (CIT) is looking for interested applicants to fill the Resource Access Librarian position. You will be responsible for the management of learning resources and systems within CIT Library and Learning Services.

As the Resource Access Librarian, you will contribute to the planning of innovative library services. You will provide leadership and professional guidance on collection development, procurement, library systems and have overall responsibility for the functions of the Resources Access 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:

An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

Previous experience in an educational environment is desirable.

Note: This is a temporary position available immediately until 1 December 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.

How to Apply: Your application should include a written application addressing the Selection Criteria and be no longer than two A4 pages. Please include a curriculum vitae outlining your relevant experience, qualifications and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julieanne Paulazzo (02) 6207 3374 Julieanne.Paulazzo@cit.edu.au

Education and Training Services

CIT Pathways College

CIT LLND support (Foundation Skills)

Foundation Skills Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 35111)

Gazetted: 11 July 2023

Closing Date: 18 July 2023

Details: The Canberra Institute of Technology (CIT) is seeking a motivated Head of Department to lead the LLND Support (Foundation Skills) department to achieve quality design and delivery training and support.

The Head of Department leads a team of learning support specialists who work across CIT colleges to support students through their learning journey at CIT. This role will work collaboratively across CIT to ensure a focus on improved student outcomes across delivery areas.

The Head of Department, LLND Support (Foundation Skills) reports to the College Director, CIT Pathways College. The responsibilities of the role include:

- Undertaking an analytical review of the existing Language Literacy and Numeracy (LLN) assessment tools with an aim to drive improvements in student support.

- Curation of learning support programs from a range of VET curricula to support a wide spectrum of student cohorts.

- Leading a team of diverse learning support professionals and subject matter experts in the development and implementation of learning support programs and processes to improve student outcomes.

- Evaluating and reporting on student support programs, learner outcomes and improved student support.

- Promoting the use of innovative approaches to learning and assessment to support the needs of students, employers and other stakeholders.

- Working closely with CIT internal stakeholders to embed the utilisation of contemporary digital learning resources.

- Liaising with ACT Government through Skills Canberra to keep abreast of funding and policy initiatives.

- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

- Model the ACT Public Service values and signature behaviours.

- Create an environment that values and utilises the contribution of others.

Eligibility/Other Requirements:

MANDATORY

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma of Vocational Education and Training (or equivalent).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

DESIRABLE

Bachelor of Education, Management or relevant higher-level qualification.

Diploma/Advanced Diploma in Language, Literacy and Numeracy (LLN) specialisation.

Note: This is a temporary position available immediately for three months with the possibility of extension up to six months. A Merit Pool will be established from this selection process and 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 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 sent to the Contact Officer.

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

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

Industry Engagement and Strategic Relations

CIT Marketing

Social and Digital Media Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38789)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: About the role

The Canberra Institute of Technology (CIT) is seeking an experienced social and digital media content creator to join the CIT Marketing Team to plan and produce compelling written and multimedia content to strengthen brand positioning and drive community growth and engagement.

As the CIT Social and Digital Media Officer, you will develop and deliver creative, customer-centric content for a range of audiences and channels.

Working closely with the Marketing Manager, Marketing Account Managers and stakeholders, you will:

Design, implement and evaluate content strategies, plans and types to achieve marketing goals.

Create written and multimedia (video and photographic) content to be published organically across CIT digital and social media channels.

Proactively seek out new social and digital media insights, trends and tools to continuously identify ways to improve content types and formats to increase reach and engagement.

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.

About you

You will be an experienced, results-driven social and digital media content creator who is solutions-focused, responsive and demonstrates initiative.

Using the latest research and audience insights, you will be adept at planning, developing and implementing content that is tailored to the audience and platform, and programmed to maximise organic reach and engagement.

You will be adaptable and work effectively under pressure, prioritising competing deadlines to deliver high-quality outcomes in line with strategic objectives.

You will have the ability to communicate with a diverse range of audiences, building collaborative working relationships with internal and external stakeholders.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Marketing, Communications, Photography, Digital Media, Animation, Graphic Design or a related discipline or relevant equivalent experience would be highly regarded.

Professional training in the Adobe Creative Suite, Final Cut Pro, Premiere Pro, After Effects, Audacity or other media editing software discipline or relevant equivalent experience would be highly regarded.

How to Apply: To apply, please submit a current curriculum vitae and a written response of no more than two-pages outlining your relevant skills and experience against the Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Harnett (02) 6207 4073 Kate.Harnett@cit.edu.au

CIT Student Services

Education Futures and Students

Client Relationship

Client Service Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16455)

Gazetted: 10 July 2023

Closing Date: 17 July 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.

Position Overview

Applications are sought for the position of Client Service Coordinator in the Canberra Institute of Technology (CIT) Student Services. The Client Service Coordinator manages the day-to-day operations of CIT Student Services at any of the CIT locations which involves:

Supervise and effectively management of client relations staff at that campus.

Maintain, analyse and report on client services-related data and information.

Support prospective, current, and former students to engage and have a positive interaction with CIT, where achieving successful learning outcomes.

Proactively liaise and negotiate with key stakeholders regarding the requirements of day-to-day operations, share up-to-date quality information, and actively engage in identifying improvements that ensure a consistent and streamlined approach to client-centred services.

Ensure CIT Student Services delivery complies with CIT's Client Service Charter and Standards including using flexible problem-solving across a range of student issues and concerns and providing information to students on complex matters related to client services.

Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. You must be 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.

The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. The Ideal candidate 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 knowledge of a student administration system admissions and enrolments and accounts receivable are 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:

Tertiary qualifications relevant to the position are highly desirable.

Educational experience, preferably in a Vocational/Tertiary Education environment is highly desirable.

Driver's licence.

Notes: This is a temporary position available 24 July 2023 until 12 April 2024 with the possibility of extension up to 12 months. 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. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply please submit

A two-page pitch on why you would be the perfect candidate for this role. Your pitch should outline the experience, skills, and knowledge you will bring to the role, using the Selection Criteria and Duties/Responsibilities on the Position Profile as a guide, along with your current curriculum vitae with the details of two referee's.

Applications should be submitted via the Apply Now button below.
Contact Officer: Emma Ulrich (02) 6205 8577 Emma.Ulrich@cit.edu.au

Chief Executives Office

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58636)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: The Canberra Institute of Technology is looking for an Executive Officer to work with the Executive Branch Manager, Policy and Governance. The role will assist in providing secretariat services and ministerial services.

Eligibility/Other requirements: Experience in an executive office or undertaking secretariat or ministerial work is highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch responding to the selection criteria located in the position description along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: TaniaL Manuel (02) 6205 2687 TaniaL.Manuel@cit.edu.au

Education & Training Services

Technology & Design

Horticulture & Floristry

Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 61846)

Gazetted: 07 July 2023

Closing Date: 14 July 2023

Details: CIT is seeking a technical officer to assist in the maintenance of the Horticultural precinct located at CIT Bruce.

WHAT DO WE WANT?

CIT is seeking a team orientated technical officer for the Horticulture and Floristry Department. The key responsibilities of this position is to support the teaching team with classroom preparation involving the collection of plant, pest and other required materials, maintain the grounds within the 4 ½ hectare site, purchase tools and equipment required to support student learning on campus.

WHATS THE POSITION?

As a member of the Horticulture and Floristry CIT team, this position is as a technical officer with experience and knowledge in the horticultural industry an advantage.

Reporting to the Head of Department, Horticulture and Floristry, the technical officer will be able to work collaboratively with all staff within the department as well as various teams across the Technology and Design College, the Institute and Industry to support the work area achieve their student success rates.

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:

Current drivers' licence

Technical Officer Level 1 (TO1) - Qualifications and/or experience appropriate to the duties of the position are highly desirable.

Certificate III – Chemical Application Qualification (Smart train or Chemcert) or willingness to obtain.

The applicant should have horticultural knowledge and industry related experience.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to less than 12 months. This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata.

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: Julie Collins (02) 6207 3024 Julie.Collins@cit.edu.au

Education Futures and Students Division**Industry Engagement****Senior Manager - CIT Industry Engagement****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51811)**

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details:

Do you want to be actively involved in training and upskilling Canberra to be 'future-ready'?

Do you have a passion for stakeholder engagement, business development and the skills to back it up?

Are you curious and ready for a new challenge?

The Canberra Institute of Technology (CIT) is currently seeking a highly skilled and motivated individual to join our team as a Senior Manager, Industry Engagement.

Like you, we are committed to addressing the social, economic, and environmental challenges - and so, we are actively involved in training and upskilling our students to be 'future-ready' for employment and careers.

WHAT DO WE WANT:

The Canberra Institute of Technology (CIT) is currently seeking a highly skilled and motivated individual to join our team as a Senior Manager, Industry Engagement. We are seeking someone with a passion for building strategic relationships, driving growth, and advancing vocational education and training.

WHAT WILL YOU DO?

Reporting directly to the Director of Industry Engagement, the Senior Manager will play a key role in supporting and implementing CIT's Stakeholder Engagement Framework. You will be responsible for cultivating and maintaining strategic relationships with both internal and external stakeholders to enhance workforce capability, support skills advancement, and promote local, national, and international training initiatives. Additionally, you will be instrumental in developing and executing commercial strategies to accelerate growth and capitalise on business opportunities.

WHAT DO I NEED?

Your ability to understand key stakeholders, align those needs with business objectives and the capabilities of the team will be demonstrated by the commercial strategies and successful business plans you have implemented.

You will be able to adjust your communication style for different audiences, building trust in your leadership with both clients, internal stakeholders, and team members.

You can easily interpret and analyse complex documents, prepare written correspondence such as board reports, and provide high level strategic advice to upper management based on legislative requirements, industry research and Vocational Education and Training (VET) best practice.

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

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 and leadership experience in business and or project management would be highly regarded.

Experience or a keen interest in Vocational Education and Training (VET) environments and leading stakeholder engagement initiatives would be advantageous.

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. 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. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a written response to tell us why you would be our first choice for Senior Manager – Industry Engagement - referencing your Skills, Capabilities and Qualifications in line with the position requirements. A response of no more than 800 words (two pages) should be submitted in addition to a current curriculum vitae and the contact details of your two most recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: FionaM Mitchell (02) 6207 3125 FionaM.Mitchell@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

Chief Digital Officer (Deputy Director-General)

Temporary Vacancy (12 August 2023 to 4 October 2023)

Chief Minister, Treasury and Economic Development Directorate

Position: E785

(Remuneration equivalent to Executive Level 3.4)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 10 July 2023

The Head of Service is seeking Expressions of Interest from interested Executives who may wish to take an opportunity for the short-term filling of the role of Chief Digital Officer (Deputy Director-General), Chief Minister, Treasury and Economic Development Directorate.

Note: This opportunity is only open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$423,201 or \$440,180 per annum depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$377,310.

To apply: Interested applicants are requested to submit a short covering letter, current curriculum vitae and the details of two referees. A detailed application is not required. Please submit to Kathy Leigh, Head of Service by COB Friday, 14 July 2023.

Contact Officer: Kathy Leigh, Head of Service

Budget, Procurement and Finance Group**Shared Services Finance****Branch Coordination Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60243)

Gazetted: 10 July 2023

Closing Date: 17 July 2023

Details: Shared Services Finance provides high quality, timely and compliant corporate services for ACT Government directorates. These services include financial accounting and reporting, taxation and banking services, financial applications support, debt management, accounts payable and receivable.

We are seeking an experienced Branch Coordination Officer to provide high-level executive support to the Executive Branch Manager (EBM). Working under limited direction, the Branch Coordination Officer will ensure all incoming and outgoing communications are managed in a timely manner, prepare high level correspondence as required, manage the EBM's calendar, travel and invoicing. In addition, the Branch Coordination Officer will prepare meeting agendas, draft reports, briefs and ministerial correspondence.

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

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

Eligibility/Other Requirements:

A CMTEDD issued ACT Government Personnel Vetting Program (PVP) certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment](#) (act.gov.au) and [Personnel Vetting - Careers and Employment](#) (act.gov.au)

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

How to Apply: Potential candidates should include a two-page pitch outlining why you are the ideal candidate based on the positions behavioural, technical skills and knowledge. Please also include a copy of your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Calvin Robinson (02) 6205 3819 Calvin.Robinson@act.gov.au

Office of Industrial Relations and Workforce Strategy**Finance and Process Improvement****Finance****Senior Accountant****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01578, several)**

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: If you are looking for an exciting role that can provide you with an opportunity to develop within the ACTPS and offers great experience and diversity then this opportunity may be for you.

We are looking for a talented, capable and driven individual who is motivated to play key a role within a team of like-minded and skilled individuals as we continue to drive and support our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This role provides financial support to the Business Units of the Office of Industrial Relations and Workforce Strategy and includes but is not limited to financial / management reporting, budgeting, costing, business analysis, process improvement, etc.

This is a diverse and challenging role and would ideally suit a suitably motivated and skilled person with good organisational, analytical and communication skills keen on making a difference.

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

Eligibility/Other requirements:

Tertiary qualification in accounting and/or similar field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

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

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

How to Apply: Applicants should submit the following:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do".

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bin Meng (02) 5124 9126 Bin.Meng@act.gov.au

Digital Data and Technology Solutions**Executive Assistant****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14624)**

Gazetted: 07 July 2023

Closing Date: 20 July 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.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

How to Apply: For further information and how to Apply please visit Capital Recruitment

https://www.capitalrecruit.com.au/jobs/?job=aso5-executive-assistant_99123#detail

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

Office of Industrial Relations and Workforce Strategy

Secure Local Jobs Code

Senior Regulatory and Compliance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42831)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Working in a small and collaborative team environment the occupant of this role performs a range of duties to support the Registrar in administering the Secure Local Jobs Code and the Ethical Treatment of Workers Evaluation (ETWE).

The occupant needs to be a strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations.

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:

Certificate IV in Government Investigations or equivalent will be highly regarded.

White Card and Asbestos Awareness Card will be highly regarded.

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

How to Apply: Please submit your current curriculum vitae and a pitch (no longer than two pages) outlining why you are the ideal candidate for the position. This pitch should clearly articulate why you are interested in the position and highlight key attributes and achievements with reference to the Professional/Technical Skills and Knowledge and Behavioural Capabilities as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Hanley (02) 6207 7332 Sara.Hanley@act.gov.au

Access Canberra

Fair Trading and Compliance

Event Coordination and Business Assist

Senior Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48991)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Do you have a passion to support the community and local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Are you self-motivated and able to multi-task?

Then this may be the opportunity for you!

The Event Coordination and Business Assist team (ECBA) is looking for someone to fill the role of Senior Engagement Officer. ECBA supports and contributes to the planning of events in Canberra through a coordinated case management approach, fostering strong working relationships across government and with external to government stakeholders. This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers.

ECBA also provide a pathway solution service for businesses wanting to establish in Canberra, a business engagement function as well as a bookable appointment service for support and guidance to businesses.

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:

Must hold a current full driver licence.

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

How to Apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. Please submit a two-page pitch demonstrating your suitability for the position, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leah McHenry (02) 6205 0797 Leah.McHenry@act.gov.au

Economic and Financial Group

MACROECONOMICS, MODELLING, AND FEDERAL FINANCIAL RELATIONS

MACROECONOMICS

Econometrician / Economist

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60220)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Are you passionate about data, economic forecasting and Canberra?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a vacancy for a Senior Economist /Senior Research Officer in its Macroeconomics Team.

You will prepare economic indicator briefs and contribute to other products including speeches and question time briefs on economic issues, and other modelling and analysis. You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget.

As a key member of the Macroeconomics team, there will be opportunities to be involved in a range of economic analysis, forecasting and policy projects in this part of Treasury.

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 tertiary qualifications in economics and/or econometrics is highly desirable. Studies in actuarial studies/finance/mathematics or a complementary discipline is desirable.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a current curriculum vitae with the names and contact details of two referees and a one-page pitch outlining how your skills, qualifications and experience that make you an ideal candidate for the role. Applicants should please consider the requirements listed in the Position Description when drafting your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

Digital Data and Technology Solutions

Customer, Data and Technology

Maintenance and Renewal Manager / Delivery Manager, Asset Management

Senior Officer Grade A \$157,201, Canberra (PN: 62010, 18349)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Applications are sought for the positions of Maintenance and Renewal Manager and Delivery Manager - Asset Management within Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The positions report into the Executive Group Manager, Customer, Data and Technology, DDTS.

DDTS provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. These roles provide and develop ongoing oversight of the business and ICT projects as part of the ICT Maintenance and Renewal portfolio, in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances, as well as the development of an asset management strategy.

The successful applicants will have extensive project management knowledge and an in-depth understanding of methodologies and principles whether predictive (plan driven) or adaptive (iterative agile) to deliver projects on time and within budget, including managing the change control process and assessing and managing risks. For further information please see the position description and behavioural capabilities attached.

Eligibility/Other Requirements:

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Formal Project Management qualifications or study towards would be highly regarded.

Notes: These are temporary positions available for 12 months with the possibility of permanency.

How to Apply: Please submit a response addressing the 'What you Require' section of the Position Description along with a curriculum vitae. Please also specify which position/s you wish to be considered for in your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rishi Dutta (02) 6207 6489 Rishi.Dutta@act.gov.au

Chief Minister, Treasury and Economic Development Directorate

ACT Insurance Authority

Director, Financial Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 09723)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Do you have experience in delivering the full range of financial services in a public sector environment? Do you have excellent technical and analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority, an ACT Government Statutory Authority, is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us permanently as the Director, Financial Services. You will lead a small fully integrated finance team in providing the full range of financial support services to the ACT Insurance Authority including but not limited to financial and management reporting, internal and external budgeting, costing, cash management, FMIS administration and AP / AR processing. Additionally, you will also be responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in ACTIA. The role is also a member of the ACTIA Leadership team responsible for providing input and on-going management of ACTIA's Strategic Direction, Governance framework and operational performance.

This is an exciting opportunity for a highly dedicated and contemporary accounting professional with demonstrated experience in leading and managing a team responsible for providing the full gambit of finance related functions to ensure accurate and timely delivery of outputs. To be successful in this position requires relevant experience, very good technical accounting skills, excellent people management, communication and organisational skills (oral, written, interpersonal and negotiation), attention to detail and a focus on continuous improvement, aiming for best practice in the execution of the duties. Experience with or knowledge of the Insurance Industry would be highly desirable but not essential.

If you are such an individual as described above and keen to make a difference, we would like 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: 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Shields (02) 6207 0268 Penny.Shields@act.gov.au

Digital, Data & Technology Solutions

Strategic Business Branch

DDTS Finance Partners

Director, Finance Transformation**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 01906)**

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: We are seeking a high performing Finance Director who is looking to take the next step in their career as the Director, Finance Transformation for the Digital, Data and Technology Solutions (DDTS) Group. The successful applicant will be responsible for driving the finance transformation for ICT services provided across the Territory. We are looking for self-motivated individuals who can absorb information and learn new skills quickly, operate well under pressure, and excel when given the freedom to deliver on tasks with limited management guidance. This role will suit someone who enjoys a high level of variety or who has a natural affinity with IT, with the role focussed on supporting the ACT Government's complex and constantly evolving IT environment. The successful applicant will join a tight-knit team and contribute to a positive culture that supports continuous improvement. They will assist with driving improved financial literacy through the delivery of coaching to staff, and training on financial principles more broadly across 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:

Tertiary qualification in an accounting/finance discipline and a minimum of four years relevant experience in costings, cost modelling or finance transformation is highly desirable.

CAANZ or CPA Australia membership or substantial completion of required coursework is highly desirable.

Successful applicants will be required to currently hold or be able to obtain and maintain an ACT Government Baseline Security Clearance.

Notes: This is a temporary position available for nine months with the possibility of extension up to 12 months and/or permanency. The ACT Government is a leader in the adoption of flexible work with several options available to staff including flexible working hours and work from home arrangements.

How to Apply: Please submit your current curriculum vitae and a pitch (no longer than two pages) outlining why you are the ideal candidate for the position. This pitch should clearly articulate why you are interested in the position and highlight key attributes and achievements with reference to the Professional/Technical Skills and Knowledge and Behavioural Capabilities as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Avi Chand (02) 6207 7392 Avi.Chand@act.gov.au

Economic, Revenue and Insurance**ACT Insurance Authority****Senior Finance Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56066)**

Gazetted: 07 July 2023

Closing Date: 28 July 2023

Details: Do you have experience in delivering the full range of financial services in a public sector environment? Do you have excellent technical and analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority, an ACT Government Statutory Authority, is looking for an enthusiastic, positive and motivated individual, who has a passion for finance and improving financial management to join us permanently as the Senior Finance Officer. You will be an integral part of a small fully integrated finance team in providing the full range of financial support services to the ACT Insurance Authority including, but not limited to, financial and management reporting, internal and external budgeting, costing, cash management, FMIS administration and AP / AR processing. Additionally, you will also assist in driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services within ACTIA.

This is an exciting opportunity for an enthusiastic, highly dedicated and contemporary accounting/finance professional with demonstrated experience in being an integral part of a high functioning team responsible for providing the full gambit of finance related functions to ensure accurate and timely delivery of outputs. To be successful in this position requires relevant experience, very good technical accounting skills, excellent people skills, communication and organisational skills (oral, written, interpersonal and negotiation), attention to detail

and a focus on continuous improvement, aiming for best practice in the execution of the duties. Experience with or knowledge of the Insurance Industry would be highly desirable but not essential.

If you are such an individual as described above and keen to make a difference, we would like 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.](#)

Eligibility/Other Requirements:

Tertiary qualification in accounting/finance is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Note: This is a temporary position available immediately until 15 May 2024. 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Shields (02) 6207 0268 Penny.Shields@act.gov.au

Economic, Revenue and Insurance (ERI)

ACT Insurance Authority

Assistant Director, ICT Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62250)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Do you have experience in delivering and managing the implementation of information systems in either the private or public sector environment? Do you have excellent problem-solving skills and find that you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive, and motivated individual who has a passion for managing information system projects, to achieve operational and strategic objectives.

Reporting to the Director, Governance, Analytics and Relationships, the Assistant Director ICT Projects will be responsible for project managing new and existing ICT projects for ACTIA, focussed on providing high-value, quality data for both internal and external stakeholders and delivery of systems that support the critical business functions.

We are looking for an individual with excellent attention to detail and a demonstrated ability to meet deadlines, who can communicate clearly and effectively with a wide range of stakeholders. You will be a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement.

This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness, in line with the ACT Public Service values.

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 30 April 2024 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: A pitch is to be provided that responds to the Selection Criteria that is outlined in the Position Description. The pitch to the Selection Criteria should be no more than two-pages in length. Applications should be accompanied by an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Colleen Chapman (02) 6205 7904 Colleen.Chapman@act.gov.au

Office of Industrial Relations and Workforce Strategy

Finance and Process Improvement

Finance and Process Improvement

Finance Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 23238)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: If you are looking for an exciting role that can provide you with an opportunity to start your finance career within the ACTPS and offers great experience and diversity then this opportunity may be for you.

We are looking for a talented, capable and driven individual to play a key role within a team of like-minded and skilled individuals as we continue to drive and support our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This role provides both financial and administrative support for the team and includes but is not limited to financial reporting, accounts reconciliations and processing financial transactions for accounts receivable and accounts payable, administrative support activities, etc.

This is a diverse and challenging role and would ideally suit a suitably skilled person with good organisational, analytical and communication skills keen on making a difference.

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

Eligibility/Other Requirements:

Tertiary qualification in accounting and/or similar field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

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

How to Apply: Applicants should submit the following –

A one – two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in “What You Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in the “What You Will Do” section. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Revenue Management

Operations

Operations Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59718)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records and supervising a team. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to supervise a team and work independently.

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 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.

How to Apply: Please review the Position Description and submit a two-page pitch, demonstrating your skills and experience to carry out the duties and responsibilities of the role. Applicants are also required to submit their curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernada McDonald (02) 6205 1601 Bernada.McDonald@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Assistant Director/Senior Analyst, Tax Reform Analysis

Administrative Services Officer Class 6/Senior Officer Grade C \$91,315 - \$123,710, Canberra (PN: 33472)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Do you enjoy a challenge and are you motivated by a desire to shape the direction of Government policy to improve the wellbeing of our community?

We are looking for an enthusiastic and motivated person to join a small team undertaking research and analysis on the impacts of the ACT Government's flagship tax reform program to date and utilising this work to support well-evidenced and informed policy advice and recommendations to inform key government decisions on the next phase of reform.

The successful candidate will have strong analytical skills and the ability to present complex technical concepts in writing to a non-technical audience, together with a sound understanding of taxation policy.

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: Qualification in economics (or relevant/similar) and experience in statistical software such as R (or similar software) are highly desired.

Notes: This is a temporary position available from 31 July 2023 until 28 June 2024 with the possibility of permanency. The position will be filled at either the SOGC or ASO6 level, depending on the skills and experience of the successful candidate.

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: Interested applicants are asked to submit:

a two-page pitch (maximum) outlining their suitability for the position addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and

a current curriculum vitae with names and contact details of at least two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: NathanL Brown (02) 6207 3531 NathanL.Brown@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Senior Director/Director, Tax Reform Analysis

Senior Officer Grade B/A \$135,355 - \$157,201, Canberra (PN: 43883)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Do you enjoy a challenge and are you motivated by a desire to shape the direction of Government policy to improve the wellbeing of our community?

We are looking for an enthusiastic and motivated person to lead a small team to develop up-to-date research and analysis on the impacts of the ACT Government's flagship tax reform program to date and utilise this work to provide well-evidenced and informed policy advice and recommendations to inform key government decisions on the next phase of reform.

The successful candidate will have strong communication and representational skills and the ability to oversee and contribute to complex analysis and research, together with a comprehensive understanding of tax policy and a demonstrated ability to navigate complex processes in a dynamic environment.

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

Eligibility/Other requirements: Qualification in economics (or relevant/similar) and experience in data analysis and modelling are highly desired.

Notes: This is a temporary position available from 31 July 2023 until 28 June 2024 with the possibility of permanency. The position will be filled at either the SOGA or SOGB level, depending on the skills and experience of the successful candidate.

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: Interested applicants are asked to submit:

a two-page pitch (maximum) outlining their suitability for the position addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and
a current curriculum vitae with names and contact details of at least two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: NathanL Brown (02) 6207 3531 NathanL.Brown@act.gov.au

Office of Industrial Relations and Workforce Strategy

Finance and Process Improvement

Finance

Accountant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52371)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: If you are looking for an exciting role that can provide you with an opportunity to continue your finance career within the ACTPS and offers great experience and diversity then this opportunity may be for you.

We are looking for a talented, capable and driven individual to play a key role within a team of like-minded and skilled individuals as we continue to drive and support our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This role provides both financial and administrative support for the team and includes but is not limited to financial reporting, budgeting, accounts reconciliations, process improvement and processing financial transactions, administrative support activities, etc.

This is a diverse and challenging role and would ideally suit a suitably skilled person with good organisational, analytical and communication skills keen on making a difference.

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

Eligibility/Other requirements:

Tertiary qualification in accounting and/or similar field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

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

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

How to Apply:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do”.

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 (if applicable) along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nishi Gamage (02) 6205 3985 Nishi.Gamage@act.gov.au

Economic, Revenue and Insurance

ACT Insurance Authority

Claims Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 48196)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Do you have experience in delivering exceptional administrative functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for organisation and attention to detail, to assist with achieving positive claims outcomes and broader organisational objectives to join us as a Claims Administration Officer on a temporary basis.

Reporting to the Assistant Director, the Claims Administration Officer is responsible for registration of claims, payment of invoices and other general administrative tasks to support the smooth operation of a busy team. We are looking for a self-motivated individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with claims officers to achieve shared goals. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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 until 31 January 2024. 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: Interested applicants are required to submit an application no more than two pages addressing the selection criteria, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harper (02) 6207 7150 Mark.Harper@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Assistant Director, ServiceNow Operations

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14270)

Gazetted: 12 July 2023

Closing Date: 2 August 2023

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Section as the Assistant Director, ServiceNow Operations.

The successful candidate will be a technical lead responsible for the support and development of ServiceNow platform.

This role involves directly contributing to the development of ServiceNow Platform solutions and providing ongoing best-practice advice in support of users, customers, and various ServiceNow development and enhancement activities.

The Assistant Director, ServiceNow Operations will work within a small team of ServiceNow specialists and liaise with a broad range of stakeholders, including staff at all levels of the DDTS organisation and the organisations we enable.

A key element of the role is to actively seek out opportunities to mature overall technical capability of the ServiceNow Platform service for the ACT Government and to proactively participate in day-to-day service delivery. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in 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: A current ACT Government baseline security clearance or ability to obtain one is mandatory.

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

How to Apply: After reviewing the Position Description, please address each of the eight capabilities listed in the "What You Require" section of the Position Description, describing your experience and claims of suitability for each capability, in no more than three-pages. Please also submit a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Qing Rong (02) 6207 8084 Qing.Rong@act.gov.au

The Office of Industrial Relations and Workforce Strategy

Finance and Process Improvement

Finance and Process Improvement

Director Finance and Process Improvement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 30473, several)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Are you an experienced finance leader who likes a challenge? Do you want to be part of an innovative business and friendly team environment and culture that supports staff, lifestyle balance and career progression? Then the Finance and Process Improvement team of the Office of Industrial Relations and Workplace Strategy is looking for you!

As Director Finance and Process Improvement you will be responsible for managing the functions of the financial reporting, budgeting, systems and assets teams and all other associated correspondence, functions and processes. Additionally, you will also be responsible to develop and lead a program of process innovation and business improvement initiatives for the OIRWS, with a strong focus on reviewing and improving the organisation's systems and processes that drive greater service excellence, cost efficiencies and adherence to compliance, operational standards and efficiencies across the services provided by the team.

You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward-thinking professional who enjoys process improvement and problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads of your team will ensure your suitability for the role.

Eligibility/Other Requirements:

Tertiary qualification in accounting/finance is preferred.

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

5+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas. An ACT Government CMTEDD Baseline clearance is required for this position.

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

Notes: These are temporary positions available for six months with the possibility of extension and/or permanency. There are multiple SOGB vacancies available within the team. A merit pool will be established from this selection process and will be used to fill opportunities over the next 12 months.

How to Apply: Please submit your Current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nishi Gamage (02) 6205 3985 Nishi.Gamage@act.gov.au

Revenue Management

Compliance

Assistant Director, Education and Training

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56120)

Gazetted: 06 July 2023

Closing Date: 3 August 2023

Details: The ACT Revenue Office collects over \$2 billion in tax revenue each year as well as administering rental bonds and a number of rebate and concession programs. More information can be found on the ACT Revenue office website: www.revenue.act.gov.au. The Revenue Office sits within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

The ACT Revenue Office is seeking an enthusiastic and capable learning and development professional, with strong stakeholder relationship skills, to join our team. This newly created position will sit within the Compliance section. Working closely with our subject matter experts, the successful applicant will develop and deploy suitable training initiatives to improve the capacity of Revenue Office staff and taxpayers to understand the Territory's tax laws. Within this broad framework, you will have the opportunity to shape and define the role over time.

The successful applicant will have demonstrated experience developing and delivering quality training material. Excellent communication, interpersonal, stakeholder relationship and project management skills are also essential. The role would suit an enthusiastic self-starter who is keen to make an impact.

CMTEDD 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.

The Revenue Office offers flexible hybrid (home/office) working arrangements. The role is offered as full-time, but the possibility of part time hours is available for the right candidate.

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

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

How to Apply: Please submit a maximum two-page statement detailing your skills and experience against the Selection Criteria for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Ellis (02) 6205 4811 David.Ellis@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**Infrastructure and Contracts****Infrastructure Delivery****Assistant Director****Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 57497)**

Gazetted: 10 July 2023

Closing Date: 20 July 2023

Details: The Assistant Director manages the delivery of multiple complex and high-profile design and or construction projects marked for redevelopment as part of the public housing growing and renewing program and may have responsibility for managing and mentoring staff. The Assistant Director supports the Director and Senior Director, Infrastructure Delivery and works closely with the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community.

The position collaborates with various teams throughout Housing ACT to share information, ensuring the project-built form meets the changing needs of Housing ACT tenants. Building and maintaining relationships, both within Government and outside, especially with either the design or construction industry, is an important part of the position's responsibilities.

We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

The Infrastructure Delivery team carries a significant workload which can change rapidly, and team members must be able to effectively manage multiple projects. Consequently, it is important that you can identify / prioritise issues and implement practical solutions, including knowing when to escalate. This role requires sound conceptual, analytical, research, and problem-solving skills. The position occupant will be expected to adhere to administrative, financial and contractual processes ethically and with integrity.

More information can be found in the Position Description.

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

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 building or Infrastructure knowledge and/or relevant project management experience.

Desirable:

Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

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

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

How to Apply: Applicants should submit a two page expression of interest addressing the Selection Criteria, plus curriculum vitae/resume and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 Skye.Roland@act.gov.au

Communities**Disability, Seniors, Veterans and Social Recovery****Social Recovery****Director****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 46548)**

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: The Communities Division is looking for a motivated and highly skilled Director to lead CSD's Social Recovery role. Social Recovery is responsible for maintaining CSD's preparedness and readiness to assist the community following a disaster including establishing and managing ACT Evacuation and Recovery Centres. You will manage the final development and approval of the ACT Social Recovery Framework currently being designed and progress agreed Framework actions and recommendations. You will also assist the Executive Branch Manager ensure CSD is prepared and ready to delivery social recovery assistance when required.

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

If this sounds like the job for you, we would love to hear from you!!

Notes: This is a temporary position available immediately for 10 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 limited to a maximum of two A4 pages addressing the Selection Criteria in relation to the role to demonstrate your suitability for the position, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Wells (02) 6207 9432 Jenny.Wells@act.gov.au

Communities

Support Services for Children

Child and family Centres

Child and Family Centre Team Leaders

Health Professional Level 4/5 \$114,928 - \$152,377, Canberra (PN: 36164)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: The Support Services for Children branch provides early intervention and prevention services for children, young people and their families, and services to children with developmental delays. The branch manages the three Child and Family Centres (CFCs) and the Child Development Service (CDS). CFCs provide a range of universal and targeted services based on the needs of children and their families. CDS provides assessment, referral, information and linkages for children 0-6 years where there are concerns relating to their development. It assists families with concerns about a child developing skills slower than peers in areas such as speech and language, movement, hand skills, self-care, and social development, while providing autism assessment for children aged up to 12 years.

We are seeking Social Workers and Psychologists to fill a range of Team Leader/Centre Manager positions from Health Professional Level 4 to Health Professional Level 5. You will be working at the Child and Family Centres (Gungahlin, Tuggeranong and West Belconnen.) in the ACT and will be responsible for providing effective early interventions for children and families. If you are passionate about positive outcomes for children, this is the job for you.

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

Eligibility/Other requirements:

Health Professional Level 4:

Social Work degree or Psychology (six-year degree) with eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Board, plus a minimum of three years practice experience in a relevant field.

Health Professional Level 5:

Social Work degree or Psychology (six-year degree) with eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Board, plus a minimum of five years practice experience in a relevant field.

Other relevant degrees will be highly desirable including Early Childhood Teaching/ Education or Community Education/ Development (with study in child developmental stages and needs).

Background check will be conducted.

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

Current Driver's license essential.

This position does require a pre-employment medical.

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

Notes: We are seeking applications to fill multiple permanent and temporary vacancies across HP4 and HP5 classifications both current and expected over the next 12 months. Selection may be based on application and

referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please respond to each selection criteria in 400 words or less. Please also provide a current curriculum vitae along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Nolan (02) 6205 0229 Gerard.Nolan@act.gov.au

Communities

Disability, Seniors, Veterans, Social Recovery Branch

Office for Disability

Policy and Data Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35344)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Are you an enthusiastic team player who has proven skills in data and policy? The Office for Disability is seeking applications from high performing Policy and Data Support officers to join the team and lead accurate reporting relating to the National Disability Insurance Scheme (NDIS) and people with disability. The role also supports the government's financial contribution to the NDIS and supports disability policy. This includes appropriate, accurate and complete recording of transactions and processing of invoices, development, monitoring and maintenance of budgets, and timely provision of financial and other data to the National Disability Insurance Agency for processing.

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

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

Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit an expression of interest as a two-page statement that demonstrates relevant skills and experience against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Lucas (02) 6205 9821 Penelope.Lucas@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Head of Lighting

Head Technical Level 4 , Canberra (PN: 3567)

Gazetted: 11 July 2023

Closing Date: 26 July 2023

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a permanent Lighting Technician. Part of the Cultural Facilities Corporation, the Canberra Theatre Centre runs three venues: A 100 seat Courtyard Studio, a 600 seat Playhouse and the 1,200 seat Canberra Theatre, and welcomes a diverse range of productions and events from emerging artists to major Broadway musicals.

We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district. Canberra Theatre Centre is looking for a Head of Lighting who is responsible for the leadership and development of their staff, the strategic planning of their department, managing the theatre production assets of their department and for providing a safe and inclusive workplace environment for all people at the CTC.

The role would suit an entertainment industry professional who has vast experience in leading technical production teams and who works hard to develop the skills in others and has a vision of where our industry is headed and keen to be a part of that journey.

Eligibility Other Requirements: You will have experience in a rostering or logistical role within a professional theatre, arts organisation or events context, and relish working in a fast-paced environment encompassing multiple concurrent venue operations.

How to Apply: To apply, please send us a one - two page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Tighe 0450633425 james.tighe@act.gov.au

Senior/Assistant Director Facility Operations and Capital Works

Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 1205)

Gazetted: 11 July 2023

Closing Date: 26 July 2023

Details: The Cultural Facilities Corporation (CFC) is Canberra's largest cultural organisation and we are seeking an experienced procurement and contract manager for the position of Assistant Director, Facility Operations and Capital Works. The position informs the CFC's Senior Leadership team and provides dedicated senior oversight of contract management, procurement, project management, asset management, and reporting for urgent capital works across the CFC which includes highly complex and heritage buildings.

As the Assistant Director, you will lead end-to-end procurement activities for minor and major works, develop and implement the capital works program, and coordinate works including overseeing contractors. You will also improve the CFC's built asset management and maintenance program, establish a fresh, modern approach to facilities management, and build a motivated, resilient facilities management team. You will have a proven track record in good project governance and on-time, on-budget delivery of a range of capital works in a public sector context.

Experience working in ACT Government is welcome but not essential. As part of the CFC, you will work collaboratively across the whole organisation, and contribute to the expansion of CMAG into new gallery spaces, significant investment in Lanyon Homestead, and planning for the redevelopment of Canberra Theatre Centre. Experience managing contracts and projects in cultural assets and the heritage space is highly desirable.

If you are a strong team player with a solid delivery track record, strong communication and interpersonal skills, and the ability to manage multiple projects and work effectively with competing priorities, we want you!

Eligibility Other Requirements: Tertiary qualifications in a relevant discipline or extensive industry experience are also preferred.

Note: The position will be offered at either the SOG C or SOG B level depending on the skills and experience of applicants, with expertise in the heritage area a key factor in being considered for the more senior role.

How to Apply: To apply, please send us a one- two-page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Gibson 0421 483 981 ken.gibson@act.gov.au

Canberra Theatre Centre

Head of Sound and AV

Trainee \$56,173 - \$58,199, Canberra (PN: 024)

Gazetted: 11 July 2023

Closing Date: 26 July 2023

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a permanent Lighting Technician.

Part of the Cultural Facilities Corporation, the Canberra Theatre Centre runs three venues: A 100 seat Courtyard Studio, a 600 seat Playhouse and the 1,200 seat Canberra Theatre, and welcomes a diverse range of productions and events from emerging artists to major Broadway musicals.

We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district.

Canberra Theatre Centre is looking for a Head of Sound and AV who is responsible for the leadership and development of their staff, the strategic planning of their department, managing the theatre production assets of their department and for providing a safe and inclusive workplace environment for all people at the CTC.

The role would suit an entertainment industry professional who has vast experience in leading technical production teams and who works hard to develop the skills in others and has a vision of where our industry is headed and keen to be a part of that journey.

Eligibility Other Requirements: You will have experience in a rostering or logistical role within a professional theatre, arts organisation or events context, and relish working in a fast-paced environment encompassing multiple concurrent venue operations.

How to Apply: To apply, please send us a one - two page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Tighe 0450633425 james.tighe@act.gov.au

Canberra Theatre Centre**Redevelopment Project Coordinator****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 3591)**

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a Redevelopment Project Coordinator to help facilitate activities and planning around the Canberra Theatre Redevelopment Project.

Part of the Cultural Facilities Corporation (CFC), the Canberra Theatre Centre (CTC) runs three venues: a 100 seat Courtyard Studio, a 600 seat Playhouse and the 1,200 seat Canberra Theatre and welcomes a diverse range of productions and events from emerging artists to major Broadway musicals.

We are poised to embark on a major renewal project that includes new and refreshed venues in the midst of an emerging cultural district. The Canberra Theatre Redevelopment Project is currently being planned and will be designed to the highest of standards in the performing arts.

The Redevelopment Project Coordinator role is a CFC/CTC client-side project coordination role who will work with CTC and CFC management and Major Projects Canberra to coordinate a variety of tasks and manage multiple schedules.

This role would suit a person who has had previous experience in the coordination of large capital works projects preferably within the context of a cultural precinct or arts centre within a government led project.

How to Apply: To apply, please send us a one- two-page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeremy Christian 6243 5736 62435736 jeremy.christian@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

Director-General**Temporary Vacancy (23 August 2023 to 13 September 2023)****Education Directorate****Position: E909****(Remuneration equivalent to Executive Level 4.2)****Circulated to: ACTPS Band 3 Executive List****Date circulated: 12 July 2023**

The Head of Service is seeking Expressions of Interest from interested Executives who may wish to take an opportunity for the short-term filling of the role of Director-General, Education Directorate.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$449,088 or \$467,111 per annum depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$400,527.

To apply: Interested applicants are requested to submit a short covering letter, current curriculum vitae and the details of two referees. A detailed application is not required. Please submit to Kathy Leigh, Head of Service by COB Friday, 21 July 2023.

Contact Officer: Kathy Leigh, Head of Service

School Improvement and Performance**South & Weston****Red Hill Primary School****Learning Support Assistant****School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 46738)**

Gazetted: 12 July 2023

Closing Date: 19 July 2023

Details: Red Hill Primary School caters to a diverse student clientele in the inner south of Canberra, delivering the International Baccalaureate (IB) Primary Years Program to approximately 840 students in preschool to year 6.

We are seeking a highly motivated person to undertake the role of learning support assistant in our small group program.

The successful applicant will work as part of our learning support team in the small group program, supporting individual students and/or small groups of students to achieve educational goals under the classroom teacher's general direction. The successful applicant should have high level communication skills and be able to work without direct teacher supervision where necessary.

The role is offered as permanent part time at 31.25 hours per week – Monday to Friday.

Eligibility/Other requirements: RELEVANT KNOWLEDGE

Knowledge of issues and policies related to working with students in the implementation of educational programs. Knowledge of the issues, educational and social needs of students with additional needs and/or intellectual and/or physical disabilities.

Knowledge of the Health Access at School (HAAS) model policies and procedures.

MANDATORY

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

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks.

Certificate III or equivalent e.g., Disability, Early Childhood Education and Care, Education Support, School Support Services.

Notes: This position is part-time at (31:15) hours per week and the full-time salary noted above will be pro-rata. A merit pool will be established from this selection process and will be used to fill vacancies over the next twelve months. Selection may be based on application and referee reports only. This position is available for immediate commencement.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a written response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and at least one current referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Owens 0261420960 louise.owens@ed.act.edu.au

Service Design & Delivery

Universal School Support

Careers and Vocational Pathways

Head Start Student Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54457)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: The Head Start Student Support Officer will be a key member of the Careers and Vocational Pathways team within the Education Support Office, providing wrap-around support to participants in the Head Start Pilot Program.

As part of the Head Start team, you will be required to provide tailored support to Head Start participants and families, as required, to overcome barriers and support successful completion of the program and post-school transitions. This will include supporting students with disabilities and diverse learning needs and identifying and supporting vulnerable students and young people at risk of disengaging from education and/or employment. You will have the opportunity to work collaboratively with ACT public schools, students and their families, employers, training providers, and a range of service providers as required, to support engagement and positive outcomes for students participating in the program. You will also support the Directorate's ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens. This may include provision of advice and support to existing ASbAs and VET in Schools programs across ACT public schools.

Our ideal candidate is someone that is interested in making a difference to the educational, training and employment outcomes of young people, including students with disability and diverse learning needs, vulnerable and youth at risk students. This person will work collaboratively with the Head Start team, external stakeholders, and Head Start students and their families to overcome barriers and ensure the best possible experience and outcomes for each student.

Eligibility/Other requirements:

Mandatory:

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

Current drivers licence essential, including access to a private vehicle for work purposes.

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.accesscanberra.act.gov.au/app/answers/detail/a_id/1804))

Highly Desirable:

A sound understanding of the ACT Education school context.

Understanding of the vocational education and training sector, particularly Australian Apprenticeships.

A sound understanding of the ACT Government's Records Management Program (TRIM).

Notes: This is a temporary position available 30 September 2023 until 30 June 2024 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 statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. 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 additional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Teo (02) 6205 7231 Peter.Teo@act.gov.au

Service Design & Delivery**Universal School Support****Careers and Vocational Pathways****Head Start Career Coach****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46907)**

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: The Head Start Career Coach position supports the development, implementation, and management of the Head Start pilot program. The Head Start pilot program will provide 50 senior secondary school students with the opportunity to undertake an Australian School-based Apprenticeship (ASbA) and have the option to take up to three years to complete their senior secondary certificate. Head Start students will be provided with personalised career guidance and education along with mentoring, and employers will receive coaching and support to ensure students get high quality on-job learning in a safe and secure working environment.

You will be required to establish and maintain effective networks and work collaboratively with Transitions and Careers Officers and careers teams in ACT public schools, to build strong and vibrant links that promote ASbAs as a career pathway for students in the ACT. You will also support the Directorate's ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens.

You will provide advice on the Head Start program, including matching students with qualifications and employers, ensuring that participation in Head Start will complement a student's ACT Senior Secondary Certificate.

You will work closely with the Head Start Student Coordinator, who will meet with students, their parent/guardian, and appropriate staff within the student's school to ensure any necessary wrap-around services are provided to the student, to support successful completion of their Head Start qualification and the ACT Senior Secondary Certificate.

Eligibility/Other requirements:

Mandatory

- Possession of a current driver's licence and access to a private vehicle.
- Permanent resident of Australia.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly Diserable

- Hold a current *Certificate IV in Career Development*, or *Graduate Certificate in Career Development Practice*
- Minimum three years of experience supporting secondary and/or senior secondary school students with career development and planning.

- Previous experience working with young people and a sound understanding of the roles and responsibilities of the ACT Board of Senior Secondary Studies and the Canberra Institute of Technology.
- Current member of a [Career Industry Council of Australia](#) Member Association.

Notes: This is a temporary position available immediately until 26 January 2024, 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 statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. 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: Peter Teo (02) 6205 7231 Peter.Teo@act.gov.au

Business Services

Capital Works

Capital Upgrades

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 17104)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: The Infrastructure and Capital Works Branch is seeking applications for a Project Officer to manage the delivery of 'low risk' and minor capital works projects within ACT public schools while working cohesively as part of the Capital Upgrades team. Under general direction, the position undertakes project investigations and facilitates the preparation of design briefs, project estimates, project programs and risk management plans.

The successful applicant requires the ability to establish and maintain strong communication links with each school and assist with coordination and delivery of the works to minimise disruption to schools' normal operation; manage the contractor procurement process; conduct regular site visits; ensure that WHS practices are fully implemented; inspect the final works; ensure defects are rectified and process invoices.

Eligibility/Other requirements: Desirable

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

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)

A current Driver's Licence.

Notes: This is a temporary position available immediately until 17 October 2023. This position is available to ACT Government officers and employees only. A Merit Pool will be established from this selection process and will be used to fill vacancies in either a temporary or permanent capacity over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Suitably qualified and experienced applicants should submit a current curriculum vitae, a one to two page pitch describing how you meet the requirements of the position along with the contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Richard Hooper (02) 6205 3954 Richard.Hooper@act.gov.au

Business Services

People and Performance

People and Conduct

HR Officer - People Cases

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 02146)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: The ACT Education Directorate's People Cases team is looking for a highly organised individual with strong administrative skills, an eye for detail and a willingness to work through problems as they arise to support our small team of case managers. Our People Cases HR Support Officer is the backbone of the People Cases team. A day in the life of this role includes maintaining our email inbox, updating the case management spreadsheet, reviewing and filing sensitive information relating to conduct matters, managing information sharing requests,

compiling data and information for regular reporting, and providing ad hoc administrative support to the People and Conduct team as needs arise.

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

Eligibility/Other requirements: Qualifications in Human Resources or Industrial Relations or demonstrated relevant experience in a similar role would be 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. Selection may be based on application and referee reports only. Please note, this position operates in a hybrid working environment with office based and home-based work.

How to Apply: Please submit a response demonstrating your relevant capabilities and experience by addressing the 'What you Require' section in the Position Description. Please limit your response to three pages in total. Please also provide a copy of your current curriculum vitae including two referees (one of which should be a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Tasker (02) 6205 1708 Natalie.Tasker@act.gov.au

School Improvement

North Gungahlin

Ngunnawal Primary School

Ngunnawal Primary School – Koori Preschool Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 34528)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Ngunnawal Primary School is seeking a passionate school assistant who identifies as Aboriginal and /or Torres Strait Islander to join our Koori Preschool Program.

The ACT Education Directorate currently has five Koori Preschools delivering the Koori curriculum to Aboriginal and Torres Strait Islander 3 and 4 year olds. The preschools recognise that students are Proud, Strong and Deadly. The Koori Preschools follow the Koori Preschool Curriculum which is guided by The Cultural Safety Framework, and is aligned to the Early Years Learning Framework. The three areas of focus within the Koori Preschool Curriculum are Mob, Way, and Place. Koori Preschools provide a space for Aboriginal and Torres Strait Islander children and their families to learn about culture within a culturally safe environment.

Ngunnawal Primary School is expanding our Koori Pre Program in 2024 to two groups.

Eligibility/Other Requirements:

The successful applicant will:

Work as part of a collaborative team to support Aboriginal and Torres Strait Islander children, and their families, in an early childhood environment.

Provide knowledge and understanding of Aboriginal and Torres Strait Islander histories, languages and cultures within the preschool environment.

Participate in the planning, development and implementation of educational programs; identify and represent the needs of Aboriginal and Torres Strait Islander students; classroom support may include working with individuals or small groups of students.

Work within the school community to raise awareness of Aboriginal and Torres Strait Islander cultures, histories and issues and appreciation of Aboriginal And Torres Strait Islander perspectives.

Liaise with parents/careers to support engagement in student learning, including involvement in educational decision and transition processes.

In consultation with the teacher, liaise with internal and external providers of support services and implement approved specialist programs

Support teachers in monitoring students; assist in the implementation of behaviour management and social skills programs and associated activities in the learning environments.

Provide physical, emotional and personal hygiene care for students including students with additional needs and/or intellectual and/or physical disabilities.

Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, undertake risk assessments and initiate appropriate action.

Provide general administrative support such a preparing standard correspondence, data entry, record management, student reporting, photocopying and secretariat support.

Provide support to students in accordance with approved student health care/treatment plans, including administering prescribed medications.

Monitor, source and evaluate resources in relation to school needs, obtain quotes and/or make purchases as required, maintain work area budget and/or monitor expenditure against budget.

Mandatory requirements

Current Cert III in education and Care or equivalent or studying towards Certification (support may be sought to assist with enrolment in Cert training)

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

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.

Highly Desirable

Current first aid certificate or willingness to undertake appropriate first aid training.

Work Level Standards – School Assistant 3

The Koori Preschool Assistant will work closely with and receive direction from the teaching staff.

Work at this level is usually performed under general supervision and direction from the supervisor/teacher.

School Assistants 3 will generally undertake activities of moderate complexity, although some tasks may have elements of higher complexity or difficulty.

School assistants at this level are expected to exercise independence in performance of tasks and are accountable for organising their workflow and making decisions within a defined area of responsibility, under the direction of the supervisor /teacher.

School assistants at this level may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied.

An applicant should be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualifications.

For further information refer to the Education and Training Directorate Work Level Standards – School Assistant 3.

Notes: Selection may be made from written applications and referees only.

How to Apply: Please submit a written response of up to three pages. Please also submit a curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Davidson (02) 6142 1500 Emma.Davidson@ed.act.edu.au

Service Design & Delivery

Digital Strategy, Services & Transformation

Senior Director – Strategic Applications and Transformation

Senior Officer Grade A \$157,201, Canberra (PN: 42890)

Gazetted: 07 July 2023

Closing Date:

Details: This is a critical leadership position to lead and direct a team to co-ordinate key enhancements, projects and operational support provided by Digital, Data and Technology Solutions and other vendors. As the head of IT service management and operational delivery, you will be responsible for setting the vision and strategy for service management and the efficient coordination of business-enabling applications for the ACT Education Directorate, whilst ensuring processes are owned and maturing.

You will have a 'user centric' focus in delivery of ICT Operations, demonstrate an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact and focus on outcomes rather than solutions and activities. You will also have an in-depth understanding of Service Management Framework principles and processes, and the ability to apply these principles to embed a critical capability.

You will have a continual improvement mindset and are able to analyse current processes, identify and implement opportunities to optimise processes, and lead and develop a team of experts to deliver service improvements. In addition, you will have a deep understanding ICT asset and configuration management.

Eligibility/Other requirements:

MANDATORY REQUIREMENTS

Permanent resident of Australia

Working With Vulnerable People check

HIGHLY DESIRABLE

Demonstrated high level project management, time management and prioritisation skills.

Experience coordinating human resources and financial responsibilities.

Qualifications in IT, education or a related field.

Extensive experience in managing ICT and business applications in an education setting will be highly regarded.

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: Please submit a response to the selection criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

School Performance and Improvement

Belconnen Network

Charnwood-Dunlop School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39721)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Charnwood-Dunlop School is looking to recruit a highly motivated professional to lead the facility, financial and administrative components of the school. This role has a diverse range of tasks and would suit an exceptional communicator, who likes working collaboratively to support families and students learning needs being met.

Notes: This is a temporary position available 14 August 2023 until 26 January 2024 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to selection criteria and a current curriculum vitae with up to two referees listed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Porter (02) 6142 2681 Danielle.Porter@ed.act.edu.au

School Performance and Improvement

Belconnen

US SSC Lake Ginninderra

Administrative and Executive Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 47848)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 700 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focused. The Values are to Connect, Innovate and Impact.

We are seeking a highly motivated person to undertake the role of Admin & Executive assistant as part of our exceptional team. The position will play a vital role in providing service and support to the school community. The applicant will support the Business Manager, Principal and admin team to provide excellent customer service and solution focussed support to the students and school community.

Eligibility/Other requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g., Business Administration (Education), Government (School Support Services).

Knowledge of Sentral / similar database.

Notes: This is a temporary position available immediately until April 2024, with the possibility of extension and or permanency. A Merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is part-time at 31:25 hours per week. The Full-time salary noted above will be pro-rata.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before

the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0222 Sumana.Sen@ed.act.edu.au

Service Design & Delivery

Student Engagement

Clinical Practice

Assistant Director - Research and Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46734)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Are you passionate about supporting student engagement and wellbeing initiatives in schools? ACT Education is seeking a SOG C to fulfil the role of the Clinical Practice Assistant Director of Research and Policy in the Student Engagement Branch.

As an Assistant Director of Research and Policy, you will:

Research and provide advice on topics including mental health and evidence-based approaches which support student engagement in schools; and

Develop and implement informed, innovative and sustainable policies and programs by consulting and collaborating with key stakeholders.

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

Eligibility/Other requirements:

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

Notes: This is a temporary position available immediately for 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: Applicants are to provide statement of claims based on the selection criteria outlined in the position description (maximum three pages) along with a current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwyn Hatherly (02) 6205 9699 Bronwyn.Hatherly@act.gov.au

Safe at Schools

Safe at School Project Management Office

Assistant Director - Safe at School Project Management Office

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58885)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: This Assistant Director, Safe at School plays a key role within the newly established Safe at School group supporting the Project Management Office to work with teams across the Directorate to deliver systems and processes to drive a strong safety culture across the Education Support Office (ESO) and ACT public schools.

The position will play a key role in supporting the management and delivery of the Safe at School project, providing support with the project schedule, reporting and tracking of key deliverables.

The role is responsible for managing and supporting discrete projects and initiatives, as well as working flexibly across the broader Safe at School team to manage emerging work pressures.

The ideal candidate will have well-established written and verbal communication skills to support internal and external stakeholder engagement. They will be a supportive and collaborative team member with a strong understanding of school operations and the legislative requirements relating to Workplace Health and Safety.

The role will require excellent organisational and time management skills to prioritise workloads and exceptional critical thinking skills to think outside the box and deliver strong project outcomes.

Eligibility/Other requirements:

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

Notes: This is a temporary position available immediately until 30 June 2025. 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 two-page pitch response to the selection criteria, along with a current curriculum vitae and two referees that have a thorough knowledge of your work performance and outlook. 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: Amie Corrigan. SDDRecruitment@act.gov.au

Safe at Schools Taskforce

Safe at School Project Management Office

Project Manager, Safe at School Project Management Office

Senior Officer Grade A \$157,201, Canberra (PN: 58886)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: The Project Manager, Safe at School provides leadership and direction to the Project Management Office, working with teams across the Directorate to deliver effective safety systems and processes to drive a strong safety culture across Education Support Office and ACT public schools.

This position plays a critical role in the planning and execution of the Safe at Schools project, establishing the project schedule, managing, and tracking the key deliverables, resource planning and identifying and communicating key risks to the project.

The role is responsible for establishing and maintaining strong relationships with key internal and external stakeholders to ensure the successful delivery of safety systems and processes that drive a strong safety culture across the Education Support Office (ESO) and ACT public schools.

The ideal candidate will be strategic, self-motivated and effective project leader with high level interpersonal and communication skills. They will be a critical thinker, with strong research and problem-solving skills and have a strong understanding of how schools operate and the legislative requirements relating to Workplace Health and Safety. They will require resilience, tact and empathy in managing multiple stakeholders and have the ability to work to tight timeframes and be responsive to emerging work pressures of the wider Taskforce, where needed.

Notes: This is a temporary position available immediately until 30 June 2025. 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 two-page pitch response to the selection criteria, along with a current curriculum vitae and two referees that have a thorough knowledge of your work performance and outlook. 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: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Business Services Group

Communications and Engagement

Assistant Director, Communications and Engagement, Infrastructure and Capital Works

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17860)

Gazetted: 06 July 2023

Closing Date: 13 July 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 (Infrastructure and Capital Works).

The ACT Government has made significant investment in public education infrastructure and is committed to investing in building and expanding schools.

The Assistant Director, Communications and Engagement, Infrastructure and Capital Works, is responsible for the creation and execution of communications and engagement activities delivered through the Directorate's infrastructure and capital works program. This ranges from new schools, school modernisations, expansions, upgrades, repairs and maintenance works.

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

Eligibility/Other Requirements:

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

Qualifications in the fields of communications and engagement and/or IAP2 are highly desirable.

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

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

How to Apply: Please submit a two page pitch clearly addressing the Selection Criteria – which is made up from the Professional/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: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

Business Services

People and Performance

Teacher Workload Reform

Assistant Director, Teacher Workload Reform

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61965)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: The Education Directorate is seeking an Assistant Director as part of a dedicated work program focussed on workload reform within ACT Public Schools. The role will support a Sustainable Workload Management Committee (SWMC) which is made up of Education Directorate Senior Executives, Australian Education Union (AEU) Senior Executives and teachers and school leaders from within ACT Public Schools.

The Assistant Director, Teacher Workload Reform will be highly visible and play a key role through the life of the enterprise agreement in helping the Education Directorate deliver its commitments in reducing the increasing workload being experienced by teachers and school leaders.

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

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

How to Apply: Please provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 Cameron.Bertrand-Bruce@act.gov.au

Business Services

People and Performance

People Strategy

Director Organisational Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49348)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: An exciting opportunity has become available for a short-term contract starting asap until July 2024.

ACT Education is celebrating our 50th year of providing exceptional education to the children and young people of the ACT and Jervis Bay.

We are seeking a well-organised, enthusiastic people manager to lead our dedicated People Capability and Diversity & Inclusion teams as we deliver strategic projects to build capability uplift and ensure we have safe and welcoming workplaces where everyone can be themselves.

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: We are seeking someone with proven experience in learning and development or diversity, inclusion and cultural change. Previous experience with complex operational environments will be advantageous.

Notes: This is a temporary position available immediately until 12 July 2024. Current and former ADF members are encouraged to apply. 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 two-page pitch detailing how your knowledge and experience aligns to the selection criteria. Please also include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment, Heritage and Water

Resilient Landscapes

Biosecurity and Agriculture Policy

Director, Biosecurity Legislation

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40492)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: We are seeking a highly motivated and talented self-starter who will join the Biosecurity and Agriculture Policy team and drive the development of the ACT's new biosecurity legislation and regulations. Under limited direction, some of the responsibilities of the role include:

- Manage and contribute to the development of new biosecurity legislation and associated legislative instruments as required. This includes for example:

- o coordination and management of resources to ensure legislation is delivered on time;

- o interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues, final clearances;

- o the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; and

- o liaison with the Justice and Community Safety Directorate on human rights, civil law and criminal law matters and the Treasury Directorate on financial and regulatory impact matters as well as liaison with other ACT Government Directorates.

- Review legislative actions, statutory instruments, appointments and delegations to ensure these instruments and supporting documentation are up to date and consistent with relevant legislation and related drafting standards.

- Liaise effectively with government bodies and with community and industry groups on related issues to determine needs and priorities consistent with servicing the ACT and regional requirements.

- Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other requirements:

- Experience in government operations in the legal area is desirable.

- Experience in biosecurity or environmental law is desirable.

Notes: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit a pitch (maximum one page) addressing the duties and selection criteria, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Hancocks (02) 6205 4322 Bruce.Hancocks@act.gov.au

Environment**ACT Parks and Conservation Service****Parks and Partnerships / Urban Reserves****Area Manager****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38135, several)**

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Parks and Partnerships provides management responsibilities for Canberra Nature Park, Namadgi National Park, Murrumbidgee River Corridor, Tidbinbilla Nature Reserve, Molonglo River Park, Googong Foreshores and the Lower Cotter Catchment. The day-to-day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the section.

Are you a dynamic, organised, supportive team leader with a love for Canberra Nature Parks, we currently have two temporary positions available for a period just under 12 months with the possibility of extension and or permanency.

The successful applicant will lead a team of Urban Reserves Rangers and Field Officers in implementing conservation programs on reserved and un-reserved lands, manage budgets, coordinate planning and represent and negotiate on behalf of Canberra Nature Park to achieve feasible and appropriate solutions to the delivery of long-term management objectives.

Eligibility/Other requirements:

Mandatory:

The successful applicant must have current ACT Working With Vulnerable People (WWVP) Registration.

Desirable:

Experience in the delivery of operational programs under biodiversity offsets framework experience with finance or budget management systems such as TM1;

Willingness and ability to undertake incident management duties including participation in fire standby, fire suppression and fire training.

Notes: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency.

Selection may be based on application and referee reports only.

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: Michaela Watts (02) 6207 1831 Michaela.Watts@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services**Operational Support****Senior Trainer, Custodial Operations****Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53506)**

Gazetted: 12 July 2023

Closing Date: 19 July 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to temporarily join the Organisational Capability Unit as a Senior Trainer, Custodial Operations (SPOC), for up to 12 months.

Senior Trainers, Custodial Operations are primarily responsible for the development, delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. They also conduct assessments of related accredited qualifications.

Senior Trainers, Custodial Operations promote practices and objectives that cultivate and support a high performing organisation to increase productivity and standards; provide quality services to detainees and offenders; and shape and develop our workforce to access the capabilities needed to achieve our vision.

Successful candidates will demonstrate strong written and verbal communication skills, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and administration skills, previous experience in the management of staff and resources, as well as a solid understanding of foundational skills required to undertake the duties of a Custodial Officer within the ACT.

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

Eligibility/Other Requirements:

Certificate III in Correctional Practice.

Current custodial experience in a correctional facility.

Certificate IV in Correctional Practice (custodial specialisation) is highly desirable. *If not held, must be obtained within 12 months of employment.*

Certificate IV in Training and Assessment (TAE40116 or equivalent) is highly desirable. *If not held must be obtained within 6 months of employment.*

Diploma of Vocational Education and Training (TAE50116) or Training Design and Development (TAE50216) is highly desirable.

A Diploma or Degree in leadership or management is highly desirable.

Note: This is a temporary position available immediately for 12 months. Successful applicants may be selected based upon written application and referee reports only.

How to Apply: Application are sought from potential candidates and should include a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae, including the names and contact details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tara Hurst (02) 6207 6232 Tara.Hurst@act.gov.au

Corporate

Communications and Engagement

Director, Media

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62255)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: We are looking for a fabulous Director, Media (SOG B) to join our team. We are building a team of specialists who love doing awesome communications and creating a great team culture together.

We are seeking applications from strategic media and issues management professionals to deliver a broad range of projects in our directorate. This role will definitely interest you if you excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You deliver excellent media and issues management advice and services.

You know how to take a media and issues management approach that positively builds the reputation of our directorate.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter.

You are a strong leader who supports your team and see change as an opportunity to do something differently.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of media management or communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two-pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities outlined in the "What You Require" section of the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Chef

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C09472, several)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to fill the position of Chef (ASO3), within Detainee Services at the Alexander Maconochie Centre (AMC). As a Chef you will work under the limited supervision of the AMC Head Chef to deliver a wide range of catering and food services to the AMC. The AMC kitchen is a fully equipped medium sized commercial kitchen that provides catering services to the AMC detainees as well as the staff cafeteria.

In addition, you will supervise, coach, train, instruct and work with detainees within a commercial kitchen to develop work skills. Enhancing their post release employment opportunities, thereby potentially reducing the risk of reoffending.

Further to this, you will effectively contribute to the daily operations of the AMC kitchen including production, stock control and rotation and menu development. You will also maintain equipment by undertaking user serviceable repairs and maintenance, as well supervising service provision from external providers.

This position involves direct supervision of up to 14 detainees working in the AMC Kitchen.

The successful applicant will demonstrate the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements:

Certificate III or higher in commercial cookery or equivalent highly desirable.

Eligible candidates will be required to undergo a criminal history check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Driver's licence Class C is essential.

This position may require a pre-employment medical.

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

Note: These are part-time casual positions, available for up to 12 months, with the possibility of permanency.

How to Apply: To apply, applicants are required to submit three items:

a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

a copy of your current driver's licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Watling (02) 6205 1094 Cameron.Watling@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate Branch

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50999)

Gazetted: 11 July 2023

Closing Date: 18 July 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an enthusiastic and organised individual to provide effective business support to the ESA Assistant Commissioner Corporate Branch. Under the direction of the Executive Branch Managers and the Executive Officer, Office of the Assistant Commissioner, as the Business Support Officer you will:

Provide high level Executive support to the Executive Branch Managers and overall administrative support to the branches within the ESA.

High level internal and external stakeholder management.

Prioritise workload, problem solve and work as an organised positive and proactive member of the Corporate Branch.

Maintain discretion and confidentiality, especially when managing sensitive information.

Key element to this role is to provide high level operational and administrative support to the Executive Branch Managers, as well as develop and maintain effective stakeholder relationships and engage collaboratively with the wide range of branches within the ESA.

In the event of a major emergency incident involving the agency, an Incident Management Team (IMT) is established. The Business Support Officer may be required to provide operational assistance where an IMT is established.

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:

Driver's license 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)

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Karley Anderson 0481 094 636 Karley.Anderson@act.gov.au

Emergency Services Agency

Strategy and Governance

ESA Procurement, Sourcing and Purchasing

Purchasing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15609)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced and detail orientated individuals to fill the position of Purchasing Officer, as part of the ESA Procurement, Sourcing and Purchasing team.

Under the direction of the Director, ESA Procurement, Sourcing and Purchasing, The Purchasing Officer will prepare procurement and contract related documents including assisting with conducting market research, documenting new supplier registrations, procuring goods and services for the Territory's Emergency Services, maintenance and construction projects, facilities management and ESA's fleet vehicles.

This role will assist with a range of administrative tasks including the preparation of meeting papers, minute taking and supporting the operational Services with completing their reporting requirements. The successful applicant may also contribute to the procurement function of the team to support the delivery of a wide range of procurement projects within ESA. The position also assists with financial reporting against contract Key Performance Indicators (KPIs), contract health checks, ensuring governance on process, approvals and contract registers to ensure accountability and audit.

Your actions will generate tangible impacts for the ACT's Emergency Services and the wider 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:

Experience in customer service, purchasing and negotiation with stakeholders would be an advantage, but not essential.

Driver's licence Class 'C' is essential.

This position does not require a pre-employment medical.

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elita Barrett (02) 6205 5427 Elita.Barrett@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Extended Care Paramedic (Intensive Care Paramedic)

Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 62033, several)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for positions as Extended Care Paramedic. This position is open to Intensive Care Paramedics with suitable experience post authority to practice.

Extended Care Paramedics provide comprehensive care to patients whose healthcare needs can be addressed outside of the hospital setting. They are expected to demonstrate high levels of knowledge, skill and reasoning to work with an expanded scope of practice.

Currently one ECP crew is in operation from 0900-1900 every day. We are looking to fill several permanent positions and establish an EOI process to train several additional paramedics to fill HDA.

Applicants will be ranked for possibility of permanency and for the EOI merit pool.

Successful applicants will commence shift at Greenway Ambulance Station when rostered to the ECP role.

Successful applicants will be required to work shift work. Successful applicants will be expected to be flexible around working hours and they may be required to change blocks at short notice to assist with rostering. Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of ECP shifts which are remunerated at the relevant Level 2 rates while working as part of the ECP team.

To be successful in this role, applicants will need to have the ability to work autonomously, while also collaborating with the patient's wider healthcare team, be passionate about person centred care, and be committed to ongoing professional development.

Eligibility/Other requirements:

Current ACT Ambulance Service (ACTAS) Authority to Practice as an Intensive Care Paramedic
 Current AHPRA registration
 Class C Driver's licence

Willingness to move operational blocks and/or work varied shift patterns

Willingness to commit to required training programs, and periodic credentialing requirements.

Notes: These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted will be paid pro-rata for ECP shifts worked after completion of training. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required.

How to Apply: Applicants are to submit:

Written response of no more than two pages (limit of 1000 words) demonstrating how you meet each of the selection criteria listed in the Position Description.

Curriculum vitae (no more than two pages).

Contact details for two referees.

See the attached Position Description for further information about the role.

There is an expectation that an interview will be conducted as part of the selection process. Appointments may also be made on application alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Miles 0403268235 Joanne.Miles@act.gov.au

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

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Extended Care Paramedic (Ambulance Paramedic)

Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties, Canberra (PN: 62066, several)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for positions as Extended Care Paramedic. This position is open to Ambulance Paramedics with suitable experience post authority to practice.

Extended Care Paramedics provide comprehensive care to patients whose healthcare needs can be addressed outside of the hospital setting. They are expected to demonstrate high levels of knowledge, skill and reasoning to work with an expanded scope of practice.

Currently one ECP crew is in operation from 0900-1900 every day. We are looking to fill several permanent positions and establish an EOI process to train several additional paramedics to fill HDA.

Applicants will be ranked for possibility of permanency and for the EOI merit pool.

Successful applicants will commence shift at Greenway Ambulance Station when rostered to the ECP role.

Successful applicants will be required to work shift work. Successful applicants will be expected to be flexible around working hours and they may be required to change blocks at short notice to assist with rostering.

Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of ECP shifts which are remunerated at the relevant Level 2 rates while working as part of the ECP team.

To be successful in this role, applicants will need to have the ability to work autonomously, while also collaborating with the patient's wider healthcare team, be passionate about person centred care, and be committed to ongoing professional development.

Eligibility/Other requirements:

Current ACT Ambulance Service (ACTAS) Authority to Practice

Current AHPRA registration

Class C Driver's licence

Willingness to move operational blocks and/or work varied shift patterns

Willingness to commit to required training programs, and periodic credentialing requirements.

Minimum experience:

Ambulance Paramedic: 4 years post authority to practice, or

Ambulance Paramedic: 2 years post authority to practice plus experience in a relevant clinical role in an emergency or primary healthcare setting)

Notes: These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted will be paid pro-rata for ECP shifts worked after completion of training. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required.

How to Apply: Applicants are to submit:

Written response of no more than two pages (limit of 1000 words) demonstrating how you meet each of the selection criteria listed in the Position Description.

Curriculum vitae (no more than two pages).

Contact details for two referees.

See the attached Position Description for further information about the role.

There is an expectation that an interview will be conducted as part of the selection process. Appointments may also be made on application alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Miles 0403268235 Joanne.Miles@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.

Registrar's Office (Magistrates Court)

ACT Courts and Tribunal / Family and Personal Violence Unit

Conferencing Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: C08986, several)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: The ACT Magistrates Court is seeking casual conferencing officers to conduct preliminary conferences in family violence, personal violence and workplace protection proceedings. The object of the preliminary conference is to facilitate settlement of the proceedings by consent of the parties, or alternatively, to ensure that the application for a final protection order is ready for hearing as soon as practicable.

Conferencing officers manage a busy daily list of preliminary conferences by working cooperatively as a team, together with the administrative staff from the Family and Personal Violence Unit (FPVU) and Directors and Senior Directors of the FPVU. Parties in preliminary conferences are frequently unrepresented and may be experiencing violence and conflict. There may be related complexities of family law, child welfare law or criminal law.

The role of the conferencing officer includes explaining and providing guidance on the preliminary conference process, and if required, connecting a party with support agencies co-located in the Court such as Legal Aid ACT or the Domestic Violence Crisis Service as appropriate. It may also require the facilitation of other assistance services such as interpreters, the ACT Public Advocate, or the Disability Liaison Officer. It may require facilitation of referrals to external mediation services in compliance with relevant rules and legislation.

Accurate recording of any agreement reached by the parties in the preliminary conference using the Court's electronic case management system and file management procedures is essential. The role has limited delegations as a Deputy Registrar of the Court and authorisation under the *Court Procedure Rules 2006* for the exercise of some statutory powers including the making of consent orders.

The role is a casual roster position. Hours are usually between 8:45 am and 1:00 pm Monday to Friday excluding Public Holidays. Preliminary Conferences occur during these hours. Preliminary Conferences take place in person at the ACT Magistrates Court. Conferencing officers will not be provided fixed rostered dates.

Please 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.

Eligibility/Other Requirements:

Legal Qualification from an Australian tertiary institution is highly desirable.

Successful completion of a recognised mediation course is highly desirable.

Accreditation under the National Mediation Accreditation System or ability to obtain accreditation within a managed timeframe is highly desirable.

Note: These are part-time casual positions that are available immediately for up to 25 hours per week with the possibility of permanency. The full-time salary noted above will be paid pro rata. These positions may lead to temporary or permanent opportunities over the next twelve months.

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

How to Apply: Please provide a two-page pitch addressing the skills, capabilities and the job specific criteria, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Munk (02) 6207 6566 Rebecca.Munk@Courts.act.gov.au

ACT Corrective Services

Operational Support

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47896)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and highly motivated people to fill the position of Senior Policy Officer (ASO6) within the Operational Support Unit.

The successful applicant will be responsible for developing strategic and operational policy, framework and other related documents in partnership with internal and external stakeholders.

In addition, you will review and enhance policies, procedures and/or legislation through consultation with stakeholders and undertake external research for the identification of best practice related to policy.

Further to this, you will contribute to briefs, reports, correspondence, speeches and other vehicles of policy advice on policy issues, the application and interpretation of relevant legislation and recommendations relating to policy. To be successful in the role, you will be able to demonstrate excellent communication and interpersonal skills and a solutions-oriented approach, in addition to strong attention to detail and the ability to write complex workplace documents.

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

Eligibility/Other requirements:

Prior experience in human services policy development, corrective services, or relevant qualifications in social sciences or law is highly desirable.

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

Driver's license is essential.

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

How to Apply: To apply, applicants are required to submit three items:

One to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

Copy of your current driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Viereck (02) 6205 4396 Simon.Viereck@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Senior Financial Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43731, several)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

PTG has a unique opportunity to join the Financial Management Services Unit in a frontline role. We are seeking motivated, enthusiastic and well-organised people to join our close-knit and supportive team. You will work within a very busy unit, leading a team undertaking the day-to-day financial affairs for a caseload of vulnerable clients to promote their financial security and prevent the wasting of their financial resources, whilst giving effect to their views and wishes, as far as is possible. You will provide guidance and support to staff, whilst managing a small caseload of clients with more complex needs.

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: Whilst qualifications or experience directly relating to the trustee industry, client services, social/disability services or financial services may be of benefit, they are not essential.

We are looking for someone who is sensitive to and understands the characteristics of our diverse client base and associated support agencies and service providers.

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

Notes: This is a temporary position available for up to 6 months, with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Bekavac (02) 6207 9800 jessica.bekavac@act.gov.au

Corporate

Communications & Engagement

Director, Communications and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19259, several)

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: We are looking for a fabulous Director, Communications and Engagement (SOG B) to join our team for 12 months with a possibility of permanency. We have multiple roles available as we are building a team of specialists who love doing awesome communications and creating a great team culture together.

We are seeking applications from strategic communications and engagement professionals to deliver a broad range of projects in our directorate. This role will definitely interest you if excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You will deliver excellent communications and engagement advice and services.

You know how to take a media and issues management approach that positively builds the reputation of our directorate.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter.

You are a strong leader who supports your team and see change as an opportunity to do something differently.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/Other requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

Notes: This is a temporary position available from September 2023 for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1)

Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

ACT Corrective Services

Service Improvement and Community Operations

Community Operations

Bail Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35661, Several)

Gazetted: 06 July 2023

Closing Date: 27 July 2023

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated and values-driven professionals to fill the roles of Bail Officer (ASO6), within Community Operations.

Under the direction of the Team Leader, the successful applicant will be responsible for monitoring the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions. The successful applicant will manage appropriate breach action in response to non-compliance and provide written advice to Courts and stakeholders as required.

In addition to this, you will and maintain accurate administrative records including case notes and official files. You will provide written and verbal reports and advice to the Courts and other statutory bodies.

To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying integrity and ethical behaviour.

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. In addition, reasonable adjustments can be provided'.

Eligibility/Other requirements:

Experience working in the criminal justice system is desirable but not essential.

Background police checks will be conducted.

Driver's license 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)

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

How to Apply: To apply, applicants are required to submit three items:

A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

Copy of your current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jocaine Gegg (02) 6207 9905 Jocaine.Gegg@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

Communications and Engagement

Senior Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53888)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: We are looking for a fabulous Senior Communications Officer to join our team for 12 months with a possibility of permanency. We have multiple roles available as we are building a team of specialists who love doing awesome communications and creating a great team culture together.

We are seeking applications from strategic communications and engagement professionals to deliver a broad range of projects in our directorate. This role will definitely interest you if excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You deliver excellent communications and engagement advice and services.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter.

You support your team and see change as an opportunity to do something differently.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two-pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1)

Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What You Require" section of the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Mulligan (02) 6205 9137 Jo.Mulligan@act.gov.au

Major Projects Canberra

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

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

Project Development and Support**Ministerial Governance Corporate Support****Corporate Support****Assistant Director, Information Security and Business Systems****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62021)**

Gazetted: 07 July 2023

Closing Date: 21 July 2023

Details: Are you experienced IT professional looking for an exciting opportunity? Major Projects Canberra is seeking a qualified and energetic individual to develop, implement and maintain MPC's Information Security policies.

As the Assistant Director, Information Security and Business Systems you will support teams across MPC to meet our information security requirements. A key aspect of the role will be to analyse our business systems requirements and ensure those systems are security assessed, registered and appropriately administered.

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:

Qualifications or demonstrated experience in Information Technology/ITIL, Cyber security, ICT Security management, ICT Security Risk

The successful candidate may be required to obtain a security clearance.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Bailey (02) 6205 1947 Kylie.Bailey@act.gov.au

Suburban Land Agency

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

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

Transport Canberra and City Services

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

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

Transport Canberra and Business Services**Bus Operations****Senior Director, Bus Operations****Senior Officer Grade A \$157,201, Canberra (PN: 62003)**

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: Public transport is more than just buses and light rail vehicles. At Transport Canberra and City Services (TCCS) we're driving Canberra into the future, moving toward a zero-emissions fleet, building new depots, introducing new networks, and constantly adapting to changes in industry and the community. Every leader in Bus Operations at TCCS has a role to play in our end-to-end service delivery, and we're searching for a new senior leader who is up to this challenge.

The Senior Director, Bus Operations is an exciting new role in the Transport Canberra team and will be responsible for applying a strategic lens to a dynamic operational environment.

We can guarantee, you won't be bored in this job.

Not only accountable for the overall resourcing of our public transport teams, the position also provides broad leadership to the Bus Operations branch, championing continuous improvement, delivering responses to Government requests and leading the development of plans and logistics to address network challenges. Highly motivated and outcomes-focused, our ideal candidate thrives in busy, complex environments and has a wealth of people leadership experience which they will draw from to propel Bus Operations successfully into the future.

Public transport in Canberra is changing, and if you're excited by innovation, dynamic transformation and delivering services to the people of Canberra, we encourage you to jump on board!

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: 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 works in a space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In 750 words, show us why you're up to this task, specifically referencing the selection criteria within the Position Description. Your statement must be accompanied by a curriculum vitae of no more than three pages and provide the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlinn (02) 6207 8000 Ian.McGlinn@act.gov.au

City Services

Development Coordination Branch

Development Planning

Assistant Director, Development Assessment

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 34282)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: The Development Coordination Branch is responsible for multiple planning, development and infrastructure related functions including coordinating TCCS advice on development proposals and major public infrastructure projects, transport impact assessment and custodianship of base reference transport models, parking planning and coordination, detailed design assessment and inspection and acceptance of public infrastructure assets as part of ACT Government major projects, infill and greenfield development.

The Assistant Director, Development Assessment is responsible for the technical review of pre-DA, planning and design submissions to ensure they meet relevant policies, design standards, specifications and codes so that they are safe and fit for purpose.

The primary responsibilities for this position are to:

Undertake assessments for a wide range of pre DA, planning and design submissions and provide technical responses against design standards, codes, guideline and policies within given timeframes. Design elements encompass all TCCS asset categories and may include geometric road design, traffic control devices, road pavements, stormwater systems, street lighting, active travel, traffic and transport, open space, waste and recycling.

Identify non-conforming design submissions and liaise with asset owners and consultants to negotiate appropriate outcomes. This will include undertaking technical assessments, reviewing concept planning reports / plans, and making decisions on design suitability and delivery requirements for integration with other land use planning and capital works infrastructure.

Draft ministerial correspondence, project reports, presentations, briefing notes, submissions and other general correspondence. This will include providing input into the development/enhancement of Engineering Advisory Notes, design standards and technical specifications.

Build relationships and work successfully with stakeholders, both internal and external to ensure land development proposals achieve good outcomes for customers. This also requires communicating technical advice to non-technical audiences and ensuring that project outcomes align with program strategic priorities, objectives, and benefits.

Please note that this position may involve direct supervision of staff.

Please see Position Description for details of the duties to be undertaken

Eligibility/Other requirements: Desirable Qualifications

Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines.

Chartered Professional Engineer (CPEng) Membership of Engineers Australia or equivalent professional body is highly desirable.

Driver's licence, C-Class, is essential.

Notes: This is a temporary position available immediately until 31 March 2024 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must provide a response (maximum of three pages) addressing the 'What you Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jose Henriquez (02) 6207 7480 Jose.Henriquez@act.gov.au

City Services

City Presentation

Director Business Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38216)

Gazetted: 11 July 2023

Closing Date: 25 July 2023

Details: This is a great opportunity to be part of all facets of the City Presentation branch's diverse operations and support our teams as they deliver community centric services. As the Director Business Support for City Presentation, you will contribute to and support a broad range of projects and community outcomes whilst being a key conduit to disseminating information and meeting requirements across the various business areas within the Branch. You will work with the City Presentation Executive Branch Manager to deliver initiatives and key minister and directorate priorities whilst overseeing the work health and safety (WHS) for the Branch.

This role is a key conduit to various corporate services and other TCCS teams such as the Ministers Office, Legal, Human Resources, Finance, Governance and others.

Who are we looking for?

A self-driven enthusiastic and experienced business manager who can work within tight timeframes to deliver against day to day administrative and statutory requirements for City Presentation whilst maintaining productive and positive working relationships across the organisation.

The successful candidate needs to support and provide guidance to their direct report, the Assistant Director WHS and Wellbeing to deliver on key WHS priorities and support an operational workforce undertaking various high-risk tasks in dynamic environments.

What do you require?

Demonstrated experience in delivering high quality strategic business operations and governance support.

Demonstrated sound understanding and experience in human resource requirements including WHS, recruitment, workforce planning and reporting.

Excellent communication skills both verbal and written.

A commitment to the TCCS values

Experience in providing back of house support to an operationally focussed team delivering frontline services for the community.

Interested parties are encouraged to reach out to the contact officer to discuss the role further.

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:

Driver's licence (C-class) is essential.

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

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 required to submit a 750 word pitch addressing the selection criteria and considering the technical and behavioural requirements of the role. Applicants are also required to submit a current curriculum vitae along with contact details of two referees with one being from a current supervisor/manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Iglesias 0412 215 754 Daniel.Iglesias@act.gov.au

City Services

City Presentation

Place Management

Team Leader- Temporary Traffic Management (TTM) Implementer

General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 61993, several)

Gazetted: 10 July 2023

Closing Date: 31 July 2023

Details: This General Services Grade 5/6 position within Place Management is responsible for Temporary Traffic Management (TTM) implementation to support crews that are undertaking mowing and other maintenance activities (litter picking, cleaning, horticultural and weed control services) near public roads, road verges and medians, footpaths, cycle paths and in large urban open spaces.

As these sites regularly require temporary controlling of traffic (foot and vehicle), it is the responsibility of this role to maximise safety and minimise inconvenience for both workers road and path users during maintenance activities.

Daily activities of this position include implementing TTM requirements across various worksites in line with operational programs and tasks. This role will also identify improvements in the Place Management Traffic Management Plans (TMPs) and report them to the Operations Manager.

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:

Traffic Management Implementer qualifications

Workplace Health and Safety Induction (White Card)

Current C class drivers' licence is essential, medium rigid is desirable

Asbestos Awareness Card

Silica Awareness training

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

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the criteria under "What you require". Include examples that clearly demonstrate your relevant experience, skills and knowledge. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tessa Roberts 0419001377 Tessa.Roberts@act.gov.au

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40841)

Gazetted: 10 July 2023

Closing Date: 24 July 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

We are seeking an experienced Executive Assistant to provide high-level executive and administrative support for the Executive Branch Manager (EBM), Infrastructure Delivery.

The role will manage the diary of the EBM including arranging and scheduling meetings and appointments, the coordination and review of incoming and outgoing communications including screening of various forms for approval, the tracking and management of incoming and outgoing documents using Objective and provide secretariate support for executive and senior management meetings including the preparation of agendas, meeting papers and minutes of meetings.

The successful candidate will have a high regard for confidentiality, excellent organisational skills, an ability to prioritise while supporting a diverse team, effective communication skills as well as the ability to exercise good judgement in a variety of situations.

Please see attached position description for further information.

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

How to Apply: Applicants should address the numbered 'What you require' criteria and limit responses to 250-300 words (maximum) against each criteria. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 Maria.Batzogiannis@act.gov.au

Transport Canberra and Business Services
Strategic Policy and Programs
Policy and Legislation – Business and City Services
Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35594)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: As an Assistant Director in Strategic Policy and Programs (SPP), you will be highly motivated and goal oriented with the ability to manage a project through to delivery, understand and work within a Government policy, legislative and operating context, think strategically, be innovative and achieve results in direct collaboration with the business units in TCCS that administer the relevant legislation. An understanding of policy and legislation and the proven ability to deliver end to end projects is desirable.

Eligibility/Other Requirements:

Demonstrated ability to deliver results within a high performing and multidisciplinary team focused on project delivery.

Well-developed ability to undertake research and analysis and provide high level strategic, policy and regulatory advice.

Well-developed communication (oral and written) skills including the ability to develop policy positions and draft legislative instructions, professional briefs, government submissions, and reports.

Well-developed facilitation, liaison, representation and negotiation skills, including the ability to facilitate community and stakeholder consultation sessions, and work within and across Government to co-design solutions under limited direction.

Understanding of public service values covering ethical standards and a demonstrated commitment to workplace respect, equity and diversity, and workplace health and safety principles and practice.

Demonstrated ability to quickly learn new legislative and regulatory content and demonstrated research and analytical skills to deliver tangible results.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description outlining your skills and experience and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Wright (02) 6205 3801 Emma.Wright@act.gov.au

City Services

City Presentation

Place Management

Leading Hand- Temporary Traffic Management (TTM) Coordinator

General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 62001)

Gazetted: 10 July 2023

Closing Date: 31 July 2023

Details: This General Services Officer (GSO) Grade 7 position within Place Management is responsible for leading complex Temporary Traffic Management (TTM) implementation to support crews that are undertaking mowing and other maintenance activities (litter picking, cleaning, horticultural and weed control services) near public roads, road verges and medians, footpaths, cycle paths and in large urban open spaces.

As these sites regularly require temporary controlling of traffic (foot and vehicle), it is the responsibility of this role to maximise safety and minimise inconvenience and impact for both workers and road and path users during maintenance activities.

Daily activities of this position include planning, programming, and implementing TTM requirements across various worksites in line with operational programs and tasks. This role will also identify areas of improvement for Place Management Traffic Management Plans (TMPs) and report them to the Operations Manager. This role will be required to assist in the implementation of agreed actions for improvement.

Eligibility/Other Requirements:

Traffic Management Implementer qualifications.

Workplace Health and Safety Induction (White Card).

Current C class drivers' licence is essential, Medium Rigid is desirable.

Asbestos Awareness Card.

Silica Awareness training.

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

Note: This is a temporary position available immediately for 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: After reviewing the "What You Will Do" and "What You Require" sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the criteria under "What You Require". Include examples that clearly demonstrate your relevant experience, skills and knowledge. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Tessa Roberts 0419 001 377 Tessa.Roberts@act.gov.au

Chief Operating Office

People and Capability

Internal Communications and Engagement

Senior Internal Communications and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27229)

Gazetted: 06 July 2023

Closing Date: 25 July 2023

Details: Join a forward-thinking team that supports hybrid working, professional development and innovative thinking; you will bring a high level of energy and creativity with the ability to work on multiple projects with competing deadlines.

With the support of the Director of Internal Communications and Engagement, you will deliver diversity and inclusion initiatives and an engagement program including events. Engaging with a range of internal and external stakeholders, the successful candidate will also lead the development of strategic internal communications with a focus on building a culture of diversity and inclusion.

The ACT Public Service offers competitive salary, superannuation and leave entitlements.

Eligibility/Other Requirements: Demonstrated relevant experience in a similar role or tertiary education in relevant field is highly desirable.

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

How to Apply: Provide a maximum two-page pitch on why you have the required skills and experience to successfully fill this role. Also provide your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: MelissaJ Holcroft (02) 6205 3622 MelissaJ.Holcroft@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

Quality, Coaching & Systems

Assistant Director, Capability & Training

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54237)

Gazetted: 12 July 2023

Closing Date: 26 July 2023

Details: Are you a detailed oriented person with strong technical proficiency? If you answered yes to this question, you may be the next Assistant Director we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting temporary vacancy for a motivated individual to fill the role of Assistant Director, Capability & Training. The Assistant Director works within the Quality, Coaching and Systems Team and is responsible for delivering and maintaining WorkSafe ACT's Capability and Training Program. The Quality, Coaching and Systems Team is one of many dedicated teams working behind the scenes to support the agency to operate as effectively and efficiently as it does.

The successful candidate will be outcomes focused, capable of reacting quickly to ensure the training system, which supports WorkSafe ACT regulatory activities is fit for purpose and meets the needs of the agency.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

Notes: This is a temporary position available from 3 October 2023 until 24 April 2024. Selection may be based on written application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill identical 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 selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. 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: MattE Davis (02) 6205 2618 MattE.Davis@worksafe.act.gov.au

Worksafe

Quality, Coaching and Systems

Salesforce Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46808)

Gazetted: 06 July 2023

Closing Date: 27 July 2023

Details: Are you a detailed oriented person with strong technical proficiency? If you answered yes to this question, you may be the next Salesforce Administrator we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent vacancy for a motivated individual to fill the role of Salesforce Administrator. The Salesforce Administrator works within the Quality, Coaching and Systems Team and plays a key role in delivering and maintaining WorkSafe ACT's Customer Relationship Management System (Salesforce). The Quality, Coaching and Systems Team is one of many dedicated teams working behind the scenes to support the agency to operate as effectively and efficiently as it does.

The successful candidate will be outcomes focused, capable of reacting quickly to ensure the system, which supports WorkSafe ACT regulatory activities is fit for purpose and meets the needs of the agency.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

Note: Selection may be based on written application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill identical 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 (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. 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: MattE Davis (02) 6205 2618 MattE.Davis@worksafe.act.gov.au

Worksafe

Inspectorate

Vulnerable Worker Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 57949, several)

Gazetted: 06 July 2023

Closing Date: 20 July 2023

Details: Are you a passionate work health and safety professional looking to take your career to the next level? If you answered yes to this question, you may be the person we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT, we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have two permanent vacancies for suitably skilled individuals to undertake the role of Vulnerable Worker Inspector. The Vulnerable Worker Inspector plays a key role in supporting vulnerable workers across ACT workplaces who may be experiencing health and safety concerns at work. Vulnerable workers include young workers, those who are new to a job or task, or otherwise vulnerable due to age, cultural, linguistic, or other potential barriers.

As a Vulnerable Worker Inspector, you will work collaboratively with internal teams participating in proactive programs and campaigns, liaising with industry stakeholders, unions, workers, students, and the general public. You'll also undertake workplace visits, investigations and audits across a range of ACT workplaces.

The successful candidate will be a strong communicator with a proven ability to work well within a team. You'll work to build relationships with vulnerable workers, including apprentices, trainees and employer organisations and represent WorkSafe ACT at events.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

Eligibility/Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation including ability to complete required mandatory training as a delegated/appointed person/Authorised Officer by the WHS Commissioner.

A diploma level qualification in Government Inspection, Work Health and Safety and/or Investigations or related discipline, or willingness to complete within 12 months of commencement.

Current unrestricted driver's licence.

Willingness to:

wear a uniform.

participate in the telephone roster when required.

participate in programmed after hours compliance activities (on-call roster) as and when required.

undergo a pre-employment police check.

Note: Selection may be based on written application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill identical 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 (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. 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: Alysha Stokoe (02) 5124 5887 Alysha.Stokoe@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 4 \$76,255 - \$82,566

Annabel Hughes, Section 68(1), 7 July 2023

Canberra Health Services

Specialist/Senior Specialist, \$188,151 - \$254,198

Lai-Ling Lee, Section 68(1), 26 June 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Raina Deepti, Section 68(1), 17 July 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Sharna Naughton, Section 68(1), 31 July 2023

Senior Officer Grade B - Director Talent Acquisition - Medical Stream, \$135,355 - \$152,377

Alina Irfan, Section 68(1), 07 August 2023

Clinical Coder Level 1 \$89,649 - \$124,387

Lubna Ansari, Section 68(1), 10 July 2023

Professional Officer Class 1 \$64,473 - \$89,398

Ainslee Austin, Section 68(1), 17 July 2023

Health Service Officer Level 5 \$60,182 - \$63,169

Matthew Borg, Section 68(1), 5 July 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Babita Chaulagain, Section 68(1), 5 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jemma Chilver, Section 68(1), 4 July 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Narelle Comer, Section 68(1), 7 July 2023

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

Tessa Jones, Section 68(1), 9 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Ray Pratho, Section 68(1), 10 July 2023

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

Michele Segal, Section 68(1), 30 June 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Lovepreet Thind, Section 68(1), 13 July 2023

Canberra Institute of Technology**Teacher Level 1 \$80,673 - \$107,642**

Andrew Edwards, Section 68(1), 17 July 2023

Teacher Level 1 \$80,673 - \$107,642

Shannon Paull, Section 68(1), 17 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Christopher Wilson, Section 68(1), 10 July 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Richard Gill, Section 68(1), 6 July 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Glen Harding, Section 68(1), 13 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Jithu John, Section 68(1), 6 July 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jedda Kelly, Section 68(1), 13 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Jennifer Kenchington, Section 68(1), 10 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Tawanda Vengesa, Section 68(1), 11 July 2023

Community Services**Senior Officer Grade B \$135,355 - \$152,377**

Luke Cummins, Section 68(1), 10 July 2023

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Jun Deng, Section 68(1), 13 July 2023

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Kristina Haridemos, Section 68(1), 3 July 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Emma Hope, Section 68(1), 7 July 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Emma Kirk, Section 68(1), 12 July 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Prakash Luitel, Section 68(1), 11 July 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Shahnawaz Mirza, Section 68(1), 3 July 2023

Senior Officer Grade C \$114,928 - \$123,710

Alarna Moscaritolo, Section 68(1), 17 July 2023

Education**Classroom Teacher \$76,575 - \$114,624**

Taylah Bacon 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Aaron Gray 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Melantha McDonald 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Stenelee Taminaya 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Glenn Snellgrove 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Tessa Challis 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Hannah Roberts 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Madeleine Male 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Jenaya Gavin-Lotze 68 (1), 17/07/2023.

Classroom Teacher \$76,575 - \$114,624

Courtney Bacon 68 (1), 17/07/2023

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

Kaila Drysdale, Section 68(1), 6 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Grace Kemp, Section 68(1), 3 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Spencer Marshall, Section 68(1), 12 July 2023

School Assistant 2/3 \$51,548 - \$62,857

Harrison Shaw, Section 68(1), 10 July 2023

Justice and Community Safety**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Jessica Hayes, Section 68(1), 6 July 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Emma Knowles, Section 68(1), 13 July 2023

Transport Canberra and City Services**General Service Officer Level 3/4 \$56,173 - \$61,181**

Layla Burrell-Jackman, Section 68(1), 6 July 2023

Bus Operator - Training \$74,582

Douglas Clarke, Section 68(1), 12 July 2023

Bus Operator - Training \$74,582

John Huard, Section 68(1), 12 July 2023

Bus Operator - Training \$74,582

Darren Landeryou, Section 68(1), 12 July 2023

Infrastructure Officer 2 \$91,428 - \$105,186

Dorji Namgyel, Section 68(1), 7 July 2023

Technical Officer Level 4 \$91,315 - \$104,509

Stuart Skellams, Section 68(1), 10 July 2023

Bus Operator - Training \$74,582

Kieran Webbie, Section 68(1), 12 July 2023

TRANSFERS**ACT Health****Susan Reid**

From: Registered Nurse Level 2 \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

ACT Health, Canberra (PN. 56882) (Gazetted 8 May 2023)

Canberra Health Services**Jincy Chacko**

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 61528) (Gazetted 26 May 2023)

Susan Hines

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. 45388) (Gazetted 26 May 2023)

Caitlin Rees

From: Registered Midwife Level 3.1 105,180

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. 60383) (Gazetted 17 April 2023)

Alicia Rose

From: Health Professional Level 3 \$105,180

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. 20622) (Gazetted 13/07/2023)

Community Services**Fuen Acebron Sanchez**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 36580) (Gazetted 24 April 2023)

Education**Graham Cassells**

From: School Leader C \$132,293

Education

To: School Leader C \$132,293

Education, Canberra (PN. 16157) (Gazetted 15 March 2023)

Justice and Community Safety**Dianne Gordon**

From: Senior Officer Grade A \$157,201

Justice and Community Safety

To: Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 07947) (Gazetted 3 April 2023)

Major Projects Canberra**Rebecca Zerial**

From: Senior Information Technology Officer Grade C \$123,710

Major Projects Canberra

To: Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 61655) (Gazetted 15 June 2023)

Suburban Land Agency**Maryam Moradi**

From: Infrastructure Officer 3 \$126,450

Transport Canberra and City Services

To: Infrastructure Officer 3 \$115,193 - \$126,450

Suburban Land Agency, Canberra (PN. 55240) (Gazetted 12 December 2022)

Transport Canberra and City Services**Benjamin Huston**

From: General Service Officer Level 5/6 \$65,256

Transport Canberra and City Services

To: General Service Officer Level 5/6 \$62,078 - \$68,143

Transport Canberra and City Services, Canberra (PN. 26362) (Gazetted 7 March 2023)

Worksafe ACT**Jaeger Swanepoel**

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 39354) (Gazetted 20 April 2023)

PROMOTIONS**ACT Electoral Commission****Ludmila Naumann**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Electoral Commission

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Electoral Commission, Canberra (PN. 43024) (Gazetted 12 July 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion

ACT Health**Population Health Division****Office of the Chief Health Officer****Edwin Darke**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 52885) (Gazetted 8 May 2023)

Population Health Division**Health Protection Service****ACT Government Analytical Laboratory****Nethanel Farr**

From: Health Professional Level 2 \$70,679 - \$97,028

ACT Health

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

ACT Health, Canberra (PN. 26222) (Gazetted 22 August 2022)

Policy, Partnerships and Programs**Health Policy and Strategy Branch****Jessica Harris**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 45183) (Gazetted 4 May 2023)

Population Health Division**Office of the Chief Health Officer****Rebecca Hundy**

From: Health Professional Level 5 \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 61937) (Gazetted 8 May 2023)

Population Health Division**Office of the Chief Health Officer****Toby Keene**

From: Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 53661) (Gazetted 8 May 2023)

Population Health**Health Protection Service**

Environmental Health**Aimee Slocombe**

From: Health Professional Level 2 \$70,679 - \$97,028

ACT Health

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

ACT Health, Canberra (PN. 46938) (Gazetted 24 May 2023)

Canberra Health Services**Shusma Adhikari**

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. 18514) (Gazetted 10 May 2023)

Women, Youth and Children's Health**Lee Arcidiacono**

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 61696) (Gazetted 11 May 2023)

Seulgi Choi

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. 11725) (Gazetted 10 May 2023)

Clinical Services**Chief Operating Officer****Louise Drinkwater**

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. 60995) (Gazetted 18 May 2023)

Women, Youth and Children**Natasha England**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 61500) (Gazetted 6 June 2023)

Clinical Services**Mental Health Justice Health, Alcohol & Drug Services****Brian Jones**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 25286) (Gazetted 1 June 2023)

CHS Clinical Services**Stacey Kapotas**

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 44710) (Gazetted 11 May 2023)

Allied Health Service**Acute Allied Health Services****Heidi Kennedy**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 61453) (Gazetted 25 June 2023)

CHS Clinical Services**Cancer and Ambulatory Services****Adrian Liszczyński**

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 33255) (Gazetted 10 May 2023)

Phionah Nabukeera

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. 45061) (Gazetted 10 May 2023)

CHS Chief Executive Officer**CHS Medical Services****Lily Serafin**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 53832) (Gazetted)

Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Director of Allied Health****Jonathan Twinn**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 49114) (Gazetted 3 April 2023)

Clinical Services**University of Canberra Hospital****Lucy Vandergugten**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 57655) (Gazetted 17 May 2023)

Elise Webb

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. 11737) (Gazetted 10 May 2023)

Canberra Institute of Technology**Education and Training****Technology and Design****Cyber Security****Nusrat Jahan**

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 46380) (Gazetted 1 June 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.

Education and Training Services**CIT Trade Skills****Automotive, Metals and Logistics****David Keeley**

From: Teacher Level 2 \$114,979

Canberra Health Services

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51893) (Gazetted 17 May 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.

Chief Minister, Treasury and Economic Development**Access Canberra****Fair Trading and Compliance****Working with Vulnerable People, Background Screening Unit****Duminda Abeywickrama Dissanayake**

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. 30735) (Gazetted 3 February 2023)

Treasury, Economic and Financial Group**Economic and Financial Analysis Branch****Infrastructure and Commercial Advice****Scott Bales**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 44981) (Gazetted 18 May 2023)

Shared Services**Partnership Services****Recruitment and Information Services****Jodie Buchanan**

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. 08071) (Gazetted 24 October 2022)

Workforce Capability and Governance**Industrial Relations and Public Sector Employment**

Amelia Burton

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 51694) (Gazetted 7 October 2022)

WCAG**Finance Services****Finance Budgets and Assurance****NILAKSHI GEEGANA GAMAGE**

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 62097) (Gazetted 13 July 2023)

Shared Services**Partnership Services****Recruitment and Information Service****Lachlan Hole**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 33490) (Gazetted 28 October 2022)

Office of Industrial Relations and Workforce Strategy**Strategy and Transformation Branch****Rhian Jones**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 52408) (Gazetted 18 May 2023)

Digital, Data and Technology Solutions**Customer Engagement Services Branch****Matthew Wilsener**

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 00533) (Gazetted 13 September 2022)

Community Services**Children, Youth and Families****Child and Youth Protection Services****CYPS Operations****Bosedede Bademosi**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 61985) (Gazetted 4 April 2023)

Corporate**People, Capability and Culture****Workforce Management****Aaron Clark**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Community Services, Canberra (PN. 21971) (Gazetted 1 May 2023)

Communities**Executive Support and Divisional Management****Anam Khuram**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Community Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Community Services, Canberra (PN. 36580) (Gazetted 1 May 2023)

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Aimee Malycha**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 61983) (Gazetted 4 April 2023)

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Kate Mortimer**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 61986) (Gazetted 4 April 2023)

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Hanna Siiteri**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 61980) (Gazetted 4 April 2023)

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Jo-Ann stojkovic**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 61981) (Gazetted 4 April 2023)

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Leonie Woodland**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 61988) (Gazetted 4 April 2023)

Education**Business Services Group
People and Performance
Workplace Relations****Kate Agnew**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 45200) (Gazetted 10 May 2023)

School Improvement**Gordon Primary School****Kylie Benning**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 03744) (Gazetted 13 June 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.

School Performance and Improvement**Tuggeranong****Caroline Chisholm School****Rebecca Brown**

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 53332) (Gazetted 6 June 2023)

School Performance and Improvement**North and Gungahlin Network****Dickson College****Caitlin Horan**

From: School Leader C \$154,033

Education

To: †School Leader A 2 \$189,549

Education, Canberra (PN. 61496) (Gazetted 15 May 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.

School Improvement**Belconnen Network****Charnwood-Dunlop School****Julia Ison**

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 14291) (Gazetted 31 May 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.

Service Design & Delivery**Student Engagement****Clinical Practice****Abby James**

From: Health Professional Level 4 \$114,928 - \$123,710

Education

To: †Health Professional Level 5 \$135,355 - \$152,377

Education, Canberra (PN. 52382) (Gazetted 17 April 2023)

South Weston**Duffy Primary School****Sarah Moore**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 61622) (Gazetted 6 June 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.

Office for Schools**Belconnen Network****Melba Copland Secondary School****Yasmin Noonan**

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 58820) (Gazetted 13 June 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.

Service Design & Delivery**Learning and Wellbeing Policy and Design Branch****Wellbeing & Inclusion Policy****Anita Rushall**

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. P35252) (Gazetted 18 April 2023)

Palmerston District Primary School**Dugald Stranger**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02197) (Gazetted 26 May 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.

School Performance and Improvement**North/Gungahlin****Harrison School****Clare Warwick**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 33572) (Gazetted 31 May 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.

School Performance and Improvement

Mount Stromlo High School

Jordan Windley

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02263) (Gazetted 2 June 2023)

School Improvement

Belconnen

UCSSC Lake Ginninderra

Kirk Zwangobani

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 61672) (Gazetted 15 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.

Justice and Community Safety

ACT Emergency Services Agency

ACT State Emergency Service

Meredith Leach

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 07761) (Gazetted 9 May 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.

Madison Thomas

From: Ambulance Support Officer 1 \$62,860 - \$66,802

Justice and Community Safety

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 09274, several) (Gazetted 23 August 2022)

Major Projects Canberra

Light Rail

Project Management

Stephen Horsburgh

From: Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra, Canberra (PN. 61719) (Gazetted 6 June 2023)

Light Rail

Planning

Colin Maher

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 2 \$187,632

Major Projects Canberra, Canberra (PN. 60456) (Gazetted 25 May 2023)

**Infrastructure Delivery Partners
Commercial Project Management
Procurement - Commercial
Shobha Sharma**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 61216) (Gazetted 18 April 2023)

**Infrastructure Delivery Partners
Commercial Project Management
Procurement - Commercial
Gary Vernon**

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 61014) (Gazetted 18 April 2023)

Transport Canberra and City Services

**Office of the Director-General
Victoria Kelsey**

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN:11888) (Gazetted 10/05/2023)

**Office of the Director-General
Communications
Lannon Harley**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 49287) (Gazetted 15 June 2023)

**Transport Canberra and Business Services
Capital Linen Services
Christopher Smith**

From: Capital Linen Service Band 3 \$61,043 - \$67,172

Transport Canberra and City Services

To: †Capital Linen Service Band 4 \$69,074 - \$73,721

Transport Canberra and City Services, Canberra (PN. 27257) (Gazetted 18 May 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
Bus Operations
Fleet**

James Stuart

From: General Service Officer Level 5-7 \$59,713 - \$71,554

Transport Canberra and City Services

To: †TTO 4.1 - TTO 4.5 - Workshop Staff \$98,728 - \$101,351

Transport Canberra and City Services, Canberra (PN. A03900) (Gazetted 4 April 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.

**City Services
Development Coordination Branch
Design Review and Asset Acceptance
Maxwell Yarra**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 23562) (Gazetted 13 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

CORRIGENDA

ACT Health

Transfer for Sudeep Bista was Gazetted 29/06/2023 incorrectly. The transfer will be Gazetted 20/07/2023.