



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 27 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>

**Office of the Deputy Director-General**

**Office of Professional Leadership and Education**

**Office of the Chief Nursing and Midwifery Officer**

**Administrative Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61448)**

Gazetted: 27 July 2023

Closing Date: 3 August 2023

Details: The Office of the Chief Nursing and Midwifery Officer is looking for an experienced Administrative Officer. This position is part of small, high-functioning team. We work in a fast-paced environment, but we also like to enjoy ourselves at the same time.

The successful candidate will provide high level administrative support to the Office of the Chief Nursing and Midwifery Officer. Duties will include secretariat support, including minute taking, event management support, mentoring and supporting junior team members, monitoring and reviewing workflows and processes, undertaking audit and reporting activities, preparing preliminary papers and drafting complex correspondence, including briefs, minutes, letters, and reports.

This position requires high level interpersonal skills, excellent organisational skills, understanding of government processes, and the ability to work independently, exercise initiative, prioritise workloads and meet deadlines.

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

Eligibility/Other requirements: A qualification related to the position, or working towards one, is desirable but not required.

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

How to Apply: Please submit a written pitch of no more than one page responding to the capabilities listed under 'What You Require' in the Position Description along with your current curriculum vitae and contact details of at least two referees. Please ensure one referee is your current or immediate past supervisor. Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Paige Hughes 02 51249794 [Paige.Hughes@act.gov.au](mailto:Paige.Hughes@act.gov.au)

### **Infrastructure, Communication and Engagement**

**Strategic Infrastructure Branch**

**Infrastructure Delivery**

**Project Director, Infrastructure Delivery**

**Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 60267)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: Are you interested in using your outstanding leadership, communication and technical skills to shape the future Health Infrastructure in the ACT? The Project Director, Infrastructure Delivery is a senior leadership position within the Strategic Infrastructure Branch of ACT Health, with responsibility for leading engagement with key partners across Government and external stakeholders in the development of the Canberra Hospital Master Plan and other significant projects.

The Strategic Infrastructure Branch takes a long-term look at ACT health infrastructure, using clinical input, demand scenarios, population projections, community feedback, asset assessment and infrastructure information

to manage and plan for health infrastructure that meets community needs. Projects include the new northside hospital, Canberra Hospital Master Plan, southside hydrotherapy pool, Watson precinct redevelopment, and minor and major infrastructure upgrades at health facilities across the Territory. As the Project Director, Infrastructure Delivery, you will lead a small team to provide commercial advice and manage the Strategic Infrastructure Branch's infrastructure planning and delivery responsibilities.

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

**Eligibility/ Other requirements**

Recognised qualifications and/or experience as set out in the position description.

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

How to apply: If you wish to apply for this position, please submit:

Your curriculum vitae of no more than two pages; and

A written statement, in your own words, of no more than five pages addressing your suitability against the numbered Skills and Knowledge criteria and the Behavioural Capabilities criteria.

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

Contact Officer: Peta Stathis 0423 515 719 [Peta.Stathis@act.gov.au](mailto:Peta.Stathis@act.gov.au)

## **Corporate and Governance**

### **People Strategy and Culture**

### **WHS and Injury Management**

### **Wellbeing Manager**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62385)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: The Wellbeing Manager will:

- lead wellbeing strategies, including undertaking high-level project and program work to implement and extend the wellbeing approach to the ACT Health Directorate
- facilitate the design, implementation, and evaluation of wellbeing initiatives across the directorate
- Actively encourage, support, and promote, staff to engage in wellbeing and recovery initiatives
- establish and maintain strong business relationships with stakeholders across the ACTPS
- work independently under limited direction, as well as collaboratively within a team and prioritise workload according to clinical indicators, risk management frameworks, evidence-based research, and organisational requirements.

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

Hold a tertiary qualification (post-graduate preferred) in Psychology and/or one of the behavioural sciences, with qualifications and experience in the design, conduct and management of complex applied projects in an occupational psychology setting.

Holding general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA) is highly desirable.

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

Notes: This is a temporary position available immediately until 30 June 2023.

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

Selection may be based on application and referee reports only.

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: Tony Vane (02) 5124 9629 Tony.Vane@act.gov.au

**Policy, Partnerships and Programs**

**Data Analytics Branch**

**Reporting and Analysis**

**Data Analyst**

**Administrative Services Officer Class 6/Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 60106)**

Gazetted: 27 July 2023

Closing Date: 17 August 2023

Details: We are looking for a health data professional with a valuable skills combination that enables you to interrogate large data sets, analyse and interpret health data, and create accessible, ready-to-use analytics that are reliable and policy-relevant to inform health services policy and planning and research. In this role you will work closely with stakeholders to understand their data requirements, identify the relevant data specifications, create data visualisations and provide advice on the use and interpretation of data.

This Data Analyst position is part of the Reporting and Analysis team within the Data Analytics Branch. Working with other teams across the directorate and the public health system, the Reporting and Analysis Team facilitates access to data that provides key insights into the performance and activity of the ACT health system through data analysis and visualisation.

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

Eligibility/Other requirements:

Qualifications or experience in health information management or understanding of health systems data, metadata and/or data development would be highly regarded.

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

An NV1 clearance may be required.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be filled at either the ASO6 or ITO2 level, dependent on the skills and experience of the successful applicant.

How to Apply: Please submit a written application of up to three pages addressing the selection criteria, responding to the 'What you require' section 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: Jane McIntyre 0438 655 468 Jane.McIntyre@act.gov.au

**Office of the Deputy Director-General**

**Office of Professional Leadership and Education**

**Office of the Chief Nursing and Midwifery Officer**

**Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52536)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: The Office of the Chief Nursing and Midwifery Officer is looking for an organised, multitasking extraordinaire (aka Executive Assistant). This position is part of small, high-functioning team. We work in a fast-paced environment, but we also like to enjoy ourselves at the same time.

The successful candidate will provide high level executive support to the Chief Nursing and Midwifery Officer.

Duties will include calendar management, travel management, coordinating correspondence, preparing invoices and reconciliations, and secretariat support, including minute taking.

This position requires high level interpersonal skills, excellent organisational skills, and the ability to work independently, exercise initiative, prioritise workloads and meet deadlines.

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

Eligibility/Other requirements: Previous experience as an Executive Assistant will be highly regarded. A qualification related to the position, or working towards one, is desirable but not required.

Notes: A Merit Pool may be established from this selection process to be used to fill vacancies over the next 12 months. This position's workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a written "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description along with your current curriculum vitae and contact details of at least two referees. Please ensure one referee is your current or immediate past supervisor. Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Paige Hughes (02) 5124 9794 Paige.Hughes@act.gov.au

## **Policy, Partnerships and Programs**

### **Data Analytics Branch**

#### **Director Health Service Planning Forecasting and Analytics**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39713)**

Gazetted: 27 July 2023

Closing Date: 17 August 2023

Details: Are you a quantitative analyst who is ready to take the lead in delivering evidence for planning health services that are responsive to the needs of people residing in Canberra and the surrounding region?

ACT Health's Data Analytics Branch and Health Services Planning team are seeking someone with a background in forecasting and modelling to lead a small team of technical specialists to inform planning of public health services in the ACT. Drawing on a combination of quantitative analytical and modelling skills, data management knowledge, and a deep understand of the Australian health system data landscape, the Director, Forecasting and Analytics will lead analytical work to support health service planning for the ACT.

The role relies on the ability to identify data and analytics that will address strategic planning questions, the ability to build strong collaborative relationships, a good understanding of ACT Health's data infrastructure (or the capacity to understand this quickly), and the ability to communicate complex concepts to a variety of technical and non-technical audiences.

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 NV1 clearance may be required.

Notes: This is a temporary position available immediately until 13 February with the possibility of permanency.

How to apply: Please submit a written application of up to three pages addressing the selection criteria, responding to the 'What you require' section 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: Anne Jenkins 0402 310 478 Anne.Jenkins@act.gov.au

## **OPL**

### **OCNMO**

#### **Assistant Director of Midwifery**

##### **Registered Nurse Level 4.2 \$140,121, Canberra (PN: 61610)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Are you a midwife looking for a change? Would you like to develop your policy-writing, strategic-thinking and political advocacy skills? Are you someone who really wants to make a difference, shaping the way that nurses and midwives are supported in the ACT? Do you like a challenge and want to be a key part of a high performing team who work in a fast-paced environment, but also like to enjoy themselves. If yes to these questions, then you may be the person we're looking for!

The ACT Health Office of the Chief Nursing and Midwifery Officer has a fabulous opportunity to work in a role that provides expert advice and support to the Chief Nursing and Midwifery Officer in a government setting. This role also assists with the implementation of the Nurse/Midwife-to-Patient Ratio Framework (Ratios Framework) across ACT public health services.

This opportunity will suit you if you are a skilled and motivated midwife who can lead and coordinate a variety of projects and activities which will influence the development of the nursing and midwifery profession and clinical practice in the ACT.

Eligibility/other requirements:

Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a midwife.

Demonstrated experience of working professionally in a midwifery management or a leadership role.

Midwifery leadership and management, project management or other relevant postgraduate qualification/s (not leading to professional registration).

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

Note: This is a temporary position available immediately for six months with possibility of permanency.

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

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 are required to:

Provide a written response of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Provide a current curriculum vitae.

Provide details of two referees.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@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](mailto:jobs@act.gov.au)**

#### **Corporate, Prevention and Communication**

##### **Senior Director, Corporate, Prevention and Communication**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 46611)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: The ACT Integrity Commission is looking for a Senior Director, Corporate, Prevention and Communication to lead and manage three distinct functions:

Corporate governance, planning and assurance

Communications and Media

Corruption Prevention

Please see attached Position Description for further details.

Eligibility/Other requirements:

Tertiary qualifications in a relevant field are highly desirable.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification; accordingly, applicants can only be considered from those with Australian Citizenship.

The ACTIC is prohibited from appointing people who have been ACT Public Servants within the last 5 years.

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 Include

A covering letter of no more than two pages, briefly outlining your experience and why you are interested in this position with the Commission and what you can bring to the role.

A curriculum vitae

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

Contact Officer: Judy Lind (02) 6207 1883 [judy.linda@integrity.act.gov.au](mailto:judy.linda@integrity.act.gov.au)

### **Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

Employment Type – Permanent, Full Time

Classification – Senior Officer Grade A

Position Number – L1309HR – 02CN0

Title- Senior Director People and Culture

Salary – \$157,201 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – People & Culture

Gazette Date: 3 August 2023

Closing Date: 15 August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Do you consider yourself to be a well-rounded HR leader? Are you ready to take on your next challenge and lead the People and Culture teams of the North Canberra Hospital? Then read on!

Under limited direction of the Executive Branch Manager People & Culture, the Senior Director People & Culture will provide management and leadership of the HR and WHS operations supporting all clients within North Canberra Hospital.

Leading a multi-disciplined HR team, the Senior Director People and Culture is responsible for leading the day to day operations for the People and Culture teams within the People and Culture branch. The branch has five key areas of responsibility; HR Business Partners, Recruitment, Payroll Services, WHS and Injury Management and Learning and Development. Each team is responsible for providing their relevant subject matter expertise to support all members of the leadership team of the North Canberra Hospital.

The Senior Director will provide oversight of each area, guiding and supporting teams to deliver a proactive, trusted and collaborative approach in the HR and WHS services provided to the hospital.

You will be an effective communicator, demonstrating a genuine commitment to being a well rounded leader of people with solid HR and WHS experience.

Under limited direction of the Executive Branch Manager People & Culture you will:

- Collaborate with the Executive Branch Manager People and Culture and the wider HR team to define the People and Culture service delivery model.
- Provide effective leadership to the team ensuring a results driven approach is fostered and adopted as well as the ability to lead any HR function within the branch.
- In collaboration with relevant stakeholders, drive key People and Culture initiatives.

- Collaborate with the teams within the branch to anticipate, review and address capability and skills gaps, workplace behaviours, performance matters and WHS issues and coach leaders to identify and address proactively.
- Provide complex HR and WHS advice on a full range of People and Culture related matters including (but not limited to) HR policy and process, recruitment and retention, workplace behaviours, employee relations, reward and recognition, learning and development, industrial relations, workplace health and safety, early intervention and managing ill and injured workers.
- Manage and drive best practice approaches in the application of HR and Work Health and Safety and where appropriate / necessary, work collaboratively with ACT Government stakeholders, Canberra Health Services and Health Directorate stakeholders as well as external stakeholders to continuously improve the Directorate's application in a collegiate manner.
- Undertake analysis and develop options, plans, strategies and programs to address organisational employee relations challenges including productivity, efficiency, absenteeism, leave management, workforce capability, recruitment and retention, workforce education and mandatory training measures, safety management systems and early intervention programs.
- Where available, use HR data and evidence to inform strategies and provide Directorate stakeholders with workforce insights to inform future growth and planning.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

**Position Requirements:**

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

- Solid and recent experience in leading generalist contemporary HR practices, employee relations, payroll services and WHS / injury management matters and the ability to lead and manage an operational HR team in achieving key branch and organisational objectives.
- Ability to review, interpret and provide sound advice on complex legislation, policy and enterprise agreement issues relevant to people related matters.
- Proven high level written communication skills including the ability to prepare executive briefs, reports and other documents of a complex nature.
- Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive/complex human resource and WHS matters.
- Previous experience working in a government / public service context would be highly regarded.
- Relevant tertiary qualifications would be highly desirable as well as any relevant professional memberships relevant to the role.

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.

**How to apply:**

Applicants are expected to respond in writing and include the following:

- A maximum two page response to the position requirements listed above
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Katie Dunn- Executive Branch Manager People & Culture at [katie.dunn@calvary-act.com.au](mailto:katie.dunn@calvary-act.com.au)

Employment Type – Temporary 12 Months Full Time, possibility of On-going

Classification – Senior Officer C

Position Number - 02COZ

Title- People and Culture Business Partner

Salary – \$114,928 – \$123,710 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – People & Culture

Gazette Date – 3 August 2023

Closing Date – 10 August 2023

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About the Hospital



North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Our Human Resource Department is searching for a dynamic, active Business Partner to join our busy team.

You will need to be an experienced operational and strategic Human Resources practitioner who demonstrates sound leadership, relationship management, communication, and analytical skills.

Using these skills, the HRBP will provide specialist advice and management through relationship building, conflict resolution, strategic issue management, operational implementation and proactive delivery of a diverse range of workplace relations, employment, policy and procedure, advocacy and business partnering services.

Key to the success of the role will be the ability to engage and influence key stakeholders on HRM strategic direction.

Under limited direction of the Director you will:

- Provide specialist technical and strategic advice to senior managers and employees in relation to a range of people management concerns, workplace relations issues, and clarifying employment policy;
- Facilitate a positive resolution to complex employment/industrial relations issues in collaboration with key stakeholders, with a priority placed on treating every individual with respect and dignity, irrespective of the situation or outcome;
- Build a performance development culture in collaboration with colleagues in the HR Division and key stakeholders across the organisation to enhance people management and leadership practice and standards; and drive business improvement;
- Support processes to ensure NCH employees are responsible and accountable for their own actions, performance and conduct, and remain compliant with relevant policy, legislation and professional standards;
- Provide high level support, advice and case management services in the investigation and/or resolution of employee complaints, grievances, misconduct, underperformance and other such matters;
- Actively participate as a member of the HR Leadership Team and represent the team on relevant committees as required;
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Extensive knowledge of contemporary HR practice, including employee/industrial relations and dispute resolution and its application in a large and complex organisation.
- Demonstrated understanding of relevant employment or HRM-related legislation and regulation, including the ability to interpret enterprise agreements and other industrial instruments, and build effective policy and procedural frameworks to support implementation and adherence.
- High level liaison and negotiation ability in an advisory role delivering best practice strategic and tactical HR advice or range of generalist HR functions and culture change.
- Demonstrated comprehensive written and oral communication skills, including negotiation and liaison skills with demonstrated capacity to foster productive relationships with key stakeholder.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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.

How to apply:

Applicants are expected to respond in writing and include the following:

- A two-page pitch that addresses the selection criteria in the "what you require" section. Where possible include specific relevant examples of your work
- Current CV that includes contact details for at least 2 professional referees

Note the outcome of this recruitment may be used to appoint to temporary, full-time and part-time positions within 12 months. Possibility of extension or permanency is also available.

If you would like further information regarding this opportunity, please contact Kerry Carmichael, Director, HR Operations North Canberra Hospital 0407953899, [Kerry.Carmichael@calvary-act.com.au](mailto:Kerry.Carmichael@calvary-act.com.au)

Employment Type – Permanent, Full Time

Classification – Senior Officer C

Position Number - 02CP3

Title- Assistant Director, Learning and Development

Salary – \$114,928 – \$123,710 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – People & Culture

Gazette Date – 3 August 2023

Closing Date – 10 August 2023

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About the Hospital:

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About the Role:

North Canberra Hospital is looking for a professional who can lead, create, and implement education that supports strategic learning and growth within our Hospital.

The Assistant Director, Learning and Development will contribute to a workforce strategy with a multifaceted systemic approach to building capacity and retention of the NCH workforce.

The Assistant Director, Learning and Development will support a range of projects, programs and services, relevant to the strategy or identified by the Executive Office. This role will work closely with both the HR and WHS teams, reporting to the Senior Manager of People & Culture.

This role will contribute to and coordinate programs in line with legislation, ACT Government Policies and Procedures as well as the CHS strategic intent. Additionally, it will advise on and coordinate programs to engage with the future workforce, provide training to current workers, and identify skill shortages and funding opportunities to increase training and employability for NCH employees into the future.

The Assistant Director, Learning and Development will advise and communicate with key non-clinical stakeholders to ensure the smooth and efficient operation and progression of projects to completion.

Under limited direction of the Director you will:

- Coordinate projects related to strategic education direction, innovations, quality improvement, needs analysis and educational design to meet organisational needs.
- Manage and supervise the preparation of complex reports and provide advice on reporting and administration of the Learning Management System (LMS) and identify and address areas of risk and opportunity.
- Manage the design, development, delivery, and evaluation of education including programs and curricula within the LMS, inducing but not limited to apprenticeships.
- Provide leadership, supervision, and support to the administration team in People and Culture and implement a business partnering model of customer service to provide best practice advice to line managers to deliver workforce development and training solutions and support the development of a culture of workforce development and innovation.
- Represent NCH with relevant Government authorities, partners and key stakeholders relevant to professional and portfolio as required.
- Establish and maintain professional relationships with internal and external stakeholders, including regular networking with external organisations to build business partnerships.

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

What you require:

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

- Relevant qualifications and/or experience in education and training including the administration of a learning management system with experience working professionally in a health centred organisation is preferred.
- A sound understanding of organisational data and reporting with ability to use appropriate software including Power BI, Microsoft Suite in particular Excel and the use of spreadsheets
- Coordinate projects related to strategic education direction, innovations, quality improvement, needs analysis and educational design to meet organisational needs.
- Manage and supervise the preparation of complex reports and provide advice on reporting and administration of the Learning Management System (LMS). and identify and address areas of risk and opportunity.
- Manage the design, development, delivery, and evaluation of education including programs and curricula within the LMS, inducing but not limited to apprenticeships.
- Provide leadership, supervision, and support to the administration team in People and Culture and implement a business partnering model of customer service to provide best practice advice to line managers to deliver workforce development and training solutions and support the development of a culture of workforce development and innovation.
- Represent NCH with relevant Government authorities, partners and key stakeholders relevant to professional and portfolio as required.
- Establish and maintain professional relationships with internal and external stakeholders, including regular networking with external organisations to build business partnerships.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

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.

How to apply

Applicants are expected to respond in writing and include the following:

- A two-page pitch that addresses the selection criteria in the "what you require" section. Where possible include specific relevant examples of your work
- Current CV that includes contact details for at least 2 professional referees

Note the outcome of this recruitment may be used to appoint to temporary, full-time and part-time positions within 12 months. Possibility of extension or permanency is also available.

Employment Type – Various Positions Available

Classification – Registered Midwife Level 2- Birth Suite

Position Number - 02CKX

Title- Registered Midwife

Salary – \$100,957 - \$107,000 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Women & Children

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

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About the Hospital

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#### About the Department

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These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses.

As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation. Currently NCH provides perinatal care to 1900 women per year.

We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

#### About the Role:

North Canberra Hospital is searching for dynamic Midwives to provide clinical care to women in the Birth Suite.

The Midwife will have advanced practice knowledge in midwifery practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team. The role deputises for the Clinical Midwife Consultant after hours.

The Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff.

The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

Under limited direction of the Clinical Midwife Consultant you will:

- Demonstrate evidence of advanced clinical knowledge and skill in providing midwifery care to women of all complexities.
- Works as a clinical team leader.
- Demonstrate clinical leadership skills with particular focus on effective interpersonal communication skills within a multidisciplinary team.
- Accept responsibility for own actions in midwifery practice.
- Participate in professional development of self and others.
- Demonstrate commitment to clinical research, quality improvement and procedure development and implementation.
- Provide leadership and excellence in the delivery of women-centered care.
- Demonstrate ability in planning, coordinating and providing advanced midwifery care.
- Provide leadership in clinical policy development, clinical auditing and portfolio development.
- Have well-developed supervisory skills, with proven team building ability and the management of organisational resources.
- A demonstrate ability to set priorities and meet deadlines.
- Work in other areas of the hospital when required.
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Provide preceptorship and mentoring to less experienced staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### What you require

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

- Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in midwifery care.
- Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Be registered as a Registered Midwife (Division 1) 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.
  - Holds, or working towards, post graduate qualifications in midwifery, management or education is desirable
- 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.

#### How to apply

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Elissa McTaggart at [elissa.mctaggart@calvary-act.com.au](mailto:elissa.mctaggart@calvary-act.com.au)

Employment Type – Permanent, Full Time

Classification – Registered Midwife 3 G2

Position Number – 02CKT

Title- Clinical Midwife Consultant

Salary – \$130,846 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Continuity of Midwifery Care Service

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

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#### About the Department

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation. Currently NCH provides perinatal care to 1900 women per year. We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

#### About the Role:

The Clinical Midwife Consultant for the Continuity of Midwifery Care Service (CMCS) has the professional and operational responsibility and accountability to provide leadership and be responsible for the co-ordination of high standard clinical care activities within CMCS.

Under limited direction of the Assistant Director of Midwifery you will:

1. Utilise effective team building techniques to support and promote working relationships across the multidisciplinary team within the Women's and Children's Division.
  2. Evaluate midwifery practice through a program of performance review, performance management, and identification of staff development needs
- Encourage and support midwifery staff to engage with further education to enhance their midwifery skills and knowledge.
4. Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the CMCS's work practices. Ensuring risks are managed appropriately through action

plans. Assisting with the establishment of the Maternity Unit risk register; developing risk management action plans; monitoring, evaluation and reporting of outcomes.

5. Develop and implement change management strategies as required to develop and maintain a contemporary maternity service in line with strategic services initiatives.

6. Ensure the development/review of clinical procedure and policy relating to clinical practice within the maternity unit.

7. Develop and manage human, financial, and capital resources to provide quality cost effective maternity care, including operating within the established budgets.

8. Utilise appropriate tools as available to engage consumers accessing Continuity of Care Services in providing feedback to enhance service performance and develop service improvement initiatives.

What you require

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

- Post graduate qualifications in midwifery, management, health service management, business administration or working towards
- Well-developed, relevant, management experience including conceptual and analytical skills relating to financial, human resource management and reporting
- Demonstrated commitment to, and understanding of, the principles of quality management, midwifery practice review, policy development and research
- Demonstrated leadership qualities, behaviour and attitude to professional standards that reflect an understanding of commitment to the organisation's values
- Demonstrated ability to lead change within the organisation
- Unconditional Registration or eligibility to register with Australian Health Practitioners Registration Authority (AHPRA) as a Midwife

Current unrestricted Driver's licence

- The successful applicant will occasionally need to be available for weekend and after-hours work.

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.

How to apply

Applicants are expected to respond in writing and include the following:

- A one page cover letter outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Michelle Thinius at [Michelle.Thinius@calvary-act.com.au](mailto:Michelle.Thinius@calvary-act.com.au)

Employment Type – Various Positions Available

Classification – Registered Nurse +/- Midwife Level 2

Position Number – 02CL7

Title- Registered Nurse +/- Midwife- Special Care Nursery

Salary – \$100,957 - \$107,000 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Women & Children

Gazette Date – 3 August 2023

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These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care.

Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation.

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#### About the Role:

The Nurse/Midwife will provide advanced clinical care to neonates in the Special Care Nursery (SCN). The Nurse/Midwife will have advanced practice knowledge in neonatal practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team. The role deputises for the Clinical Midwife Consultant after hours.

The Nurse/Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff. The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

Under limited direction of the Clinical Midwife Consultant you will:

- Demonstrate evidence of advanced clinical knowledge and skill in providing care to neonates of all complexities.
- Works as a clinical team leader.
- Demonstrate clinical leadership skills with particular focus on effective interpersonal communication skills within a multidisciplinary team.
- Accept responsibility for own actions in nursing/midwifery practice.
- Participate in professional development of self and others.
- Demonstrate commitment to clinical research, quality improvement and procedure development and implementation.
- Provide preceptorship and mentoring to less experienced staff
- Provide leadership and excellence in the delivery of family centered developmental care to neonates.
- Demonstrate ability in planning, coordinating and providing advanced nursing care to neonates.
- Provide leadership in clinical policy development, clinical auditing and portfolio development.
- Work in other areas of the hospital when required.
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### What you require

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

- Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in neonatal care.
- Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Holds, or is working towards, post graduate qualification in neonatal nursing is desirable

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.

How to apply

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Julie Parducci at [julie.parducci@calvary-act.com.au](mailto:julie.parducci@calvary-act.com.au)

Employment Type – Various Positions Available

Classification – Registered Midwife Level 2

Position Number – 02CLH

Title- Registered Midwife- Antenatal Clinic

Salary – \$100,957 - \$107,000 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Women & Children

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

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About the Department:

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These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care.

Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation.

Currently NCH provides perinatal care to 1900 women per year.

We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

About the Role:

The Midwife will provide advanced clinical care to women in the Antenatal Clinic. The Antenatal Clinic Midwife will have advanced practice knowledge in midwifery practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team.

The Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff.

The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

Under limited direction of the Clinical Midwife Consultant you will:

- Work as a clinical team leader.
- Provide preceptorship and mentoring to less experienced staff.
- Demonstrated evidence of advanced clinical knowledge and skill in providing antenatal care to women of all complexities.
- Accept responsibility for own actions in midwifery practice.
- Participation in professional development of self and others.



- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Provide leadership and excellence in the delivery of woman-centred care.
- Demonstrated ability in planning, coordinating and providing advanced antenatal care.
- Provide leadership in clinical policy development, clinical auditing and portfolio development.
- Work in other areas of the hospital when required.
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in antenatal care.
- Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Be Registered as a Midwife (Division 1) 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.

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.

How to apply:

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Michelle Thinius at [michelle.thinius@calvary-act.com.au](mailto:michelle.thinius@calvary-act.com.au)

Employment Type – Permanent Full Time

Classification – Building Trade Officer 4

Position Number – 02CLL

Title- Plumber

Salary – \$80,536 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Infrastructure

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

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About the Department:

The Facilities Department is responsible for facilities management services across all North Canberra Hospital (NCH) properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

About the Role:

The purpose of the role is to maintain and over-see the general maintenance of Hospital hydraulic systems and equipment defined by scope in this Position Description and ensure that compliance is achieved while completing all works

The Plumbing role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the North Canberra Hospital and other facilities managed by NCH across the ACT. The asset portfolio is a diverse and complex range of hydraulic systems and essential infrastructure that support the critical nature of a Health service delivery model.

Under limited direction of the Maintenance Manager you will:

- Within the limits of approved programs, organise and direct the work of the maintenance department in the repair and maintenance of hydraulic systems and ancillary fittings and fixtures and facilities throughout the Hospital;
- Accept responsibilities for the safety checking of all base building hydraulics and facilities to ensure compliance with Australian Standards. Co-ordinate, control and continually review a planned preventative maintenance system for all base building hydraulic equipment and facilities;
- Provide specialised technical advice and assistance where required on specific aspects of base building hydraulic structure and ancillary fitting and facilities. Supervise installations and performance acceptance testing of equipment/plant where necessary;
- Assist contracted plumbers with advice and knowledge of the hydraulic system during Capital Project Works on the Campus;
- The Plumber will be responsible for ensuring that planned and reactive maintenance and repairs are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities;
- Review and provide feedback to the Maintenance Manager on processes and procedures to determine if more efficient processes are achievable without diverse impact on operation;
- Assist with Hospital Audits such as Accreditation and HiCMR and;
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Demonstrated ability in supervising staff in hydraulic or trades based fields including leadership and team building;
- Demonstrated ability in the planning, co-ordination and control of hydraulic and tradesman based operations including planned preventative maintenance;
- Demonstrated knowledge of asset management systems and a proven capacity to oversee the development and implementation of asset standards, procurement utilisation and maintenance;
- Proven knowledge of relevant legislation, Regulations, Standards and codes of practice in a multidisciplinary engineering environment, with specific knowledge of the technical requirements affecting health services and assets. Sound planning and communication skills;
- Sound knowledge of Commercial hydraulic Systems;
- Basic computer skills – Word, Excel etc;
- Current ACT Drivers Licence;
- Current ACT Plumbers and Gas Fitters Licence and;
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- The successful applicant will need to be available for weekend and after-hours work.

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.

How to apply:

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Darrin Brown

at [darrin.brown@calvary-act.com.au](mailto:darrin.brown@calvary-act.com.au)

Employment Type – Various Positions Available

Classification – Registered Midwife Level 1

Position Number – 02CLI

Title- Registered Midwife

Salary – \$72,698 - \$97,112 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Women & Children

Gazette Date – 3 August 2023

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About the Department:

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These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care.

Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation.

Currently NCH provides perinatal care to 1900 women per year.

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About the Role:

Registered Midwives form a key part of the Midwifery team delivering care and management of women and/or their infants. The Midwife possesses clinical problem solving skills and is able to provide comprehensive safe Midwifery and Nursing care to women and their infants. The Registered Midwife has a sound level of interpersonal and communication skills and takes responsibility for their own professional development.

The Midwife liaises with the multidisciplinary team and stakeholders regarding woman centred care requirements and informs managers of any impact or potential impact on organisational requirements. The Registered Midwife meets the ACMI Competency Standards and Code of Ethics.

Under limited direction of the Clinical Midwife Consultant you will:

- Accept responsibility for own actions in midwifery practice.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Participate in the delivery of woman-centred care.
- Demonstrated ability in planning, coordinating and providing midwifery and care.
- Participate in clinical auditing and quality improvement activities.

- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Provide preceptorship and mentoring to less experienced staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Demonstrated ability to provide comprehensive safe midwifery care.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Be Registered as a Midwife (Division 1) or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
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How to apply

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- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Elizabeth Bishop at [elizabeth.bishop@calvary-act.com.au](mailto:elizabeth.bishop@calvary-act.com.au)

Employment Type – Various Positions Available

Classification – Registered Nurse +/- Midwife Level 1

Position Number – 02CLA

Title- Registered Nurse +/- Midwife- Special Care Nursery

Salary – \$72,698 - \$97,112 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Women & Children

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Currently NCH provides perinatal care to 1900 women per year.

We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

About the Role:

The Nurse or Midwife will provide clinical care to babies in the special Care Nursery. At times the nurse or midwife may be required to work in other areas of the Maternity Unit. The Nurse or Midwife will have current knowledge and skill in the care of babies requiring additional support in the Special Care Nursery and the appropriate experience to work in a collaborative multidisciplinary team.

The Nurse or Midwife will be a mentor, clinical education resource and support for other less experienced nursing and midwifery staff.

Under limited direction of the Clinical Midwife Consultant you will:

- Accept responsibility for own actions in midwifery practice.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Participate in the delivery of woman-centred care.
- Demonstrated ability in planning, coordinating and providing midwifery and care.
- Participate in clinical auditing and quality improvement activities.
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Provide preceptorship and mentoring to less experienced staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Demonstrated ability to provide comprehensive safe neonatal care.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Be registered as a Registered Nurse and/or Midwife (Division 1) 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.

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.

How to apply:

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Julie Parducci

at [julie.parducci@calvary-act.com.au](mailto:julie.parducci@calvary-act.com.au)

Employment Type – Permanent Full Time

Classification – Building Trade Assistant 4

Position Number - 02CLS

Title- Building Services Officer

Salary – \$76,147 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Infrastructure

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department:

The Facilities Department is responsible for facilities management services across all North Canberra Hospital (NCH) properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

About the Role:

The purpose of the role is to maintain and over-see the general maintenance of Hospital plant and equipment defined by scope in this Position Description and ensure that compliance is achieved while completing all works. The Building Services Officer role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the North Canberra Hospital and other facilities managed by NCH across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Under limited direction of the Maintenance Manager you will:

- Installation of fixtures to walls- this includes the hanging of white boards and picture frames, soap dispensers, brochure holders and minor clinical brackets;
- Complete minor sanitary tasks such as unblocking sinks and toilets and other works associated as "dirty" works;
- Installation of ceiling tiles and minor ceiling repairs;
- Minor works on door hardware and locker locks;
- Minor works on all types of window blinds;
- Assist the Equipment Officer with various tasks and undertake any other general repairs or maintenance or cleaning tasks as directed by the Maintenance Manager;
- Work with the Facilities Team's Tradesmen as required and;
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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

- Demonstrated ability in being able to triage multiple tasks in order to prioritise them into an agenda that not only ensures all tasks are completed but they are completed in the order of highest risk to the organisation first;
- Sound knowledge in minor maintenance and repairs;
- Sound knowledge in procurement of replacement parts and equipment;
- Ability to work in and along with a Team of Individuals within the Facilities Department that are of various skill levels and Trade backgrounds;
- Proven ability to work in a fast paced environment and "think on your feet";
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Current ACT Drivers Licence;
- The successful applicant will need to be available for weekend and after-hours work.

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.

How to apply

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Darrin Brown at [darrin.brown@calvary-act.com.au](mailto:darrin.brown@calvary-act.com.au)

Employment Type – Permanent, Full Time

Classification – Registered Nurse Level 3.1

Position Number – 02CLW

Title- Advanced Practice Nurse

Salary – \$115,743 (Plus Super)

Location – North Canberra Hospital Bruce, ACT

Section – Emergency Department

Gazette Date – 3 August 2023

Closing Date – 7 August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital:

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The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Advanced Practice Registered Nurse (APN) is responsible for assessing, planning, implementing and evaluating patient care within a defined scope of practice in the primary care areas of the Emergency Department.

The APN will also provide a high level of support to the triage nurse in times of peak demand, clinical support to other nursing team members as required, and provide formal and informal education to other staff members as required.

An APN provides care to patients in accordance with a set of standing operating procedures, confirming assessment, treatment plans and patient suitability for discharge with a Medical Officer (MO) or Nurse Practitioner (NP).

Under limited direction of the ED Medical Team Leader and Clinical Manager you will:

- Provide direct patient care within an ethical and professional framework.
- Provide care to patients in accordance with a set of standing operating procedures, confirming assessment, treatment plans and patient suitability for discharge with a Medical Officer (MO) or Nurse Practitioner (NP).
- Practice in accordance with the relevant legislation and hospital policy
- Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.
- Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.
- Understand and practice within your own scope of practice.
- Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.
- Integrates organisational policy and guidelines with professional standards.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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



- Proven commitment and competency in the provision of advanced nursing care that promotes best professional practice and improved health outcomes within a multidisciplinary team.
  - Evidence of flexibility and skills to provide a high standard of care within a range of disciplines.
  - Knowledge and understanding of the National Safety and Quality Health Services Standards and Quality Improvement processes and the ability to reflect on practice.
  - Proven commitment to professional development, including professional and organisational standards.
  - Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
  - Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
  - A minimum of 3 years post graduate experience
  - Hold a Post Graduate qualification in Advanced Practice Nursing, Emergency Nursing or equivalent.
- The successful applicant will need to work a rotating roster including evenings, nights and weekends.
- Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse

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.

How to apply:

Applicants are expected to respond in writing and include the following:

- A one page pitch outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Raymond Hunt at [raymond.hunt@calvary-act.com.au](mailto:raymond.hunt@calvary-act.com.au)

Employment Type – Various Positions Available

Classification – RN2

Position Number – 02CM6

Title - Registered Nurse 2- Emergency

Salary – \$100,957 - \$107,000 (Plus Super) pro rata

Location – North Canberra Hospital Bruce, ACT

Section – Emergency Department

Gazette Date – 3 August 2023

Closing Date – 8<sup>th</sup> August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

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This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Emergency Department Level 2 Registered Nurse (RN) provides advanced clinical and problem-solving skills, expert assessment, planning and coordination skills in the clinical management of Emergency Department patients with complex care needs, ensuring quality standards are met. This role provides clinical leadership for emergency nursing professional and clinical practice, education and supports management activities including portfolio responsibilities.

Under limited direction of the ED Clinical Manager you will:

- Provide direct patient care within an ethical and professional framework.
- Practice in accordance with the relevant legislation.



- Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.
- Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.
- Understand and practice within your own scope of practice.
- Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.
- Integrates organisational policy and guidelines with professional standards.
- Under professional supervision, participate in and/or implement and coordinate quality improvement programs, clinical policies, protocols and research programs.
- Be a role model, mentor, advocate, clinical teacher, resource and support person for new and less experienced staff, students and other health professionals.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 3 years post registration nursing experience and at least two years in Emergency Nursing
- Hold a Post Graduate qualification in Emergency Nursing or equivalent or be working towards one.
- The successful applicant will need to work a rotating roster including evenings, nights and weekends.
- Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse
- 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.

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.

How to apply Applicants are expected to respond in writing and include the following:

- A one page cover letter outlining why you believe you are suitable for this role (a response to selection criteria is NOT required and will not be considered as part of your application)
- Current CV that includes contact details for at least 2 professional referees

If you would like further information regarding this opportunity, please contact Raymond Hunt at [Raymond.Hunt@calvary-act.com.au](mailto:Raymond.Hunt@calvary-act.com.au)

#### **CHS Chief Executive Officer**

#### **CHS Nursing & Midwifery and Patient Support Services**

#### **Nursing Casual and Relief Pool Undergraduate Student of Nursing**

#### **Undergraduate Student Midwife \$59,679, Canberra (PN: 62303 - 02CHV)**

Gazetted: 03 August 2023

Closing Date: 14 August 2023

Weeks to Close: 1

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

We are pleased to inform you about an exciting opportunity to further your university studies. We understand the importance of continuous education and development, and we believe that this opportunity will greatly enhance your academic and professional journey. Are you a dedicated and compassionate individual looking to make a

difference in the healthcare industry? Join our dynamic team as an Undergraduate Student of Nursing and assist our health care professionals in providing excellent patient care.

The USN assists the health care team to provide delegated aspects of patient care. Care will be delegated in accordance with the USN Core Duties & Exclusion List, professional judgement of the supervising Registered Nurse, and in accordance with the level of achieved assessed competence of the individual USN.

The USN always retains responsibility for their own actions and remains accountable to the Registered Nurse. The tasks a USN will undertake include general unit environmental maintenance duties, assisting patients with skin care, hygiene, toileting and nutritional needs, handling and positioning of patients, gathering of equipment and simple wound dressings. The USN will document care activities within the Digital Health Record (DHR) in accordance with the plan of care and organisational protocols.

About you:

Requirements/Qualifications:

Currently enrolled in an AHPRA recognised Bachelor of Nursing or other approved course, registered with AHPRA as a student nurse and successfully completed the academic and clinical requirements of the first year. A USN must maintain their academic obligations and remain an active student throughout their employment.

Be available for rotational shift work roster which may include evenings and weekends. Night duty may be worked after 3 months. Access to leave to fulfill study requirements including clinical placement, is provided, and supported with rostering practices that prioritises study requirements.

Exceptional customer service skills, empathy and ability to develop positive rapport with people from a wide range of diverse cultural backgrounds.

Ability to work under direct supervision of Registered Nurses and as part of a multidisciplinary healthcare team.

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

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

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.

For more information on how to apply "click here"

Contact Officer: Suvechha Ghimire (02) 5124 7173 [CHS.NMROEDU@act.gov.au](mailto:CHS.NMROEDU@act.gov.au)

## **Medicine**

### **Diabetes Service**

#### **Diabetes Nurse Educator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25202 - 02BXW)**

Gazetted: 02 August 2023

Closing Date: 15 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

Successful candidates are provided ongoing education and training opportunities.

About the Role:

The Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra

Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with diabetes and women with hyperglycaemia in pregnancy (HIP).

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Lead Diabetes.

About you:

Position Requirements/Qualifications:

Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA).

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Must hold and maintain a current driver's license.

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

Highly motivated with strong organisational and time management skills.

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.

Adaptability and flexibility to manage changes in demand.

Capacity to contribute to a positive, strong and cohesive interprofessional culture.

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.

Contact Officer: Kristine Wright (02) 512 47929 [kristine.wright@act.gov.au](mailto:kristine.wright@act.gov.au)

## **Clinical Services**

### **Surgery**

#### **Administration Manager**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30802 - 02CHR)**

Gazetted: 28 July 2023

Closing Date: 11 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

#### **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](http://www.canberrahealthservices.act.gov.au)

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

- Anaesthesia and Pain Medicine
- ACT Trauma Service
- Acute Surgical Unit
- Cardiothoracic Surgery
- General Surgery
- Intensive Care
- Neurosurgery
- Oral Maxillofacial Surgery
- Ophthalmology
- Orthopaedic Surgery

- Otolaryngology Head and Neck Surgery
- Paediatric Surgery
- Plastic Surgery
- Retrieval Services
- Urology
- Vascular Surgery

The administration support officer position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to clinical units and services.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT).
- Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Mel Warylo (02) 5124 9031 melissa.warylo@act.gov.au

#### Clinical Services

##### Surgery

##### Surgical Services

##### ADON Perioperative Unit

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 25511-02C9M)**

Gazetted: 28 July 2023

Closing Date: 11 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

#### 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](http://www.canberrahealthservices.act.gov.au)

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery,

Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

The ADON Perioperative Unit manages the fiscal and human resources and provision of patient centred nursing care in the Perioperative Unit consisting of 12 Operating Rooms and 1 Neurosurgical IMRi suite and anaesthetic nursing services to Anaesthetists working in Out of Area locations. The Unit is supported by 18 Post Anaesthetic Care Unit beds (PACU) and provides pre-operative admission, assessment and direct patient pre-operative and post-operative care through the Day Surgery Admissions Unit and 12 Extended Day Surgery Unit beds for patients requiring an inpatient stay of less than 23 hours including elective/ emergency surgical day cases, emergency admission and post procedural care for patients managed by the ADON Perioperative Unit and their senior management team.

The Assistant Director of Nursing (ADON), Perioperative Unit holds a senior nursing leadership position in DoS. In consultation with the DoS leadership team, the ADON Perioperative Unit provides strategic leadership, guidance, planning and operational input to achieve quality patient care and service delivery outcomes in the Perioperative 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

- Highly developed interpersonal and strong leadership skills with the ability to apply critical thinking.
- Motivated, enthusiastic and a strong communicator to effectively liaise with internal and external stakeholders.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Working professionally in acute care 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position for 14 months with possibility of permanency.

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

Contact Officer: Jillian Davis (02) 51243275 [Jillian.Davis@act.gov.au](mailto:Jillian.Davis@act.gov.au)

#### Clinical Services

##### Cardiac Sonographer

##### Cardiac Sonographer

**Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 53990 - 02C7T)**

Gazetted: 31 July 2023

Closing Date: 5 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

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](http://www.canberrahealthservices.act.gov.au)

The Department of Cardiology is well-established with 14 consultant medical staff positions, 4 Accredited Advanced Trainees in Cardiology, and one Unaccredited Advanced Trainee position. There are 2 cardiac catheter laboratories which undertake a total of over 800 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed.

The coronary care unit is a 15-bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year.

There is a close working relationship with our busy cardiothoracic surgical unit.

Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics.

The echocardiography service performs over 4000 procedures per year. There is 4 FTE of cardiac sonographers.

Transoesophageal echocardiography service is provided three days a week, with additional emergency cover.

Stress echocardiography is scheduled for two sessions per week with ability to increase. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

The department is supported by dedicated heart failure and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program.

Construction is underway for state-of-the-art expanded acute cardiac care unit, three cardiac catheterisation laboratories and dedicated procedure room for transoesophageal echocardiography in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

An exciting opportunity exists for an experienced cardiac sonographers to become a part of a busy team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group.

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac sonographer to become a part of a busy team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group

#### DUTIES

Under broad direction from the senior cardiac physiologist/cardiac sonographer, you will provide a key role in the day-to-day management of the echocardiography department. You will:

Independently perform high quality echocardiographic imaging procedures for all patients, including the application of advanced imaging modalities (strain, 3D, Definity, exercise and pharmacological stress) to provide complex physiological and pathophysiological assessment of cardiac structure and function.

Independently complete comprehensive echocardiographic reports by considering all clinical measurements and current ASE guidelines and aligning diagnostic findings with the clinical context of the patient.

Support the senior cardiac physiologist by helping to manage the day-to-day operation and organisation of the echocardiography services of the Cardiology Department, ensuring patient-centred care, efficient service delivery, and equipment acquisition and maintenance.

Plan and provide comprehensive education frameworks for training and mentoring existing and new staff including student Sonographers, Cardiology Advanced Trainees, and other visiting health professional students. Attend and participate in departmental seminars and maintain ongoing professional development.

Perform research/quality improvement and change management projects that have a positive impact on patient outcomes, including maintaining clinical standards, policies, and protocols for echocardiography.

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

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisation and communication skills

Effectively both independently and as a member of a multi-disciplinary team

#### Position Requirements/Qualifications:

##### Mandatory

Bachelor of Science Applied science.

Graduate Diploma in Medical Ultrasound (Cardiac).

Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

Be registered under the Working for Vulnerable People Act.

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

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

##### Desirable

Minimum of five years post-qualification experience

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

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

#### **Surgery**

#### **Surgical Services**

#### **Patient Flow Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13948 - 02C03)**

Gazetted: 02 August 2023

Closing Date: 22 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

The Patient flow role facilitates the day-to-day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

About you:

Requirements/Qualifications:

Relevant tertiary nursing qualifications and a minimum of 3 years' experience working professionally in perioperative environment or similar nursing role.

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

The successful applicant will need to be able to work evenings.

Proven advanced management experience and clinical leadership in a similar nursing position.

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

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

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

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.

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Ben Lollback (02) 51243437 benjamin.lollback@act.gov.au

## **Canberra Health Services**

### **North Canberra Hospital**

#### **Nursing & Midwifery**

#### **Registered Nurse level 1- HiTH**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP6757 - 02CQE)**

Gazetted: 31 July 2023

Closing Date: 4 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

Hospital in the Home (HiTH) is an inpatient service at North Canberra Hospital. The HiTH Team is a multidisciplinary team and includes nursing, medical, administrative and allied health staff. HiTH provides access



to acute healthcare for patients, generally in their own home. Operating hours of the HITH service are 0700 to 2030, seven days a week and after 2030, a HITH nurse is “On- Call” for patient support. Patients admitted to HITH are classified as inpatients of NCH and would otherwise be receiving their medical treatment in a hospital ward. Simply put, HITH patients receive the same treatment at home as they would have if in a hospital bed.

About the Role:

The Registered Nurse Level 1, will provide clinical care to patients with a variety of medical conditions across the lifespan. This includes working independently and applying critical thinking skills to assess, plan, implement and evaluate patient care. The HITH RN Level 1 is expected to escalate concerns to medical staff as needed.

The service requires driving to the patient’s home to deliver clinical care. This role also includes ward rounds to promote and initiate patient referrals to the HITH service.

The hours of work are normal shift work pattern, morning, and evening shifts seven days a week. After orientation and training being “On Call” will be a job requirement.

Under limited direction of the Hospital in the Home CNC you will:

Provide clinical excellence in the delivery of patient centred care to patients utilising the nursing process

Promote collaboration between the multi-disciplinary team, families and other members of the care delivery team

Think critically and utilise problem solving and negotiation skills

Provide education to patients and their families and other NCH staff on all aspects of the HITH service

Develop and be accountable for the completion of a performance development plan

Comply with and contribute to quality and operational requirements

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

What you require

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

Demonstrated effective communication, organisational and interpersonal skills

Demonstrated ability to work autonomously as well as within the multidisciplinary team

Demonstrated ability to utilise the nursing process in the provision of safe, evidenced based nursing care to patients in an acute care environment

Demonstrated capacity to mentor junior/less experienced staff and participation in ongoing professional development of self and others

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

Note: This is a temporary part-time position at 19 hours per week.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rowena Hogan Rowena.Hogan@calvary-act.com.au

**CHS Chief Executive Officer**

**CHS Nursing & Midwifery and Patient Support Services**

**Nursing Casual and Relief Pool**

**Undergraduate Student of Midwifery**

**Undergraduate Student Midwife \$59,679, Canberra (PN: 62326 - 02CGQ)**

Gazetted: 01 August 2023

Closing Date: 14 August 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you a dedicated and compassionate individual looking to make a difference in the healthcare industry? Join our dynamic team as an Undergraduate Student of Midwifery and assist our health care professionals in providing excellent patient care.

We are pleased to inform you about an exciting opportunity to further your university studies. We understand the importance of continuous education and development, and we believe that this opportunity will greatly enhance your academic and professional journey.

The Maternity & Gynaecology Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and Southern NSW. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3650 women per year. Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Undergraduate Student Midwives (USM) in the areas of antenatal, intrapartum, or postnatal care.

An Undergraduate Student Nurse/Midwife (USN/M) means an employee in their second or later year of full-time study who is entered on the student register (for the nursing or midwifery profession) in an approved program under the Health Practitioner National Regulation Law (ACT) Act 2010.

Care will be delegated in accordance with the USM core Duties and Exclusions List, professional judgement of the supervising Registered Midwife, and in accordance with the level of achieved assessed competence of the individual USM.

The USM always retains responsibility for their own actions and remains accountable to the Registered Midwife.

About you:

Requirements/Qualifications:

Currently enrolled in an AHPRA recognised Bachelor of Nursing or other approved course, registered with AHPRA as a student nurse and successfully completed the academic and clinical requirements of the first year. A USN must maintain their academic obligations and remain an active student throughout their employment.

Be available for rotational shift work roster which may include evenings and weekends. Night duty may be worked after 3 months. Access to leave to fulfill study requirements including clinical placement, is provided, and supported with rostering practices that prioritises study requirements.

Exceptional customer service skills, empathy and ability to develop positive rapport with people from a wide range of diverse cultural backgrounds.

Ability to work under direct supervision of Registered Nurses and as part of a multidisciplinary healthcare team.

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

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

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.

For further information "[click here](#)"

Contact Officer: Suvechha Ghimire (02) 5124 7173 [VCHS.NMROEDU@act.gov.au](mailto:VCHS.NMROEDU@act.gov.au)

## **Maternity**

### **Maternity Clinical Care Coordinator**

#### **Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 53873 - 02CI5)**

Gazetted: 01 August 2023

Closing Date: 20 August 2023

Are you an experienced 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 6 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:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Discounted gym memberships.
- Scholarships for education support.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, 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 department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

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 Birthing, the Maternity Clinical Care Coordinator will provide will high level midwifery leadership, planning and operational leadership to the Midwifery teams to achieve high quality and safe patient care within WYC. The Maternity Clinical Care Coordinator will work collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services. The Maternity Clinical Care Coordinator will provide high level support in coordinating and managing patient flow and staffing within the Maternity Birthing Service to facilitate timely access to and comprehensive care for consumers. Midwives working in this role should be self-motivated and be able to work under minimal direct supervision. There is an expectation that you will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for your own practice standards, education activities delegated to others, and the guidance and development of Birthing Unit staff.

About you:

Requirements/Qualifications:

1. Post graduate qualifications in Midwifery and a minimum of 3 years' experience working professionally in Midwifery (mandatory).
2. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife (mandatory).
3. The successful applicant will need to be available for weekend and after-hours work.
4. Relevant Post graduate qualifications in health management and leadership would be desirable.
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. 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.
7. 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.

Contact Officer: Sally Bacon 5124 7660 [sally.bacon@act.gov.au](mailto:sally.bacon@act.gov.au)

## **Mental, Justice and Alcohol and Drug Services**

### **Rehab and Specialty Mental Health**

#### **Senior Project Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39882 - 02CFS)**

Gazetted: 28 July 2023

Closing Date: 11 August 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](http://www.canberrahealthservices.act.gov.au)

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

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

The Senior Project Officer reports to the Executive Director through the Senior Service and Transformation Coordinator and works closely with other senior leadership teams across CHS.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Competent negotiation and influencing skills in dealing with complex situations.

#### **Position Requirements/Qualifications:**

##### **Mandatory**

Relevant project management tertiary or certificate qualification or a minimum of two years' experience working professionally in a project management field.

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

##### **Desirable**

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Pete Podolski 51241606 [Pete.podolski@act.gov.au](mailto:Pete.podolski@act.gov.au)

## **Cancer and Ambulatory Support**

### **CAS Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 29772 - 02CCA)**

Gazetted: 28 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

#### **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](http://www.canberrahealthservices.act.gov.au)

The role of the personal assistant to the Executive Director for Cancer and Ambulatory support is to provide executive level support to the Executive Director and the Cancer and Ambulatory Support Leadership group. This position is integral to the Executive team in ensuring the Office of the Executive Director is managed Professionally and workflow is completed in a timely manner and to a high standard.

The Division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of assessment, diagnostic and treatment services through inpatient, outpatient and community settings. The Division is also responsible for the five nurse-led Walk-in Centres, Central Outpatients Department, Breastsreen ACT and Central Health Intake services.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Be flexible, adaptable and comfortable with a changing working environment.
2. Higher level communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.
3. Ability to manage confidential and sensitive information.
4. 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.

#### **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.
- Hold a current driver's license.

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 immediately for one month and two weeks.

Contact Officer: Melissa O'Brien 51248513 [Melissa.O'Brien@act.gov.au](mailto:Melissa.O'Brien@act.gov.au)

**Microbiology Department  
Scientist Microbiology HP2**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19446 - 02CJR)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

ACT Pathology is a division of the Canberra Health Services offering a diagnostic Pathology service to the ACT and surrounding region. We are seeking a suitably qualified and experienced scientist to work in the Microbiology laboratory based at The Canberra Hospital. The successful applicant will be required to undertake duties associated with the performance of clinical diagnostic microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results.

The successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, read culture plates in order to distinguish between normal flora and pathogenic organisms, perform bacterial identification, and set up and interpret susceptibility results. The laboratory currently operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster.

About you:

Position Requirements/Qualifications:

1. A Medical Laboratory Science Degree or equivalent relevant qualification.
2. Minimum of two years' experience working professionally in a Pathology Microbiology Laboratory.
3. Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
4. The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.
5. Strong organisational skills with a high degree of drive.
6. Strong attention to detail, reliable and punctual.
7. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
8. Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

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.

Contact Officer: Susan Bradbury (02) 5124 2510 [susan.bradbury@act.gov.au](mailto:susan.bradbury@act.gov.au)

**Infrastructure Health Support Services**

**Operational Support Services**

**Client Services**

**Manager, Volunteer Services**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14927-02C9C)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under general direction of the Assistant Director, CS, you will be responsible for assessing, informing and coordinating the volunteer requirements of the organisation. This includes selection, induction, training, retaining, rewarding and recognising the organisation's volunteers. You will be the first point of contact with volunteers and are responsible for excellent customer service at all times.

Your role will involve building relationships with volunteers, providing guidance and support to staff supervising volunteers, and ensuring a positive volunteer experience.

The position will be based at Canberra Hospital with regular travel required to other sites.

About you:

Requirements/Qualifications:

1. A relevant tertiary degree and/or minimum of three years' experience in a volunteer management role.
2. A comprehensive understanding of volunteer management provisions, philosophy and guidelines.
3. Event management knowledge and experience including skill and experience in public speaking.
4. Strong organisational skills with a high degree of drive.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. 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.
7. 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.

Contact Officer: Anne Folger-Pleuger 0481005604 [anne.folger-pleuger@act.gov.au](mailto:anne.folger-pleuger@act.gov.au)

## **Mental Health, Justice Health & Alcohol & Drug Services**

### **Director of Clinical Services**

#### **Adult General Psychiatrist**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 17229, Several - 02CIK)**

Gazetted: 27 July 2023

Closing Date: 3 September 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.

Adult Inpatient Mental Health Services provides voluntary and involuntary psychiatric care and treated for people with a mental illness who required hospitalisation. Services across the hospital sites include; Adult Mental Health Inpatient Unit, Acacia Mental Health Unit, Mental Health Short Stay Unit, and Mental Health Consultation Liaison services.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental

illness/disorder with associated complex needs and risk. Services across the Community include; Adult Community Recovery Services, Intake Services, Assertive Community Outreach Service, and Mental Health Link Services. The successful applicant will have senior specialist experience in Adult General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT 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 on line journals and textbooks.

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

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

#### 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:

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

- 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 and New Zealand College of Psychiatrists (RANZCP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RANZCP 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:

1. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
2. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
3. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.



4. 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.

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

6. 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:

Undergo a pre-employment National Police Check.

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

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

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

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

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

### **Adult Community mental Health Services**

#### **HP3 Psychologist, Social Worker, Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45367 - 02C3P)**

Gazetted: 02 August 2023

Closing Date: 15 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

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

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people.

About you:

For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work and professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).

Registration under the ACT Working with Vulnerable People Act 2011.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Please note 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.

Hold and maintain a current driver's licence.

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

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

Contact Officer: Carla Ormston (02) 51241236 carla.ormston@act.gov.au

### **Workforce Capability - People & Culture**

#### **Learning Management System Administrator**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 19208 - 02CEF)**

Gazetted: 02 August 2023

Closing Date: 15 August 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Workforce Capability (WC) are seeking a motivated person with high level customer service skills to provide backfill for the position of ASO 5 - Canberra Health Services (CHS), Learning Management System (LMS) – HRIMS Administrator and WC Office Manager. This is a full-time position, 6- month temporary vacancy with the possibility of extension or permanency. A high level of Information Technology skills is required to interpret data for dashboard reports.

Workforce Capability (WC) is the largest area of training within CHS, reporting to the Executive Group Manager (EGM) of P&C. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in CHS. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the WC SOG C Education and Training officer and WC Senior Director.

You will work as part of an inter-professional education team providing leadership and support across the WC administrative team. This role is integral to the management of the CHS Learning Management System and organisational reporting requirements.

About you:

Requirements/Qualifications:

A sound understanding of Microsoft Suite in particular, Outlook, Excel, PowerPoint and PowerBI.

A strong understanding around the administration of a staff learning management system and the development of training data reports.

Strong organisational skills and attention to detail, the ability to effectively manage multiple tasks and adapt to changing priorities.

Experience around the principals of eLearning and online instructional design or willingness to learn.

Ability to learn new software and demonstrate technical skills related to education and training.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Deborah Moore - [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

## **CHS Clinical Services**

### **Surgery**

#### **Acute Clinical Services Unit**

#### **Registered Nurse Level 2 - Acute Surgical Unit**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 19492-02CCN)**

Gazetted: 02 August 2023

Closing Date: 15 August 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Acute Surgical Unit is a 16-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, abdominal surgeries. ASU has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

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:

Requirements/Qualifications:

1. Minimum three year post graduate experience in Acute Surgical Nursing.
2. Be registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
3. The successful applicant will need to be for weekend and after-hours work, also be able to work a rotating roster.
4. Strong organisational skills with a high degree of drive.
5. Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\) indicators](#) align with this role.
6. 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.
7. 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.

Contact Officer: Divya Seethilal 51242364 [Divya.Seethilal@act.gov.au](mailto:Divya.Seethilal@act.gov.au)

**North Canberra Hospital - Staff Specialist / Senior Specialist - Obstetrics and Gynaecology  
Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: L6827 - 02COH)**

Gazetted: 02 August 2023

Closing Date: 25 August 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

**About the Hospital**

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

**About the Department**

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation. Currently NCH provides perinatal care to 1900 women per year. We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

**About the Role:**

As the Staff Specialist you will provide Obstetrics and Gynaecology services, as well as supporting the education and training for junior medical staff, nurses and midwives within the division

Your main duties will include:

Provide O&G consultation to inpatients and outpatients including service on the O&G after-hours on-call roster, participating in theatre sessions and Outpatient Clinics.

Supervise and support junior medical staff to provide patient care including support in accurate diagnosis, selection of treatment options, discharge planning, patient and family discussion, and education.

Participate in undergraduate and postgraduate teaching programs in O&G.

Contribute to the clinical governance of the service by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine.

Under limited direction of the Clinical Director you will:

Provide clinical excellence in the delivery of patient centred care to patients utilising the nursing process

Promote collaboration between the multi-disciplinary team, families and other members of the care delivery team

Think critically and utilise problem solving and negotiation skills

Provide education to patients and their families and other NCH staff on all aspects of the HITH service

Develop and be accountable for the completion of a performance development plan

Comply with and contribute to quality and operational requirements

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

**What you require**

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

Extensive technical and professional competence and experience in the specialty practice of Obstetrics and Gynaecology, including current

relevant AHPRA registration with no restrictions.

Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG).

Demonstrated high level communication skills through the use of information technology and written, verbal and interpersonal skills.

Demonstrated experience in leadership, teaching and professional development of junior medical staff and other relevant staff to foster

safe clinical practice and development of the medical profession.

Demonstrated commitment to teaching, continuing education, research and quality improvement.

Immunisations as required for your role.

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.

Contact Officer: Michelle Thinius N/A Michelle.Thinius@calvary-act.com.au

## **Clinical Services**

### **Medicine**

### **Neurology**

### **Neurology Allied Health Manager**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 56974-02C8L)**

Gazetted: 27 July 2023

Closing Date: 7 September 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](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists for a suitably qualified neurophysiologist to lead the Neurology Department's Allied Health team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical neurophysiology service delivery (adult, paediatric and neonatal populations). The role includes the management of the neurophysiology service and the allied health team, the development and provision of education and training for staff and students, and participation in and contribution to continual professional development of the neurophysiology group. Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

The Department of Neurology is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists.

The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, and the Acute Medical Unit. The current focus of the department is to grow the neurology sub-speciality services to meet the needs of our community and augment models of care across the region.

#### **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**

- Demonstrates strong organisational skills with a high degree of drive.
- Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

- Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

- Demonstrates a commitment to continuous improvement

Position Requirements/Qualifications:

Mandatory

- Bachelor of Science/Applied Science, or equivalent
- Minimum of 5-years post-qualification experience in Clinical Neurophysiology Testing
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Be eligible for membership with Association of Neurophysiological Scientists of Australia Inc. (ANSA) and/or Neurophysiological Sciences Society of Australasia (NSSA).
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

Contact Officer: Kelli Rixon (02) 5124 8199 [Kelli.Rixon@act.gov.au](mailto:Kelli.Rixon@act.gov.au)

## **Clinical Services**

### **Medicine**

### **Neurology**

### **Senior Neurophysiologist Scientist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 12895-02C8J)**

Gazetted: 27 July 2023

Closing Date: 7 September 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](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists for an experienced clinical neurophysiologist to become a part the allied health team. This position requires a significant subject matter expertise and the ability to work autonomously to provide complex and critical neurophysiology service delivery. The role includes supporting the management of the neurophysiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group. Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff

employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

The Department of Neurology is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists.

The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, and the Acute Medical Unit. The current focus of the department is to grow the neurology sub-speciality services to meet the needs of our community and augment models of care across the region.

#### ABOUT YOU

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#### Behavioural Capabilities

- Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Demonstrates strong organisational skills with a high degree of drive.
- Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
- Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

#### Position Requirements/Qualifications:

##### Mandatory

- Bachelor of Science/Applied Science, or equivalent
- Minimum of two-years post-qualification experience in Clinical Neurophysiology Testing
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

- Be eligible for membership with Association of Neurophysiological Scientists of Australia Inc. (ANSA) and/or Neurophysiological Sciences Society of Australasia (NSSA).
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](https://act.gov.au))

For more information about this role "click here"

Contact Officer: Kelli Rixon (02) 5124 8199 [Kelli.Rixon@act.gov.au](mailto:Kelli.Rixon@act.gov.au)

#### Clinical Services

## Medicine

### Neurology

#### Neurophysiology Scientist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 30781-02C8G)**

Gazetted: 27 July 2023

Closing Date: 7 September 2023

Details:

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

An exciting opportunity exists for a suitably qualified neurophysiologist to join the Neurology Department's Allied Health team. This position requires subject matter expertise and the ability to work autonomously to conduct routine, and assist in complex, neurophysiology investigations according to procedures and standards for adult, paediatric and neonatal populations. The role includes supporting the management of the neurophysiology service, the provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group. Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

The Department of Neurology is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists.

The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, and the Acute Medical Unit. The current focus of the department is to grow the neurology sub-speciality services to meet the needs of our community and augment models of care across the region

#### 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

- Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Demonstrates strong organisational skills with a high degree of drive.
- Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
- Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

#### Position Requirements/Qualifications:

##### Mandatory

- Bachelor of Science/Applied Science, or equivalent
- Minimum of one year post-qualification experience in Clinical Neurophysiology Testing
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health



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

Desirable

- Be eligible for membership with Association of Neurophysiological Scientists of Australia Inc. (ANSA) and/or Neurophysiological Sciences Society of Australasia (NSSA).
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- 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.

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

For more information about this role “click here”

Contact Officer: Kelli Rixon (02) 5124 8199 [Kelli.Rixon@act.gov.au](mailto:Kelli.Rixon@act.gov.au)

## **Infrastructure and Health Support Services Recurrent**

### **Capital Project Support**

#### **Manager Strategic Accommodation**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15075 - 02C8I)**

Gazetted: 27 July 2023

Closing Date: 10 August 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](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Manager, Strategic Accommodation role will report to the Senior Director, Capital Project Delivery and undertake key activities to support the efficient allocation of office accommodation and planning and management of accommodation relocation requests. The role will require working in close collaboration with clinical teams and external providers.

Under limited direction, the Manager, Strategic Accommodation will be responsible for managing a small team to complete building occupancy audits to identify opportunities to maximise utilisation of office accommodation. Also, the coordination of disposal, procurement and installation of furniture fittings and equipment (FF&E) to support accommodation relocations. This includes ensuring items are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. A key element will be engaging with internal and external stakeholders and managing stakeholder's expectations to deliver agreed project outcomes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and

supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Desirable

Current Drivers licence

Relevant qualifications or experience in project management.

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.

Contact Officer: Dave Gilbert 02 5124 7791 dave.gilbert@act.gov.au

## **Division of Medicine**

### **Neurology Department**

#### **Office Manager/ PA**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 19715 - 02CFD)**

Gazetted: 27 July 2023

Closing Date: 10 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

#### **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](http://www.canberrahealthservices.act.gov.au)

This position reports to the Administration Manager (reporting) and Business Manager (line). It provides office management to the unit and supervision to the Neurology outpatients team, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

#### **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 organizational skills with a high degree of drive.

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

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

Position Requirements / Qualifications

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

Desirable

- Knowledge of ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential.
- Previous experience working in the health sector.
- 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.

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.

Contact Officer: Brie Pilicic 5124 3028 [brie.pilicic@act.gov.au](mailto:brie.pilicic@act.gov.au)

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

### **Alcohol & Drug Program**

#### **Registered Nurse**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 33086, Several - 02CEY)**

Gazetted: 27 July 2023

Closing Date: 10 August 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](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in

quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) may be required to work across multiple sites, participate in overtime, and/or rotation roster.

#### ABOUT YOU

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#### Behavioural Capabilities

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

Displays critical thinking skills based on evidence and sound judgement.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

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

#### Position Requirements/Qualifications:

Relevant registration through 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.

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

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

Contact Officer: Belinda Robson 02 5124 7964 belinda.robson@act.gov.au

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

### Adult Community Mental Health Services

#### Registered Nurse Level 2 – Adult Community Mental Health Services, CHS

#### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29219 - 02C3Q)

Gazetted: 28 July 2023

Closing Date: 10 August 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click on Lifestyle | Canberra to find out more about why you should live and work in Canberra.

#### About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

This is a permanent position within the Home Assessment and Acute Response Team (HAART), and other positions may also be available.

This recruitment may be appointed using the written application alone.

#### About you:

Our ideal candidate would possess the following skills and experience:

- Relevant Tertiary qualifications and a minimum of 3 years' experience working professionally in Nursing.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Current Drivers license.

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

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

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](#).

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

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.

Contact Officer: Colin Noonan - [colin.noonan@act.gov.au](mailto:colin.noonan@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](mailto:jobs@act.gov.au)**

#### **CIT Education and Training Services**

#### **CIT Pathways College/Student Support**

#### **CIT Counselling**

#### **Psychologist/Social Worker**

#### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 54347)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: The Canberra Institute of Technology (CIT) is looking for a dynamic psychologist/social worker, with significant experience in therapeutic counselling, to work as a student counsellor within the Student Support team. You will consult with a range of students with a broad variety of clinical issues. CIT Counsellors also work and consult with teaching staff in relation to student matters.

The successful applicant may be required to work across multiple locations as required.

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

#### **Eligibility/ Other Requirements**

Significant experience in therapeutic counselling is required as well as an understanding of issues in the Vocational Education and Training sector. Demonstrated ability to conduct psychological assessment testing is desirable.

#### **MANDATORY:**

Tertiary qualifications in Psychology/Social work

Current relevant registration/membership:

*For Psychologists:* Current full registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia).

*For Social Workers:* Eligibility for membership of the Australian Association of Social Workers (AASW) and a current ACT Working with Vulnerable People Card.

At least 5 years' experience in therapeutic counselling.

DESIRABLE:

An understanding of issues in the Vocational Education and Training sector.

Demonstrated ability to conduct psychological assessment testing.

Notes: This is a part-time temporary position for 22.03 hours per week available immediately until 16 July 2024 with the possibility of extension up to 12 months.

The full-time advertised salary will be pro-rata to part-time, as will the ARIns that this position attracts.

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 submit:

written responses to the Selection Criteria (maximum three pages)

a current curriculum vitae

copies of relevant qualifications and registrations

names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

There is a limit of 10MB and 10 documents per application in the online application.

For information about this position the contact officers are:

Catherine Vaughan Turnbull (02) 6207 4236 or [cath.vaughanturnbull@cit.edu.au](mailto:cath.vaughanturnbull@cit.edu.au) (Mondays and Tuesdays)

Maeve Castles (02) 6207 3289 or [maeve.castles@cit.edu.au](mailto:maeve.castles@cit.edu.au) (Wednesdays to Friday).

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

Contact Officer: Maeve Castles (02) 6207 3289 [Maeve.Castles@cit.edu.au](mailto:Maeve.Castles@cit.edu.au)

## **Corporate Services**

### **Data and Digitalisation**

#### **Senior Manager, Technical Architect – Business Analysis, Design and Architecture Practice**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62481)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: As a national leader in Vocational Education and Training (VET) Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations.

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity.

Advancing Canberra's Workforce - adapting our courses and means of delivery to provide skills for the future.

Transforming Our Business - investing in CIT's business for viability and value.

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces.

The Cloud Campus Program is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about transforming the way CIT does business.

As the Senior Manager, Technical Architect - Business Analysis, Design and Architecture Practice you will work with the Program Director to setup and manage a team of professional business analysts, user-centred designers, and system architects to support CIT's programs and Data and Digitalisation Branch needs. The purpose is to ensure that CIT has the right mix of skills to elicit current and future state business requirements as well as functional and non-functional requirements for the delivery of new business capabilities within a sound ICT enterprise / technical architecture, that supports the latest in user-centred interface designs.

If you want to be a part of a great culture, working in a fast-paced environment, that is challenging and rewarding, by delivering tangible outcomes for the community, then we want to hear from you!

Eligibility/Other requirements: Highly Desirable

Relevant tertiary level qualifications and experience.

Relevant developed knowledge and understanding of ICT business analysis, architecture, and office administrative systems.

Understanding of key methodologies such as BABOK, TOGAF, Zachman.

You have an attention to detail, are self-motivated and like to work in a collaborative and supportive environment.

You are passionate, enjoy what you do, and are able to deliver outcomes.

Notes: This is a temporary position available 4 September 2023 until 30 August 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a two-page pitch to highlight your experience and skills against the Selection Criteria. *Applications should be submitted via the Apply Now button below.*

Contact Officer: NickJ Crossley 02 6207 8919 Nickj.Crossley@cit.edu.au

#### **CIT Education and Training Services**

#### **CIT Education and Training Services**

#### **CIT Library and Learning Services**

#### **Library Manager**

#### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 54240, several)**

Gazetted: 01 August 2023

Closing Date: 8 August 2023

Details: The CIT Library and Learning Services is looking for Library Managers, who will be based at Reid or Bruce Campus. If you have experience working in an educational library setting, providing services to a wide range of clients in an agile environment, and supervising a diverse team; this is the job for you.

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

Eligibility/Other requirements: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study.

Notes: This is a temporary position available immediately until 22 December 2023.

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

Selection will be based on application and interview.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

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

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

#### **Education Futures and Students**

#### **CIT Education Services**

#### **Teacher Capability**

#### **Teacher Capability Coordinator**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40687)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Temporary

Details: CIT Teacher Capability are looking for a highly motivated professional to coordinate three Training and Assessment qualifications and a variety of non-accredited professional learning. This role has a diverse range of tasks and would suit an exceptional communicator, who likes working collaboratively to support colleagues and staff to increase workforce capability. The right candidate must also demonstrate a commitment to high level customer service.

An ability to be flexible and adaptable are essential in this fast paced environment and an ability to reprioritise as needed. Process and outcomes driven, this role requires an individual who can methodically problem solve. High level written skills are required to support ministerial brief writing.

Eligibility/Other requirements – Highly Desirable:

Certificate IV in Business Administration

Certificate IV in Training and Assessment TAE40110 or TAE40116, or experience with VET training and assessment

Notes: This is a temporary position available from 24 August 2023 until 21 August 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, interview and referee checks.

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: Angela Ryan (02) 6207 3223 Angela.Ryan@cit.edu.au

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

## **Education and Training Services**

### **CIT Business and Leadership**

#### **CIT Accounting and Project Management**

##### **Accounting and Project Management Administrative Service Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58438)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The Canberra Institute of Technology (CIT) is seeking a motivated Administrative Service Officer (ASO4) to provide high-level support to students and teaching staff in the Accounting and Project Management Team. This role will support other departments within the college when required.

Provide professional administrative support to Accounting and Project Management department in the area of vocational and higher education training.

Be the first point of contact and provide quality customer service to both internal and external stakeholders.

Provide specific administrative support in accordance with relevant policies and guidelines to students and staff as directed. Undertake ad hoc and special projects as required.

This position does not involve direct supervision of staff.

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

Eligibility/Other Requirements:

DESIRABLE

Certificate III or IV in Business Administration.

Qualifications, relevant skills and experience in an associated field (Accounting, Legal, Project Management).

High level experience using Microsoft Word, Excel, PowerPoint and Outlook.

Experience using Trim, CRM (Client Relationship Management system), Banner, Microsoft Teams, Webex and eLearn (Moodle).

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

How to Apply: Applicants are encouraged to provide examples to address the Selection Criteria located in the Position Description (a maximum of two pages) and provide a current curriculum vitae as well as two completed referee reports.

*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: Jessica Viduka (02) 6207 4977 Jessica.Viduka@cit.edu.au

## **Strategic Finance and Transformation**

### **Finance**

#### **Financial Accountant**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23842)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023



Details: CIT is looking to engage a suitably qualified and experienced professional to join the Strategic Finance and Transformation team in delivering key business services for CIT's Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Financial Accountant role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. In this role, collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes.

Essential requirements for this role include:

Prior experience in a hands-on accrual accounting reporting environment.

The ability to work autonomously and in a team environment alongside being able to communicate clearly and concisely in all forms with internal and external stakeholders.

The ability to reset priorities and tasks in accordance with known and ad-hoc requirements.

Demonstrable competency in utilising financial systems and the Microsoft Office suite, in particular Excel.

In addition to undertaking the various accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the Finance Branch is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times. Similarly, resources will be redeployed to assist this role in peak times where required.

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration.

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

Eligibility/Other requirements:

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body will be highly regarded (e.g., CPA Australia, IPA, CA ANZ).

Notes: This is a temporary position available immediately for up to eight months.

How to Apply: Please provide a written application of no more than 1,000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: KeithR Amos (02) 6207 1250 [KeithR.Amos@cit.edu.au](mailto:KeithR.Amos@cit.edu.au)

## **Corporate Services**

### **Senior Project Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62441)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: As a national leader in Vocational Education and Training (VET) Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations.

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity.

Advancing Canberra's Workforce - adapting our courses and means of delivery to provide skills for the future.

Transforming Our Business - investing in CIT's business for viability and value.

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces.

The Cloud Campus Program is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about transforming the way CIT does business.

The Senior Project Manager supports the Program Director to successfully scope and implement the Cloud Campus program through the provision of guidance and artefacts that support the scoping and delivery of program deliverables and business process change initiatives.

If you want to be a part of a great culture, working in a fast paced environment, that is challenging and rewarding, by delivering tangible outcomes for the community, then we want to hear from you!

Eligibility/Other Requirements:

You have an attention to detail, are self-motivated and like to work in a collaborative and supportive environment.

You are passionate, enjoy what you do, and are able to deliver outcomes.

Notes: This is a temporary position available from 1 September 2023 until 30 August 2024 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. Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce. Please note, this position will be moving to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Please submit your two-page pitch to highlight your experience and skills against the Selection Criteria along with a curriculum vitae.

Want to find out more? Contact Nick Crossley on (02) 6207 8919 or at [Nickj.Crossley@cit.edu.au](mailto:Nickj.Crossley@cit.edu.au) to discuss this exciting opportunity further.

Applications should be submitted via the Apply Now button below.

Contact Officer: NickJ Crossley (02) 6207 8919 [NickJ.Crossley@cit.edu.au](mailto:NickJ.Crossley@cit.edu.au)

### **CIT Corporate Services**

### **CIT Corporate Services**

### **CIT Campus Renewal**

### **Project Officer, CIT Strategic Growth and Transformation**

### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59009)**

Gazetted: 31 July 2023

Closing Date: 7 August 2023

Details: As the CIT Woden Campus and associated projects enter the next stage of design and construction, CIT is looking for a team member to engage with staff and students. CIT will commence delivery at Woden CIT Campus in 2025 and activities at CIT will align to the stages of the ACT Government project as we prepare our infrastructure, new ways of work and learning to the new vertical and digitally enabled campus.

An opportunity exists for a future focused team member to work on key infrastructure, change and strategic projects, including the CIT Woden project.

The successful individual will work closely with staff and students and lead the design and delivery of workshops and collaboration in the design process, reporting to the Director, Strategic Growth and Transformation.

The successful applicant will:

Work with internal and external stakeholders to inform the project design requirements that will lead to the delivery of a flexible 21st Century Campus that is connected to the community and the public realm.

Lead the practices that will enable the workforce to work in a new campus.

Manage the development of resources to enable the use of the new campus.

Foster practices that will lead to change in the infrastructure of all campuses through the design of CIT Woden design and style guidelines.

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

Notes: This is a temporary position available January 2024 until December 2025 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than two pages addressing the selection criteria in the attached Position Description, a current curriculum vitae, and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Rikki Norris (02) 6207 4877 [Rikki.Norris@cit.edu.au](mailto:Rikki.Norris@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](mailto:jobs@act.gov.au)**

### **Executive Group Manager, Customer Data and Digital**

**Temporary Vacancy (ASAP – 4 October 2023 with the possibility of extension)**

**Chief Minister, Treasury and Economic Development Directorate**

**Digital, Data and Technology Solutions**

**Position: E786**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: #ACTPS Band 1 Executive; #ACTPS Band 2 Executive

Date Circulated: 31/07/23

DDTS is looking for an experienced executive to lead the Customer, Data and Technology stream for the period 12 August to 4 October 2023, with possibility of extension.

Reporting to the Chief Digital Officer, the Executive Group Manager CDT is a member of the Senior Executive Leadership Team of DDTS and is directly responsible for four branches providing a range of services across government. The role has primary responsibility for the provision of effective and efficient services across a broad range of technical, tactical and transactional support for whole of government ICT, data and cyber.

To be successful you will have a high level of leadership and communication skills and a proven capacity to work collaboratively, build strategic relationships and experience in a complex technology service delivery environment.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to Bettina Konti via email [Bettina.Konti@act.gov.au](mailto:Bettina.Konti@act.gov.au) by COB 7 August 2023.

Contact Officer: Bettina Konti (02) 6207 2242 [Bettina.Konti@act.gov.au](mailto:Bettina.Konti@act.gov.au)

**Payroll & HR Systems**

**Salary Packaging**

**Salary Packaging Accountant**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09360)**

Gazetted: 27 July 2023

Closing Date: 3 August 2023

Details: An exciting opportunity has become available within the Shared Services Salary Packaging Team for an experienced accountant. The successful applicant will be responsible to ensure the delivery of accurate and timely trust fund management and accounting including general ledger reconciliations, Fringe Benefits Tax compliance and data preparation as well as the Good and Services Tax management.

You should have a demonstratable commitment to high quality customer service, data research and analysis, auditing capability, sound attention to detail, excellent written and oral communication skills. In addition to this you will need a sound working knowledge of the benefits of salary packaging, financial management systems and the software solution which supports such services.

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

Eligibility/other requirements: The successful applicant must be able to demonstrate they can provide leadership and manage varying priorities to ensure tight deadlines are met.

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

How to apply: Applicants are asked to submit a written pitch of no more than two pages and a copy of your current curriculum vitae with contact details for two referees which is required to be submitted with your application.

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

Contact Officer: Desley Croker (02) 6205 7634 [Desley.Croker@act.gov.au](mailto:Desley.Croker@act.gov.au)

**ACT Treasury**

**Office of the Under Treasurer**

**Treasury Directorate Liaison Officer (DLO)**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55315)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking Expressions of Interest to temporarily fill the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office.

This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills.

The successful candidate will have a strong knowledge of Treasury; its role and responsibilities and will also show exceptional organisation skills. Officers at level or seeking higher duties will be considered.

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:

Experience working on and existing knowledge of cabinet, assembly, and ministerial processes specifically within the ACT Government is highly desirable.

Preference will be given to suitable permanent officers in the ACT Public Service.

Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the Public Sector Management Act 1994, or higher duties allowance under clause C7 of the prevailing ACTPS Administrative and Related Classifications Enterprise Agreement.

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

How to apply: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Stuart Hocking (02) 6207 0260 [Stuart.Hocking@act.gov.au](mailto:Stuart.Hocking@act.gov.au)

## **Corporate**

### **People and Capability**

#### **Employee Relations**

##### **HR Advice and Administration Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38001)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: We are looking for a client-focused, motivated, and knowledgeable individual to join our friendly, supportive team. As a member of this team, you will provide general HR advice to staff and managers and provide administrative support to the Employee Relations and Injury Management team. This role operates in a hybrid and flexible work environment with the opportunity to work from home and the office.

In this role you will use your strong organisation and communication skills, along with your ability to develop working relationships and a willingness to work through tasks to support your colleagues in the Employee Relations and Injury Management team. A day in the life of this role includes maintaining our email inbox by providing general HR advice on a range of HR topics which could include leave entitlements, delegations, interpreting the Enterprise Agreements and more, along with filing and maintaining sensitive staff information, undertaking research activities, and providing general administrative support to the team. In this role you will also have the opportunity to help support CMTEDD staff understand their obligations and entitlements by preparing whole of directorate emails, supporting the senior leadership team by compiling data and information for regular reporting and contributing to projects.

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

Eligibility/other requirements: Relevant experience in Human Resources related fields is highly desirable but not essential.

Note: This is a temporary position available immediately until 30 June 2024 with possibility of permanency. A merit list may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please provide a maximum two-page pitch outlining your experience and/or the abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details of two referees.

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

Contact Officer: Melissa Lister (02) 6207 3852 [Melissa.Lister@act.gov.au](mailto:Melissa.Lister@act.gov.au)

## **Office of Industrial Relations and Workforce Strategy (OIRWS)**

### **ACT Property Group**

#### **Integrated facilities Management**

#### **Assistant Director, Property Operations**

#### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 58479)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: This role leads a multi-disciplinary team of trade professionals delivering high quality property maintenance services to ACT Government property custodians. The person in this role ensures the team delivers high quality, efficient and productive trade services, provides professional guidance and direction and manages human resource and industrial matters relevant to the team.

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

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

Eligibility/other requirements:

The Infrastructure Officer stream requires applicants to:

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

Hold a relevant building degree, or

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

This position requires:

Qualifications in building trades, property or similar, and/or extensive experience in property or project management at a senior level

Relevant trade registration, where a trade qualification is held.

Hold or have the capacity to obtain White Card and Asbestos Awareness  
a current driver's licence (car)

Qualification/s in Property/Facilities Management, Project Management, Work Health and Safety, Procurement, Contract Management, and membership of a relevant professional organisation are highly desirable.

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

Selection may be based on application and referee reports only.

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

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

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

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

## **Treasury**

### **Budget, Procurement and Finance Group**

#### **Shared Services Finance - Finance Operations**

##### **Team Leader**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61465, several)**

Gazetted: 01 August 2023

Closing Date: 8 August 2023

Details: The Shared Services Finance Operations team provide accounts payable, finance service desk, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role, as Team Leader, you will be responsible for coordinating and leading a range of support services and processing functions in a Finance Operations environment.

You will be someone who has demonstrated leadership capability, is a strong and clear communicator with exceptional time management skills and a proven commitment to identifying and promoting business improvement initiatives.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads across your area of operations and responsibility in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar 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: Previous experience in a finance operations, call centre or processing environment would be highly regarded.

Notes: This is a temporary position available immediately for up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than 500 words.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

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

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

## **Access Canberra**

### **Licence and Registration**

#### **Vehicle Safety Standards**

### **Vehicle Inspector**

**General Service Officer Level 8 \$75,931 - \$80,136, Canberra (PN: 03178)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: The Vehicle Safety and Standards section and the Vehicle Inspection and Technical Unit (VITU) are responsible for Vehicle Inspections and vehicle safety compliance held at the Hume Motor Vehicle Inspection Station which includes light vehicles, all heavy vehicles, public vehicles and modified vehicle inspections. All vehicle Identity checks are also completed at the Hume Inspection Station.

Inspectors conduct roadworthy inspections for all types of motor vehicles and trailers. Inspectors also perform On-Road vehicle inspections and compliance and are responsible for the education and compliance for vehicle safety matters including members of the public, industry and other internal business unit and external communities.

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:

#### **MINIMUM REQUIREMENTS**

Automotive Trades (Mechanic) Certificate 3 or equivalent.

A good, applied understanding of Vehicle Safety Standards and vehicle registration requirements.

A current C class drivers' licence.

This position does require a pre-employment medical.

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

This position does not involve direct supervision of personnel.

#### **DESIRABLE EXPERIENCE**

Heavy Vehicle mechanical experience.

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

How to Apply: Please submit a written application, in the form of a pitch of no more than two pages, addressing the statement below.

Demonstrating your ability, experience and qualifications, what makes you the best person for this role.

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

Contact Officer: Francois Patron (02) 6207 7172 Francois.Patron@act.gov.au

### **Office of Industrial Relations and Workforce Strategy**

#### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Electrical (Trade)**

**Building Trade \$78,676 - \$83,109, Canberra (PN: 22837)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: ACT Property Group are looking for a qualified and experienced electrician to join our professional trades team. You will use your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users.

This position is part of ACT Property Groups professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

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

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

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other requirements: This position requires:

Professional/Trade qualifications in the named trade speciality (Certificate IV in Electrical Services or greater) and building maintenance experience in a relevant function.

Hold or have the capacity to obtain licenses under *Construction Occupations (Licensing) Act 2004*.

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards, and any relevant Certificates such as TMV, working at heights, confined space, forklift.

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

A current driver's licence (car)

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are highly desirable.

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

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

Contact Officer: Adam Dezman (02) 6205 9934 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Infringement Review**

##### **Training Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58532, several)**

Gazetted: 28 July 2023

Closing Date: 4 August 2023

Details: Are you interested in a role where you can provide training to a large operational team? Are you able to adapt quickly to changing work priorities and have an interest in working in a fast-paced regulatory environment? Are you resilient, confident and have a high level of emotional intelligence? If this sounds like you, then the Access Canberra Infringement Office is where you need to be.

As a part of the Infringement team, and under the general direction of your manager, you will administer and deliver the training program for the Infringement Review Office. You will provide on-the-job training to new starters, conduct regular refresher training across the team, assist in the development and implementation of training modules, draft training resources and maintain training records in Objective. You will also be responsible for managing a small team and have a direct impact on the development of team members.

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



Eligibility/Other requirements: This role will require the successful applicant to be an Australian citizen or a permanent resident of Australia to be appointed as an Authorised Person under the *Road Transport (General) Act 1999* to perform the duties of the position.

Notes: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than one page, responding to the required Selection Criteria in the Position Description, a curriculum vitae and contact details for two referees.

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

Contact Officer: Valerie Kitson 62059429 Valerie.Kitson@act.gov.au

## **Treasury**

### **Budget, Procurement and Finance**

#### **Procurement ACT**

##### **Senior Director, Probity Advisory Services**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 62455)**

Gazetted: 01 August 2023

Closing Date: 29 August 2023

Details: Procurement ACT has a unique opportunity for a probity leader to join its Executive team as a Senior Director, Probity Advisory Services.

Reporting to the Executive Group Manager, Procurement ACT, the Senior Director of Probity Advisory Services will: Manage, lead and build capability of a small team to achieve Procurement ACT and Government objectives.

Act as a probity adviser (or supervise the provision of probity advice) for procurement processes as well as provide (or supervise the provision of) ad hoc advice, as required, in accordance with the [Probity in Procurement Guide](#). As part of this, you may, as required:

Review approved medium and high-risk procurement plans and evaluation plans for compliance with all relevant Territory (including specific Territory entity) procurement policy applicable to the procurement.

Review approach to the market documentation in relation to the request documents' consistence with the approved procurement plan and evaluation plan.

Review conformance recommendations at the screening stage of any procurement process, on request, for adherence to the approved evaluation methodology and conformance with evaluation criteria.

Review recommendations on source selection for adherence to the approved evaluation methodology and conformance with evaluation criteria and if applicable provide a probity advisor report for inclusion as an annex to the tender evaluation report.

Develop procurement specific probity protocols, or a probity plan, as relevant, based on templates in the Probity in Procurement Guide.

Prepare and deliver probity briefing to procurement staff at relevant stages of the procurement activity.

Advise Territory entities to manage the impacts and risks associated with the perceived, potential or actual conflict of interest.

Advise on management of fairness and equity for any negotiations, including parallel negotiations.

Advise on the management of potential collusion or anti-competitive conduct.

Attend industry briefings, one-on-one interviews with a tenderer, evaluation team meetings.

Refer matters for legal advice, as appropriate.

In return, we will offer you a supportive and professional team environment that allows you the opportunity to participate in the [Procurement Reform Program](#) for the ACT Government, that makes a direct and positive impact on the ACT Public Service and the Canberra Region 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 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: Formal qualifications and previous practice in law or other formal advisory service will be highly regarded, but not mandatory.

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 is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should submit a two-page a pitch style application that responds to the required skills, knowledge and behavioural capabilities outlined in the position description, along with a current curriculum vitae including details of two referees.

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

Contact Officer: Sanaz Mirzabegian (02) 6207 1529 Sanaz.Mirzabegian@act.gov.au

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Compliance**

##### **Senior Inspector**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60843)**

Gazetted: 01 August 2023

Closing Date: 22 August 2023

**Details:** We are seeking a go-getter who can match the energy and passion Access Canberra has for serving the community. You will succeed in this role if you are enthusiastic, personable, and self-motivated. Assistant Directors at Access Canberra are expected to lead and deliver on agreed business outcomes, oversee and conduct compliance programs to protect the interests and safety of consumers, and engage with industry and support businesses across the ACT.

Responsible for regulating over 70 pieces of legislation, no two days are the same in the Compliance Team. Our work includes providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases. We minimise harm to individuals and the community through conducting proactive compliance programs, responding to complaints or enquiries from members of the public and regulated industries, and conducting investigations. We love working collaboratively and are always thinking about 'who needs to know' to ensure we are working together to maintain a safe and liveable city.

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 qualification in a regulatory 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.

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

How to apply: To apply, submit your curriculum vitae, contact details for two referees (one being your current supervisor) and a two-page pitch outlining why your Skills, Knowledge and Behaviour make you the best fit for the role as outlined under "What you will do" which includes the duties and responsibilities.

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

Contact Officer: Narelle Bramwell (02) 6205 3706 Narelle.Bramwell@act.gov.au

## **Treasury**

### **Budget, Procurement and Finance**

#### **Procurement ACT**

##### **Director, Probity Advisory Services**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62456)**

Gazetted: 01 August 2023

Closing Date: 29 August 2023

**Details:** Procurement ACT has a unique opportunity for an experienced probity professional to join its Executive team as Director, Probity Advisory Services.

Reporting to the Senior Director of Probity Advisory Services, the Director of Probity Advisory Services will, under limited supervision:

Act as a probity adviser for procurement processes as well as provide ad hoc advice, as required, in accordance with the [Probity in Procurement Guide](#). As part of this, you may, as required:

Review approved medium and high-risk procurement plans and evaluation plans for compliance with all relevant Territory (including specific Territory entity) procurement policy applicable to the procurement;

Review approach to the market documentation in relation to the request documents' consistence with the approved procurement plan and evaluation plan;

Review conformance recommendations at the screening stage of any procurement process, on request, for adherence to the approved evaluation methodology and conformance with evaluation criteria;

Review recommendations on source selection for adherence to the approved evaluation methodology and conformance with evaluation criteria and if applicable provide a probity advisor report for inclusion as an annex to the tender evaluation report;

Develop procurement specific probity protocols, or a probity plan, as relevant, based on templates in the Probity in Procurement Guide;

Prepare and deliver probity briefing to procurement staff at relevant stages of the procurement activity;

Advise Territory entities to manage the impacts and risks associated with the perceived, potential or actual conflict of interest;

Advise on management of fairness and equity for any negotiations, including parallel negotiations;

Advise on the management of potential collusion or anti-competitive conduct;

Attend industry briefings, one-on-one interviews with a tenderer, evaluation team meetings; and

Refer matters for legal advice, as appropriate.

Formal qualifications and previous practice in law or other formal advisory service will be highly regarded, but not mandatory.

In return, we will offer you a supportive and professional team environment that allows you the opportunity to participate in the [Procurement Reform Program](#) for the ACT Government, that makes a direct and positive impact on the ACT Public Service and the Canberra Region community.

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

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

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

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: Interested applicants should submit a two-page pitch addressing their suitability and availability and a curriculum vitae including details of two referees.

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

## **DDTS**

### **ACT Cyber Security Centre**

#### **Director, Cyber and ICT Operations**

#### **Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62360)**

Gazetted: 01 August 2023

Closing Date: 22 August 2023

Details: The ACT Cyber Security Centre is looking for specialists in a range of ICT fields to join a team that will be focussed on improving cyber security architecture, compliance, and resilience across ACT Government. The skills we are seeking for this team include Network engineers, Architects, Cloud or Server engineers that also have existing skills or interest in cyber security. We are looking for highly motivated people who have a passion for delivering upon a work program that will see continuous cyber improvement. This is an excellent opportunity to make a significant impact in the ever-evolving field of cybersecurity.

The Director, Cyber and ICT Operations will work as part of a small multi-disciplinary team responsible for the delivery of select cyber security capability uplift outcomes within the organisation, including a current project for Essential Eight uplift. The role requires a moderate understanding of information security principles and strong technical expertise across one or more ICT disciplines. Staff will also work across technical branches of the organisation and have exposure to a variety of both project and operational work in their fields of specialisation.

Hybrid Working: the current government supports hybrid working for positions of this nature, noting this may be subject to change in future.

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

**Eligibility/ Other Requirements**

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

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.

Notes: This is a temporary position available from 1 September to 30 June 2024 with the possibility of permanency.

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

**How to apply:** To apply for this position please provide your curriculum vitae with contact details of two referees and a maximum two-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for the role.

Where possible the position may be tailored based on the successful candidate's expertise and skillset. Selection may be based on application and referee reports only.

If you would like to know more about the role before applying, please contact Jeremy Hollis on 02 6207 2377.

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

Contact Officer: Jeremy Hollis (02) 6207 2377 [Jeremy.Hollis@act.gov.au](mailto:Jeremy.Hollis@act.gov.au)

**Access Canberra**

**Executive Branch Manager (various), Access Canberra**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1328, several)**

Gazetted: 02 August 2023

Closing Date: 23 August 2023

Details: Executive Branch Manager (various), Access Canberra

Are you looking for an opportunity to develop or grow your senior executive leadership skills by managing a branch that is the front face of the ACT Government? Wherever you are at in your executive career, Access Canberra can help you take it further.

Access Canberra is the ACT Government's one-stop shop for key government services and regulatory functions. We are all about providing people easy access to ACT Government services, payments and information, along with delivering important regulatory functions for our community. We strive to deliver great customer experience and deliver regulatory outcomes that support our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Successful applicants will be able to lead organisational change; help find solutions to complex situations; actively engage with risk to make sound decisions; communicate with influence to achieve outcomes; and understand how to lead teams to achieve effective results. You will be a key member of the Access Canberra Executive group helping to drive organisational strategy and implementation of government priorities.

To support agency needs and promote career development, Executive Branch Manager roles within Access Canberra may from time-to-time be rotated across different branches leading any of the functional streams, which currently comprise of:

- Strategy and Planning
- Fair Trading and Compliance
- Licensing and Registration
- Service Delivery and Engagement
- Construction and Planning Regulation
- Corporate Support and Capability
- Environment, Land and Technical Regulation

Some Executive Branch Manager roles perform statutory functions, such as the Construction Occupations Registrar, Commissioner for Fair Trading and CEO Gaming and Racing.

About the role

Access Canberra has an actual vacancy at Executive Branch Manager level to lead the newly established Environment, Land and Technical Regulation Branch, with an immediate need to fill the role for an initial period of six months. Following this, it is expected that the role will be advertised for a long-term vacancy (up to 5 years) pending a work value assessment being completed.

Access Canberra is also looking to use this process to establish a pool of suitable candidates for any future Executive Branch Manager vacancies that arise within Access Canberra. The merit pool will remain open for up to 12 months.

Executive Branch Manager, Environment, Land and Technical Regulation

The Executive Branch Manager, Environment, Land and Technical Regulation, will primarily be based at 480 Northbourne Avenue (Dickson Office Block), however will work flexibly across various Access Canberra locations as required.

The position will have primary responsibility for three teams within Access Canberra, namely:

- Environment Protection Authority (Dickson Office Block)
- Utilities and Technical Regulation (Dickson Office Block)
- Land Planning and Building Services (Mitchell Building, Dickson Service Centre and Dickson Office Block)

The position will be required to perform regulatory responsibilities as part of the role. This includes the following:

- Perform as the Environment Protection Authority (EPA) pursuant to section 11 of the *Environment Protection Act 1997*; and be required to fulfil all the statutory obligations of the EPA under the Act.
- Provide advice and support to the Technical Regulator pursuant to the *Utilities (Technical Regulation) Act 2014*.
- Provide advice and support to the Registrar-General in relation to Land Titles and Land Planning matters.
- Provide advice and support to other statutory functions across Access Canberra and within government as required.

The position will provide advice to various portfolio Ministers in support of its statutory functions and role within Access Canberra. The Executive Branch Manager will work closely with partner policy directorates, especially the Environment, Planning and Sustainable Development Directorate (EPSDD), Transport Canberra and City Services Directorate (TCCS) and the Justice and Community Safety Directorate (JACS).

The position will be required to engage with key stakeholders in support of its statutory functions, regulatory responsibilities and service delivery requirements.

Prior experience or qualifications relevant to the functions of the branch will be highly beneficial.

More information about Access Canberra can be found on its website: [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

Contract: The successful applicant will be placed on a short-term contract for six months.

How to Apply: If you think you have what it takes to take on the challenge of this important role, please submit your curriculum-vitae and a pitch of no more than two pages addressing the selection criteria and outlining why you are interested in this opportunity through the portal. Details of two referees including your most recent supervisor should also be included.

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

Contact Officer: David Pryce (02) 6205 9898 [acofficeoftheddg@act.gov.au](mailto:acofficeoftheddg@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](mailto:jobs@act.gov.au)**

#### **Children, Youth and Families**

##### **Youth Justice and Adolescent Services**

##### **Youth Justice Operational Project Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07362)**

Gazetted: 27 July 2023

Closing Date: 13 August 2023

Details: The Youth Justice Operational Project Officer works as part of the Youth Justice and Adolescent Services (YJAS) executive team to deliver professional outcomes for Children, Youth and Families (CYF) with a focus on youth justice and adolescent services. The role includes undertaking project management and reporting,

secretariat functions, the creation and management of confidential documents including the creation of client briefs and the analysis and reporting of relevant information.

**WHAT YOU WILL DO**

Monitor and co-ordinate a diverse range of business improvement projects that develop evidence-based and best practice strategies and processes in response to identified systemic issues within youth justice and adolescent services.

Prepare research papers, consultation materials, policy briefs, project plans and reporting in relation to the youth justice and adolescent services.

Provide support to the ACT Australasian Youth Justice Administrators (AYJA) representative, including the preparation of papers, information requests and reports.

Co-ordinate the receipt, distribution and confidential administration of documents in relation to Youth Justice and Adolescent Services.

Provide administrative support in response to Oversight information requests and external reviews.

Undertake secretariat duties, in relation to the youth justice and adolescent services and provide policy support relevant to youth justice operations.

Contribute to implementing a work plan and achieving outcomes against strategic and business plans.

Working collaboratively with staff across CYF and CSD to coordinate the development of government briefing and responses.

Model ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours, Government priorities, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives and to achieving consistently high service standards.

This position does not involve direct supervision of staff.

Eligibility/Other Requirements:

- Tertiary qualification in project management, criminology, youth justice is highly desired, though not mandatory.
- Knowledge or experience in youth justice systems and/or youth sector is desired, but not essential.
- This position does require a Working with Vulnerable People Check.
- Driver's license is essential.

Note: Merit pool: A merit pool may 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 statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Tina Brendas (02) 6207 3341 [Tina.Brendas@act.gov.au](mailto:Tina.Brendas@act.gov.au)

**Children, Youth and Families**

**CYF Change and Reform Team**

**Program Lead**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61834)**

Gazetted: 31 July 2023

Closing Date: 21 August 2023

Details: We are embarking on the biggest change in years to the front-door of Child Protection in the ACT. The Program Lead, Change and Reform will lead the CYPS Intake Refresh Project.

The project will:

- Redesign the Intake Service and front door for CYPS and for our stakeholders
- Procure and implement a set of evidence-based family assessment tools
- Engage and manage stakeholders across ACT government, key service providers and other identified stakeholders.

Leading a small team, the Program Lead will be responsible for the scoping, procurement and implementation of a set of tools, oversee the project and change management required, and deliver a communications plan with key cross-Government and community stakeholders. The Program Lead will work closely with the Project Lead and head of the current Intake team to design and deliver the project.

Additional responsibilities may include assisting the CYF Change and Reform team with various activities to deliver the multi-year CYF Reform program of work, such as research and analysis, procurement plan development, and sourcing and purchasing activities.

**WHAT YOU WILL DO**

Under limited direction:

- Design and drive project implementation and change management for key reform projects.
- Lead stakeholder engagement activities to co-design key reform projects.
- Represent the Directorate and Division at various events and forums as required.
- Supervise, manage, and lead a small team.
- Conduct research and develop papers on strategic issues to inform and shape decision-making on key reform projects.
- Maintain records in accordance with set policies, legislation and procedures.

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 or experience in human centred-design, policy or a related discipline is desired but not 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 \(a ct.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. A merit pool may 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Portelli (02) 6207 8702 [Steven.Portelli@act.gov.au](mailto:Steven.Portelli@act.gov.au)

**Children, Youth and Families**

**CYF Change and Reform Team**

**Project Officer - CYF Change and Reform Team**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61837)**

Gazetted: 31 July 2023

Closing Date: 21 August 2023

Details: The Project Officer, Change and Reform will support the Program Lead on the Child and Youth Protection Service (CYPS) Intake Refresh Project, implementing a set of evidence-based family assessment tools in the ACT's Child Protection Intake Service.

As part of a small team, the Project Officer will be responsible for the supporting the scoping, procurement and implementation of a set of tools, facilitate project and change management activities and deliver a communications plan with key cross-Government and community stakeholders.

Additional responsibilities may include assisting the Children Youth and Families (CYF) Change and Reform team with various activities such as research and analysis, procurement plan development, and sourcing and purchasing activities.

**WHAT YOU WILL DO**

Under broad direction, provide policy and project management advice to support the timely design, delivery and implementation of child protection reform.

Prepare research papers, consultation materials, policy briefs, project plans and reporting in relation to the CYF Change and Reform program.

Facilitate consultation and information sessions with key stakeholders including CYPS staff, cross-Government agencies and community sector partners.

Model ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours, Government priorities, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives and to achieving consistently high service standards.

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 or experience in human centred-design, policy or a related discipline is desired but not 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 ([a.ct.gov.au](http://a.ct.gov.au))

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. A merit pool may 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 your current curriculum vitae and a three-page statement of claims addressing the Skills/Knowledge, and Behavioural Capabilities sections of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Portelli (02) 6207 8702 [Steven.Portelli@act.gov.au](mailto:Steven.Portelli@act.gov.au)

**Housing Assistance**

**Infrastructure and Contracts**

**Contract Management Team**

**Senior Contract Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62018)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: The Contracts Management Team carries a significant workload which can change rapidly in response to the needs of the ACT Housing Facilities Management contract, and team members must be able to effectively manage multiple issues at once. Consequently, it is important the Senior Contract Officer can identify / prioritise issues and suggest practical solutions, including knowing when to escalate matters.

The Senior Contract Officer will be expected to demonstrate management and leadership capability, the ability to analyse operational data to inform operational and strategic decisions and possess well-developed interpersonal, organisational and communication skills.

The position occupant will build and maintain relationships, both within Government and outside. We are looking for people with demonstrated experience analysing data from multiple sources to support trend analysis, operational reporting and strategic decision making within a contract management and financial management setting.

The position occupant will be an integral and active part of the leadership team within the broader Contracts Management Team and may manage staff members or a team. More information can be found in the position description.

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: Applications are to be submitted as if writing to an expression of interest, addressing the Selection Criteria, no more than two pages, please include your curriculum vitae and details of two referees.

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

Contact Officer: Taylor Beaton (02) 6207 2411 [Taylor.Beaton@act.gov.au](mailto:Taylor.Beaton@act.gov.au)

**Housing Assistance**

**Infrastructure and Contracts**

**Contract Management Team**

**Director - Contract Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62016, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The Director, Contract Management manages the day-to-day direction of the Contract Management Team to deliver outcomes consistent with Total Facilities Management Contract within a human services environment.

The position is part of the Branch's leadership team and works closely with various teams throughout Housing ACT to make a significant contribution to the direction and management of the public housing portfolio. The position



plays a key role in overseeing and modernising work practices through data and analysis to ensure transparency and accountability.

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 to deliver outcomes.

The Contract Management Team carries a significant and dynamic workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once.

Consequently, it is important that you can identify / prioritise issues and implement practical solutions, including knowing when to escalate.

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

Note: There are two temporary positions available, one is for initial period of six months with possibility of extension up to 12 months and the second is for a period of up to 12 months with the possibility of permanency.

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

Selection may be based on application and referee reports only.

How to apply: Applications should be submitted as if writing to an expression of interest, addressing the Selection Criteria in the Position Description, no more than two pages, please also include a current curriculum vitae and details of two referees.

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

Contact Officer: Matt Collins (02) 6207 9802 Matt.Collins@act.gov.au

## **Corporate**

### **Governance**

#### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36580, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives?

Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

Our responsibilities cover a wide range of human service functions in the ACT. We work with some of Canberra's most vulnerable people to help them reach their best potential in all stages of life. We also celebrate our city's rich diversity and create positive experiences and change for our community.

As a CSD employee you will have access to generous remuneration and leave entitlements and a range of flexible working options, including hybrid/remote working. You will also have opportunities to participate in effective learning and development and access to diverse career pathways which will stretch and grow your capability.

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.

About the role:

We currently have several opportunities for ASO 4 Executive Assistants, available in multiple Branches across the Directorate including Support Services for Children, Communications and Engagement, Governance, and Housing and Homelessness Programs.

We are looking for people with strong written and verbal communication skills, sound organisational skills, the ability to plan, prioritise, co-ordinate responses and manage workflows associated with a high-pressure environment in support of senior executive.

If this sounds like you, please click the 'apply now' button, we would love to hear from you!

Further information about the roles can be found in the Position Description.

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

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

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

How to apply: Please provide a one-page pitch addressing the 'Position Requirements' section of the Position Description, a current curriculum vitae and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Cutrupi (02) 6205 3883 Renee.Cutrupi@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](mailto:jobs@act.gov.au)**

#### **Service Design and Delivery**

##### **Student Engagement**

##### **Flexible Education**

##### **Hospital School Classroom Teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 30656)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: This position will support students at the Hospital School, located at the Canberra Hospital.

You will be responsible for developing learning experiences through inquiry-based learning, utilising creative pedagogical and differentiated learning approaches to support engagement for all children and young people (P-12). You will also work with families and home schools to ensure children and young people stay connected to their learning.

Eligibility/Other requirements:

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

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

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

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

How to Apply: Please submit a two-page Statement of Claims addressing the attached Position Description along with your current curriculum vitae and details of two referees.

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

Contact Officer: Sasha Posthuma 0402 157 574 [Sasha.Posthuma@ed.act.edu.au](mailto:Sasha.Posthuma@ed.act.edu.au)

#### **Service Design & Delivery**

##### **Student Engagement**

##### **Flexible Education**

##### **Classroom Teacher - Muliyan**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 46320)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: This position will support students in the Muliyan Program (years 7-10)

In this role you will support the delivery of general education programs (literacy/numeracy) and develop personalised learning programs for students.

Our ideal applicant will be able to quickly establish quality partnerships with parents and the community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse backgrounds, including Aboriginal and Torres Strait Islander students.

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

**Eligibility/ Other requirements**

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

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

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 \(a.ct.gov.au\)](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Selection may be based on application and referee reports only.

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

How to apply: Please submit your curriculum vitae, two-page Statement of Claims and details of two referees to the JobsACT online portal via the Apply Now button.

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

Contact Officer: Lauren Smith 0481 479 656 [Lauren.Smith@ed.act.edu.au](mailto:Lauren.Smith@ed.act.edu.au)

**Service Design & Delivery**

**Student Engagement**

**Clinical Practice**

**School Psychologist**

**School Psychologist \$87,447 - \$125,498, Canberra (PN: 08406, several)**

Gazetted: 27 July 2023

Closing Date: 15 August 2023

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available now, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Provisional Psychologists who anticipate gaining general registration in the coming months are encouraged to apply.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

identify and assess mental health issues and provide follow up support or refer to other mental health services

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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

**Eligibility/ Other Requirements**

Prior to commencing in this role applicants require:

Current general registration as a psychologist with the Psychology Board of Australia. Applications will be considered for provisional psychologists who anticipate gaining general registration in the coming months.

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

It is highly desirable applicants hold a current Australian drivers' licence.

Notes: A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months.

These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022.

How to apply: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan N/A SDDRecruitment@act.gov.au

### **School Performance Improvement**

#### **Southside Registered Training Organisation**

##### **Lake Tuggeranong College**

##### **VET Operation Manager - Lake Tuggeranong College**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61927)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: The Vocational Education and Training (VET) area has a focus on development and implementation of quality systems that support innovation and growth in VET for secondary schools. This includes processes to support continuous system improvement and the assurance of conformity to applicable statutory and regulatory requirements.

Vocational Education and Training (VET) enables secondary students to gain nationally recognised qualifications for employment and connects them to future pathways. Strengthening VET pathways for secondary school students and improving the quality and vocational relevance of VET in schools supports successful transitions to work and further qualifications.

Aligned to Future of Education goals of strengthening accessible and personalised learning pathways and evolving the Registered Training Organisation (RTO) model, the four senior secondary colleges located in the south of Canberra are merging to form one RTO.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and directorates to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hat' and juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference.

The successful applicant will be required to work over multiple sites in the Tuggeranong and Woden areas of Canberra.

This position is an active member of the VET team overseeing the operations of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Senior Project Officer will work under limited direction in relation to established priorities, task methodology and work practices to provide support to the RTO Manager, CEO of Southside College RTO and the RTO Steering Group in the day-to-day management of the business area in line with Australian Skills Quality Authority requirements and Directorate priorities.

Eligibility/Other requirements:

Mandatory:

Possession of a current driver's licence and access to a private vehicle.

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

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

Highly desirable:

Strong project management experience, including use of document management and project management tools.

Experience and understanding of the Australian Skills Quality Authority (ASQA) standards and RTO requirements.

Sound knowledge of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Certificate IV in Training and Assessment (TAE40116) qualification.

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: Graham Cassells (02) 6142 3676 [Graham.Cassells@ed.act.edu.au](mailto:Graham.Cassells@ed.act.edu.au)

## **School Performance and Improvement**

### **Tuggeranong**

#### **Theodore Primary School**

##### **Building Service Officer 3 - Theodore Primary School**

##### **Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 59286)**

Gazetted: 28 July 2023

Closing Date: 11 August 2023

Details: Theodore Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of a Building Service Officer 3. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade / Industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community and support the school's sustainability initiatives.

In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement. The position may include coordinating, mentoring and supervising other BSOs and may be a cluster position with specific responsibilities.

Eligibility/Other requirements:

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

An industry recognised trade qualification or equivalent work experience.

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

A pre-employment medical clearance is required prior to commencement.

Desirable:

A current First Aid certificate

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

How to Apply: Please provide a structured response to the selection criteria (maximum three pages) that lists the criteria headings and includes examples. Provide curriculum Vitae, three supervisor references including current supervisor and two recent supervisors include copies of trade qualifications.

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

Contact Officer: Rose Rodriguez (02) 6142 3101 [Rose.Rodriguez@ed.act.edu.au](mailto:Rose.Rodriguez@ed.act.edu.au)

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

## **Service Design & Delivery**

### **Digital Strategy, Services and Transformation**

#### **Strategy, Design and Programs**

##### **Director - Program Manager**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43098)**

Gazetted: 01 August 2023

Closing Date: 8 August 2023

Details: Leading the Data Insights Program, you will provide program and project management expertise to help deliver a key strategic flagship for the Education Directorate, the Data Insights Program. The program looks to provide data solutions to underpin decision making to support the Future of Education.

This role will ensure projects are delivered in accordance with WHOg standards. Ensure priorities are managed and the quality of projects is delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects.

You will support engagement across the Branch and the Directorate to ensure projects are well managed including expectations of project deliverables managed, risks and issues identified, and overarching project strategies exist to provide clear frameworks for success.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impacts in the education sector. You will have leadership, staff and project management skills and a proven ability to provide advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and the Agile methodology.

Ideally you will have a proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

Eligibility/Other requirements:

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

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

How to Apply:

In two pages or less please detail (related to the selection criteria):

Why you want the role.

What you would bring to the role and what you would get out of it.

Describe achievements with results/outcomes relevant to the selection criteria.

Please include a current curriculum vitae listing 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: Jai Vaitheswaran (02) 6205 2251 [Jai.Vaitheswaran@act.gov.au](mailto:Jai.Vaitheswaran@act.gov.au)

## **Service Design and Delivery**

### **Student Engagement**

#### **Flexible Education**

##### **Transitions Officer - Murrumbidgee School**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36810)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The Flexible Education team is looking for an individual with the ability to utilise a coordinated service delivery model, to assess the needs of and develop plans for vulnerable young people attending Murrumbidgee School inside Bimberi Youth Justice Centre, including Aboriginal and Torres Strait Islander young people and their families. They will provide support for students to assist them in transition to their home school or other education program, training and/or employment program.

The successful application will need a sound knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools, a strong understanding of trauma informed practice and the importance of schools meeting the needs and aspirations of all young people.

Eligibility/Other requirements:

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government is highly desirable.

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

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

How to Apply: Please submit response to the selection criteria (maximum four pages), a current curriculum vitae and details for two referees one of which is your current supervisor.

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

Contact Officer: Janine Inggs 0468 572 790 [Janine.Inggs@ed.act.edu.au](mailto:Janine.Inggs@ed.act.edu.au)

## **Service Design & Delivery**

### **Student Engagement**

#### **Flexible Education**

#### **Indigenous Student Engagement Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60164)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: Flexible Education are looking for an Indigenous Student Engagement Officer to join the team. The successful applicant must have the ability to communicate effectively and sensitively, including the capability to consult with Aboriginal and Torres Strait Islander students, families and community members, school staff and other stakeholders.

A comprehensive knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools is a must, as well as insight into the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students

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

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 \(a ct.gov.au\)](http://act.gov.au)

Currents drivers' licence

Access to personal vehicle

Highly Desirable

Certificate IV in Youth Work or Community Services

First Aid Certificate

Trauma Informed Training

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

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.

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 submit response to the selection criteria (maximum 4 pages) curriculum vitae and details for two referees, including your current supervisor.

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

Contact Officer: Vanessa Sargeant 0481 461 593 [Vanessa.Sargeant@ed.act.edu.au](mailto:Vanessa.Sargeant@ed.act.edu.au)

## **Tuggeranong Network**

### **Bonython Primary School**

#### **School Administration Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 38495)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Bonython Primary School is seeking an organized and self-motivated all-rounder to undertake the duties of an Administrative Officer. Under general direction of the Business Manager the successful applicant will manage the day-to-day administration of the school in line with school requirements and Directorate Policies. The successful applicant will have strong customer service skills and a proactive approach to daily tasks. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets including Sentral with the ability to advise on and implement effective office work practices. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Must have current WWVP registration.

Must have or be willing to undertake First Aid Qualifications prior to commencement.

Notes: This is a temporary position available from 04 September 2023 until 26 January 2024 with the possibility of permanency.

How to Apply: All applicants need to provide the panel with a curriculum vitae and respond to the selection criteria provided. Please provide two listed referees that could complete a written response if short listed. Short listed applicants will be invited to an interview.

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

Contact Officer: Greg Terrell (02) 6142 0640 [Greg.Terrell@ed.act.edu.au](mailto:Greg.Terrell@ed.act.edu.au)

**ACT Education Directorate**

**South and Weston Network**

**Charles Weston School**

**Youth Support Worker - Charles Weston School**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 43043)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: Charles Weston School is seeking an experienced, personable and community focused Youth Worker to support the students and families in our diverse and fully inclusive school. The successful applicant will join our Student Achievement Team, working collaboratively to triage referrals, and using data to identify areas of need in social and emotional learning. Some key responsibilities include:

Engaging and working with families and linking them in with appropriate external community services

Working 1:1 or in small groups with students to support social and emotional wellbeing.

Design and deliver additional support plans based on student goals relating to their wellbeing.

Implementing initiatives across the school to improve student attendance and engagement with school (e.g. Lunch time clubs, supporting students in crisis)

Supporting staff across the school to understand individual student needs and context.

Working with the Positive Behaviour for Learning Team to set targeted monthly behaviour focuses.

Eligibility/Other requirements:

Mandatory:

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

Highly desirable:

Certificate IV or Tertiary qualification in Youth Work or a related field.

First Aid Certificate or a willingness to undertake appropriate training.

Previous experience in a school setting

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

How to Apply: Please submit a maximum two-page pitch, addressing the selection criteria set out in the position description and provide a current curriculum vitae, including contact details for two referees.

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

Contact Officer: Alinta Turner (02) 6142 3550 [Alinta.Turner@ed.act.edu.au](mailto:Alinta.Turner@ed.act.edu.au)



**Service Design & Delivery**

**Student Engagement**

**Flexible Education**

**Classroom Teacher - Murrumbidgee School**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 21771)**

Gazetted: 28 July 2023

Closing Date: 11 August 2023

Details: The Flexible Education team are looking for passionate classroom teachers to support the students at Murrumbidgee School, located within the Bimberi Youth Detention Centre. You will be responsible for developing personalised learning programs, utilising creative pedagogical and differentiated learning approaches to support high engagement and high expectations for all young people.

Eligibility/other requirements:

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

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

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

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

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

Selection may be based on application and referee reports only.

How to apply: Please submit a maximum two-page statement of claims. Please provide a current curriculum vitae including two referees.

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

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

Contact Officer: Janine Inggs 0468 572 790 Janine.Inggs@ed.act.edu.au

**Environment, Planning and Sustainable Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Environment, Heritage and Water**

**ACT Parks and Conservation Service**

**Forest Management**

**Senior Forester**

**Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 39120)**

Gazetted: 28 July 2023

Closing Date: 18 August 2023

Details: The ACT Parks and Conservation Service forestry team is responsible for the management of a 10,000-hectare estate that comprises native forest, plantation forests, and other land managed as part of the forestry estate. Our team is responsible for the planning and delivery of commercial forestry operations producing a wide range of social, environmental and economic benefits. In addition, the team is closely involved in bushfire mitigation and preparedness activities, management of the ACT unsealed haulage road network and delivery of recreational opportunities to the community including authorised motorsports.

The successful applicant will lead a team of Assistant Foresters and Field Officers in implementing forestry programs across the plantation estate, coordinate and plan routine forestry operations and provide input to estate level plans covering forest certification, carbon sequestration, recreation, pine wildling, environmental weed control and restoration objectives.

Eligibility/Other requirements:

You will be required to:

Undertake bushfire related activities, including bushfire suppression.

Work a shift roster, weekends, public holidays, or evening shifts at any site on an “as needs” basis.

Wear a uniform.

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

Possess and maintain a current Class C driver’s licence.

Be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually).

Highly Desirable:

Relevant degree level qualifications in forestry from an Australian tertiary institution, or a comparable overseas qualification.

Nationally recognised qualifications in a crew member role or higher in firefighting operations.

A current First Aid Certificate.

Current chainsaw operators’ certificate.

Current Chemcert Card.

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, 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: Chris Flood 0477304530 [Chris.Flood@act.gov.au](mailto:Chris.Flood@act.gov.au)

## **Environment Heritage and Water**

### **ACT Parks and Conservation Service**

#### **Forestry**

#### **Assistant Director of Forestry**

#### **Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29595)**

Gazetted: 27 July 2023

Closing Date: 24 August 2023

Details: Are you an experienced Forester looking for the opportunity to work in a parks and conservation agency with responsibility for in-house delivery of a wide range of benefits from the Territory's 10,000 hectares (approx.) planted forest estate? You will work in a small team, the Forestry section, of the Act Parks and Conservation Service (PCS). We are responsible for the planning and delivery of commercial forestry operations supplying around 85,000 tonnes per annum of logs to local and regional mills and producing a wide range of social, environmental and economic benefits. In addition, the team is closely involved in bushfire mitigation and preparedness activities, management of the ACT unsealed haulage road network and delivery of recreational and tourism opportunities to the community including authorised motorsports.

Please see the Position Description and talk to the contact officer for further information about the role.

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

#### **Eligibility/ Other Requirements**

To meet tertiary qualification requirements for this position applicants must be eligible for membership of Forestry Australia - the association for all professional foresters in Australia.

Be willing and able to undertake bushfire related activities, including bushfire suppression.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an “as needs” basis;

Be prepared to wear a uniform;

Possess a current drivers licence; and

Be able to meet the appropriate fire fighting fitness standards.

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: Applications should include:

A cover letter of no more than one page

A statement of no more than three pages addressing the Selection Criteria found in the Position Description

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: PeterD Langdon 0408 358 026 PeterD.Langdon@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Operations Coordination and Planning**

##### **Spatial Products Developer**

##### **Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 13499)**

Gazetted: 01 August 2023

Closing Date: 22 August 2023

Details: We are seeking a highly motivated, details-focussed person to develop and maintain spatial products for the ACT Parks and Conservation Service. Some of the duties include:

Develop project plans, workflows and systems for operational planning within the ACT conservation estate.

Maintain ArcGIS-based platforms including underlying Python and Arcade scripts.

In a team and independently perform advanced spatial analyses of data in the ACT conservation estate, and present information across a range of innovative spatial formats. Coordinate and link large core spatial datasets including comprehensive metadata.

Create innovative spatial products, such as field and web applications, and create workflows to support adaptive management and data-driven decision making.

Develop and deliver communications and training packages (written and verbal) for multiple stakeholders across key projects

Provide GIS and technical support, problem solving and training to staff including in use of ArcGIS Pro, ArcGIS Portal, ArcGIS Online and Survey123,

Develop and maintain positive relationships with internal and external stakeholders on GIS projects.

Prioritise multiple demands and adapt to changing requirements while supporting team priorities and goals.

Assist with development and maintenance of GIS skills of staff, including troubleshooting and technical support

Eligibility/Other requirements:

Mandatory:

Demonstrated experience and working knowledge of the ESRI suite of products including creation of Arcade and Python scripting

Current manual driver's licence class C.

Highly Desirable:

Experience using PowerBI, cloud database skills, or ability to learn.

Qualifications in Geographical Information Systems or related field and/or equivalent demonstrated experience.

Experience or understanding of relational database management systems.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 300 words per criteria, along with a current curriculum vitae.

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

Contact Officer: James Overall 0434 683 353 James.Overall@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Urban Reserves**

##### **Senior Field Officer**

##### **General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 36847, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: This Field Officer Position sits within the Parks and Partnerships section that includes Volunteers and Visitor Programs, the Urban Reserves and National Parks and Catchments.

Urban Reserves provides management responsibilities for Canberra Nature Park including the Mulligans Flat Woodland Sanctuary, Molonglo River Reserve, Googong Foreshores and the Environmental Offsets Program. The

day to day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the Region.

Senior Field Officer duties include:

Works planning and supervision of field officers whilst undertaking land management programs.

Undertake land management programs such as park asset and trail maintenance, weed control, vertebrate pest control, fencing, signage installation and repairs and visitor facility maintenance.

Provide supervision of contractors undertaking land management programs and conservation projects.

Use MS Office and/or mobile technology to communicate with other staff, report on works or propose additional activities.

Assist with the development and coordination of the annual works program.

Contribute to operational management and implementation of Workplace Health and Safety programs and the Respect Equity and Diversity framework.

Liaise with other PCS sections, rural lessees, Government agencies, researchers and other stakeholders;

Perform after hours duties and undertake incident management duties, including participation in fire standby, fire suppression and fire 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.

Eligibility/ Other requirements

Mandatory:

A current C class drivers license, preferably with 4WD experience;

Preparedness to wear a uniform;

Current Senior First Aid Certificate;

Willingness to undertake incident management duties including fire suppression, standby and training. This position is classified as a Designated Fire Position under the Enterprise Agreement.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis (not all positions are currently required to work a shift roster)

Highly Desirable:

Skills and/or experience in Conservation and Land Management.

Medium Rigid truck licence

Plant and machinery tickets and experience (back-hoe, skid steer, tractor etc)

Working with vulnerable people card. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wade Fuller 0490 834 889 [wade.fuller@act.gov.au](mailto:wade.fuller@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](mailto:jobs@act.gov.au)**

**Commissioner, ACT Emergency Services Agency**

**Temporary Vacancy (six months with possibility of extension up to nine months)**

**Justice and Community Safety**

**Emergency Services Agency**

**Position: E481**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 2 August 2023

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the role of Commissioner Emergency Services Agency (ESA) for an initial period of six months, with the possibility of an extension up to a further three months.

As Commissioner ESA you will report to the Deputy Director-General, Community Safety and accountable for the effective direction, management, and operations of the emergency services portfolio.

You will provide timely advice and briefings to the Director-General and Minister for Police and Emergency Services on strategic risks, operational priorities, and performance of each of the four emergency services in the ACT.

As a key member of the JACS Executive, you will work collaboratively with other executives across the directorate, ACT government and external stakeholders to support community safety outcomes.

The ideal candidate will have extensive strategic leadership experience in complex and dynamic operating environments. You will communicate with confidence and influence, and have experience in successfully leading organisational change. It is highly desirable that you have experience in emergency management and/or services.

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

Remuneration: The position attracts a remuneration package ranging from \$358,414 to \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

To apply: Interested candidates are requested to submit an EOI of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Ray Johnson via [Ray.Johnson@act.gov.au](mailto:Ray.Johnson@act.gov.au) by 5:00pm 11 August 2023.

Contact Officer: Ray Johnson on (02) 6207 0879 or [Ray.Johnson@act.gov.au](mailto:Ray.Johnson@act.gov.au)

#### **Commissioner, ACT Emergency Services Agency**

#### **Temporary Vacancy (six months with possibility of extension up to nine months)**

#### **Justice and Community Safety**

#### **Emergency Services Agency**

#### **Position: E481**

#### **(Remuneration equivalent to Executive Level 2.4)**

Circulated to: #ACTPS Senior Executive List [#ACTPSSeniorExecutiveList@act.gov.au](mailto:#ACTPSSeniorExecutiveList@act.gov.au); #ACTPS, SOGA [#ACTPSSOGA@act.gov.au](mailto:#ACTPSSOGA@act.gov.au); #MPC Infrastructure Managers

Circulation date: 02/08/23

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the role of Commissioner Emergency Services Agency (ESA) for an initial period of six months, with the possibility of an extension up to a further three months.

As Commissioner ESA you will report to the Deputy Director-General, Community Safety and accountable for the effective direction, management, and operations of the emergency services portfolio.

You will provide timely advice and briefings to the Director-General and Minister for Police and Emergency Services on strategic risks, operational priorities, and performance of each of the four emergency services in the ACT.

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

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Contact Officer: Ray Johnson on (02) 6207 0879 or [Ray.Johnson@act.gov.au](mailto:Ray.Johnson@act.gov.au)

#### **ACT Human Rights Commission**

#### **Victims of Crime Commissioner**

## **Victim Support ACT**

### **Senior Case Coordinator Disability Liaison Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55662)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: Victim Support ACT at the ACT Human Rights Commission is seeking a highly motivated Senior Case Coordinator Disability Liaison Officer (DLO) with strong skills and experience providing support and advocacy to people with disabilities. Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Working within the Client Services Team, the DLO will be responsible for working with clients, many with disability, to promote their recovery from crime-related harm and ensure their rights are upheld in line with the *Charter of Rights for Victims of Crime*.

Duties of a Senior Case Coordinator DLO include:

Provide timely, accessible, individualised case coordination, support and advocacy to victims of crime including those who identify as having a disability, in accordance with established best practice for providing services to people who have a disability.

Provide training and support to build the capability of VSACT staff to engage with people who have a disability in accordance with best practice principles for service delivery.

Represent Victim Support ACT (VSACT) at the Disability Justice Strategy Community of Practice and support relevant VSACT reporting.

Develop and maintain linkages with key stakeholders and improve referral pathways and visibility of Victim Support ACT in the disability community.

Develop client and staff resources, including easy English and similar resources for clients, to facilitate accessible, appropriate and safe service delivery in accordance with best practice principles for services to people with a disability.

Develop workplans, policies and procedures, to ensure best practice service delivery to people with a disability, Undertake other duties as reasonably required that are appropriate to this level of classification that contribute to the effective and efficient operation of VS ACT. This may also include the development, support, and delivery of programs within the Client Services Team as needed.

Maintain records in accordance with the *Victims of Crime Regulation 2000*, the *Territory Records Act 2002* and the *Health Records (Privacy & Access) Act 1997*

If you want to contribute your advocacy and case coordination skills to improve access to justice for victims of crime with a disability, this role is for you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements:

Tertiary qualification in social work, counselling, psychology, human services delivery, criminal justice, or related disciplines is highly desirable.

Experience working with victims of crime and people who have a disability is highly desirable.

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

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 carefully review the Position Description and provide a written pitch of no more than two pages. In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Kylie Woodward (02) 6205 5197 [Kylie.Woodward@act.gov.au](mailto:Kylie.Woodward@act.gov.au)

**Corporate**

**Strategic Finance**

**Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38015)**

Gazetted: 27 July 2023

Closing Date: 17 August 2023

Details: Applications are sought for an ASO5 Executive Assistant to the Chief Finance Officer role within JACS Strategic Finance commencing immediately.

Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of an Executive Assistant and who will provide administrative support across the Strategic Finance team. The successful applicant will possess:

demonstrated experience in providing high-level administrative support to a senior executive;

demonstrated experience in providing quality administrative and secretariat functions including preparation of meeting agendas, minute taking and administrative support for a team;

strong verbal and written communication skills with an ability to build good rapport with internal and external stakeholders;

demonstrated ability in prioritising, problem solving and working in an organised manner; and

demonstrated experience using Microsoft Office Suite and Records Management System (such as TRIM).

Eligibility/Other requirements: Previous experience in providing high-level support to a senior executive is highly desirable.

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

How to Apply: Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with referees should also be provided. All enquiries regarding the role can be directed to the contact officer.

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

Contact Officer: Suzana Stanojevic (02) 6207 4004 [Suzana.Stanojevic@act.gov.au](mailto:Suzana.Stanojevic@act.gov.au)

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Property and Contracts**

**Senior Procurement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62375)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The Senior Procurement Officer has overall responsibility for managing and scheduling the range of procurement activities required under the ACTCT Annual Procurement Plan to ensure services are delivered within required timeframes for project activities.

The role is responsible for co-ordinating business unit efforts, fostering relationships with support partners such as Procurement ACT, ensuring compliance and providing subject matter expertise to the organisation on all aspects of procurement activity, including guiding development of procurement documentation, helping establish appropriate panels, ensuring probity and integrity in processes.

The ideal candidate for the role will have extensive experience in procurement in a government context and in managing a program of works to coordinate resource allocation and timing outcomes to ensure success. A customer oriented and focused individual, with strong coordination and liaison skills and a 'can do' attitude will be vital.

Eligibility/Other requirements - Highly desirable:

Certificate IV in Government (Procurement and Contracting) (or higher).

High level experience in government procurement, preferably in the ACT Government environment.

Experience in program management or project management.

Experience in working a complex environment such as the ACTCT; servicing a variety of stakeholders with often competing needs.

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

How to Apply: Please provide your Curriculum Vitae as well as your response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria outlined in the Position Description, outlining how your demonstrated skills and experience make you the best candidate for this position. Response to the criteria should not exceed two pages.

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

Contact Officer: Helen Hadjitofi (02) 6207 0081 [Helen.Hadjitofi@courts.act.gov.au](mailto:Helen.Hadjitofi@courts.act.gov.au)

## **Public Trustee and Guardian**

### **Various**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 33600, several)**

Gazetted: 28 July 2023

Closing Date: 4 August 2023

Details: 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 are seeking applications from motivated individuals interested in employment opportunities across several PTG business units - Wills, Estates and Trusts, Financial Management Services, Guardianship and Finance. For further information regarding the services PTG provide, please see our website - [Home - Public Trustee and Guardian \(act.gov.au\)](https://www.act.gov.au/public-trustee-guardian)

Suitability for these positions will be assessed based on your experience, skills and knowledge relevant to the business units listed above. If there is a specific team you are interested in, please include this on your application. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Similar experience in a related/relevant organisation/service is highly regarded however not essential.

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

Notes: These are temporary positions 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.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on 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: Kathryn Toy (02) 6207 9800 [Kathryn.Toy@act.gov.au](mailto:Kathryn.Toy@act.gov.au)

## **ACT Human Rights Commission**

### **Victim Support ACT**

#### **Intermediary Program**

#### **Intermediary**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53887)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: The ACT Intermediary Program is seeking motivated professionals to join the team as an in-house intermediary. The role reports to a senior intermediary and Program Director and works with vulnerable members of the ACT community in their engagements with police, legal professionals and ACT Courts.

Eligibility/Other requirements:



Qualification in Social Work, Occupational Therapy, Speech Pathology, Psychology or other relevant field are highly desirable.

Applicants must also pass training and accreditation to become an intermediary in the ACT.

Please see the position description for more information.

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 provide:

A pitch of no more than two pages describing how your knowledge, experience and qualifications meet the skills and capabilities required by this role.

Contact details for two referees.

A Curriculum Vitae that outlines your skills and experience.

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

Contact Officer: Laura Cilesio (02) 6207 5510 [Laura.Cilesio@act.gov.au](mailto:Laura.Cilesio@act.gov.au)

## **ACT Human Rights Commission**

### **Victim Support ACT**

#### **Intermediary Program**

##### **Intermediary**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53310)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: The ACT Intermediary Program is seeking motivated professionals to join the team as an in-house intermediary. The role reports to a senior intermediary and Program Director and works with vulnerable members of the ACT community in their engagements with police, legal professionals and ACT Courts.

Eligibility/Other requirements:

Qualification in Social Work, Occupational Therapy, Speech Pathology, Psychology or other relevant field is highly desirable.

Applicants must also pass training and accreditation to become an intermediary in the ACT.

Please see the position description for more information.

How to Apply: Please provide:

A 'pitch' of no more than two pages describing how your knowledge, experience and qualifications meet the skills and capabilities required by this role.

Contact details for two referees.

A Curriculum Vitae that outlines your skills and experience.

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

Contact Officer: Laura Cilesio (02) 6207 5510 [Laura.Cilesio@act.gov.au](mailto:Laura.Cilesio@act.gov.au)

## **Security and Emergency Management**

### **Emergency Management**

#### **Director, Emergency Management Capability and Preparedness**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62400)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: The Director, Emergency Management Capability and Preparedness is key position within a multi-disciplinary team, leading on cross-government collaboration to achieve a holistic approach to strategic disaster preparedness for emergencies or disasters. To achieve this, the position leads and coordinates a suite of program activities, including the coordination and oversight of whole of ACT plans and policies, the whole of government exercise management program, the strategic lessons management program, development of implementation planning and monitoring products, quality assurance, and governance, on behalf of SEMD. The Director, Emergency Management Capability and Preparedness is the primary contact point for all key stakeholders with responsibility for maintaining whole of government emergency management operational capabilities.

The Director, Emergency Management Capability and Preparedness will have a passion for developing innovative initiatives to meet a dynamic and complex landscape and a proven record in collaborating across Government to build successful program delivery. The position is required to exercise both initiative and judgement in the

interpretation of initiatives to prepare government for emergency risks and provide coordination to develop capability and preparedness advice for complex challenges. The position is also responsible for the preparation of briefings and strategic advice to Senior Officials and Ministers under the direction of the Executive Branch Manager.

Through their work, the Director, Emergency Management Capability and Preparedness assists the Executive Branch Manager to influence the ACT Government's strategic disaster risk management priorities.

The Director, Emergency Management Capability and Preparedness leads a small team to collaborate across government to achieve the outcomes of the Executive Group Manager and Executive Branch Manager, on behalf of the Security and Emergency Management Senior Officials Group (SEMSOG).

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:

High level liaison and interpersonal skills and the ability to establish and foster effective working relationships. Demonstrated ability to effectively contribute to a multidisciplinary team to deliver high quality outcomes in a complex and fast paced environment.

Well-developed leadership and people management skills.

An understanding of emergency management or operational capability development.

Hold or can obtain a Negative Vetting 1 Security Clearance (if required)

Notes: This position may be required to work out of hours in support of emergency management operations. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the Position Description, please provide:

A two-page written response to support your application. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A curriculum vitae no longer than three pages, details of two referees, including a current supervisor.

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

Contact Officer: Cameron Beresford (02) 6205 2588 [Cameron.Beresford@act.gov.au](mailto:Cameron.Beresford@act.gov.au)

## **Parliamentary Counsel's Office**

### **Legislative Drafters**

#### **Assistant Parliamentary Counsel 2**

**Assistant Parliamentary Counsel 2 \$154,663 - \$161,019, Canberra (PN: 42294, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The ACT Parliamentary Counsel's Office is seeking applications from qualified people for the above legislative drafting positions. Assistant Parliamentary Counsel 2 (APC2) is a narrower band, for lawyers who have had significant experience in providing legislative drafting services in a specialised legislative drafting office.

The primary role of an APC2 will be to:

Draft legislation (including complex legislation), lead and manage drafting projects and settle the work of other drafters.

Work as part of a drafting team and assist the development of other drafters.

Take a leading role in PCO committees and projects.

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:

Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required.

Experience drafting bills and regulations is essential.

Note: An order of merit will be established from this selection process and may be used to fill future permanent or temporary APC2 identical vacancies over the next 12 months.

How to Apply: Please submit your application including contact details for two referees, your curriculum vitae (no more than six pages) and a short statement (no more than two pages) outlining how your skills, knowledge and

capabilities make you an ideal candidate for this role. You should consider the Professional/Technical Skills and Knowledge; Behavioural Capabilities, and Qualifications (all of which can be found in the Position Description) when preparing your statement.

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

Contact Officer: Savvas Pertsinidis (02) 6205 3779 Savvas.Pertsinidis@act.gov.au

## **Parliamentary Counsel's Office**

### **Legislative Drafters**

#### **Assistant Parliamentary Counsel 1**

#### **Assistant Parliamentary Counsel 1 \$70,680 - \$142,352, Canberra (PN: 43782, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: The ACT Parliamentary Counsel's Office is seeking applications from qualified people for the above legislative drafting position. Assistant Parliamentary Counsel 1 (APC1) is a broad band, ranging from entry level positions for lawyers who have not had significant experience in providing legislative drafting services elsewhere to experienced drafters.

The primary role of an Assistant Parliamentary Counsel 1 will be to:

Draft bills and subordinate laws for the Government and non-Executive members of the Legislative Assembly, and provide legislative advice, under supervision.

Work in drafting teams and assist in the management of drafting projects.

Actively participate in activities aimed at developing a cooperative and high performing workplace.

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

Eligibility/Other Requirements:

Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required.

Experience with drafting primary and subordinate legislation is desirable.

Note: An order of merit will be established from this selection process and may be used to fill future permanent or temporary APC1 vacancies over the next 12 months.

How to Apply: Please submit your application including contact details for two referees, your curriculum vitae (no more than six pages) and a short statement (no more than two pages) outlining how your skills, knowledge and capabilities make you an ideal candidate for this role. You should consider the Professional/Technical Skills and Knowledge; Behavioural Capabilities, and Qualifications (all of which can be found in the Position Description) when preparing your statement.

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

Contact Officer: Christina Maselos (02) 6205 3775 Christina.Maselos@act.gov.au

## **Security and Emergency Management**

### **Emergency Management**

#### **Senior Director, Resilience and Risk Reduction**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 27615)**

Gazetted: 01 August 2023

Closing Date: 15 August 2023

Details: The Senior Director, Resilience and Risk Reduction is key position within a multi-disciplinary team, leading on cross-government collaboration to achieve a holistic approach to the challenges of contemporary disaster and emergency management. To achieve this, the position leads and coordinates a suite of policy and program activities, including the development, maintenance and oversight of whole of ACT policies and strategies, development of implementation planning and programs, quality assurance, and governance, on behalf of SEMD. The Senior Director, Resilience and Risk Reduction is the primary contact point for all key stakeholders with responsibility for whole of community disaster resilience and disaster risk reduction policies, strategies and programs.

The Senior Director, Resilience and Risk Reduction will have a passion for developing innovative initiatives to meet a changing landscape and a proven record in collaborating across Government to build successful policy and program delivery. The position is required to exercise both initiative and judgement in the interpretation of

initiatives to build societal resilience to complex emergency and disaster challenges, reduce disaster risks and provide coordination to develop professional and governance advice for complex challenges. The position is also responsible for the preparation of briefings and strategic advice to Senior Officials and Ministers under the direction of the Executive Branch Manager.

Through their work, the Senior Director, Resilience and Risk Reduction assists the Executive Branch Manager to influence the ACT Government's strategic disaster resilience and risk reduction priorities.

This position may be required to work out of office hours in support of emergency management operations.

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:

High level liaison and interpersonal skills and the ability to establish and foster effective working relationships.

Demonstrated ability to effectively contribute to a multidisciplinary team to deliver high quality outcomes in a complex and fast paced environment.

Well-developed leadership and people management skills

An understanding of contemporary national and international approaches to disaster resilience and risk reduction.

Hold or can obtain a Negative Vetting 1 Security Clearance (if required)

Notes: Please note, this position will be activity-based working. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the Position Description, please provide:

A two-page written response to support your application. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A curriculum vitae no longer than three pages including details of two referees one of which is your current supervisor.

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

Contact Officer: Cameron Beresford (02) 6205 2588 [Cameron.Beresford@act.gov.au](mailto:Cameron.Beresford@act.gov.au)

## **ACT Emergency Services Agency**

### **ACT Rural Fire Service**

#### **Planning, Education, Engagement and Predictive Services**

#### **Assistant Director, Strategic Planning Bushfire**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07880)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Would you like to contribute to keeping our ACT community safe and engaging with a diverse group of people from federal government organisations to local and national levels? An opportunity exists in ACT Rural Fire Service (ACTRFS) to be part of community-based service, in protecting people, property and environment from bushfires.

We are seeking a highly motivated person to fill the role of Assistant Director, Strategic Planning Bushfire. This position supports the Director, Strategic Bushfire Management Plan (SBMP) in delivering and reporting on the SBMP under the *Emergencies Act 2004*.

A key element to this role is to develop and maintain effective stakeholder relationships across ACT Government Directorates, representing the ACTRFS and the broader Emergency Services Agency at local and national level forums, committees and working groups.

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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

An understanding of the emergency management environment, qualifications in planning and Fire Behaviour Analysis (FBAN) and/or Australasian Inter-service Incident Management System (AIIMS) is highly desirable.

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

Background and Security clearance checks will be conducted including National Police Records Check.

Notes: This is a temporary position available immediately for 12 months with the possibility of extension. 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 professional/technical skills and knowledge and behavioural capabilities, together with your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Ailish Milner 0435280350 Ailish.Milner@act.gov.au

### **Legal Aid Commission**

#### **Criminal Practice**

##### **Lawyer**

##### **Graduate Legal Officer \$85,112 - \$97,238, Canberra (PN: Legal 2, several)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in the Criminal Practice.

The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients.

Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility /Other Requirements: Must hold a restricted Practising Certificate in the ACT.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Joel Wilson 6243 3411 hr@legalaidact.org.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](mailto:jobs@act.gov.au)**

#### **Canberra Hospital Expansion**

##### **Executive Branch Manager, Commercial Canberra Hospital Expansion**

##### **Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1113)**

Gazetted: 31 July 2023

Closing Date: 28 August 2023

Details: Executive Branch Manager – Commercial – Canberra Hospital Expansion Project

- Excellent Remuneration package
- Relocation Expenses
- Diverse and rewarding role
- Flexible working including hybrid office/home arrangements

We have an exciting opportunity for a highly experienced and motivated leader to join our team.

Within Major Projects Canberra (MPC) The Canberra Hospital Expansion (CHE) Project team is responsible for the planning and delivery of a new Critical Services Building (CSB) on the existing Canberra Hospital campus in Woden, ACT as well as broader major health infrastructures for the territory.

The project will deliver the Canberra region with a state-of-the-art CSB including the following key facilities: emergency department; intensive care unit; surgical theatres (including hybrid theatres and interventional radiology suites); coronary care unit; cardiac catheterisation and electrophysiology laboratories; and inpatient unit.

The Executive Branch Manager, Commercial is one of the key executive leadership roles within the CHE project team. You will be responsible, in liaison with the Deputy Chief Projects Officer and Project Director for all aspects of the CHE project's commercial, legal, financial, governance and risk management including project controls, records management and procurement.

**Qualifications / Requirements**

**Mandatory:**

A degree or diploma in a relevant commercial or technical field; and

Demonstrated relevant experience of managing significant infrastructure projects (>\$150 million).

**Desirable:**

Experience in the delivery of health infrastructure projects.

**Remuneration:** The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

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

**How to Apply:** Interested candidates are requested to submit no more than four pages outlining relevant skills and experience against the executive capabilities and job specific criteria as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Little (02) 6207 9322 [Martin.Little@act.gov.au](mailto:Martin.Little@act.gov.au)

**Project Development and Support  
Communications and Engagement**

**Light Rail Stage 2**

**Communications and Engagement Support Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 62401)**

Gazetted: 31 July 2023

Closing Date: 14 August 2023

Details: Calling all communications graduates and data enthusiasts!

Are you interested in the world of communications? Do you have exceptional organisation and administration skills and enjoy working with high-performing teams? Then this is the opportunity for you!

Major Projects Canberra (MPC) is seeking a motivated and enthusiastic individual to join our Light Rail Communications and Engagement Team in a crucial project support role.

The Light Rail to Woden project is the Territory's largest infrastructure project, delivering an integrated transport network for Canberra now and into the future.

The project is at an exciting stage, with construction approved for Stage 2A from the City to Commonwealth Park and planning and early design progressing on Stage 2B from Commonwealth Park to Woden.

As Communications and Engagement Support Officer you'll be providing a range of important support functions across the team including preparing content for a range of channels, coordinating community event logistics, maintaining the project's CRM system and developing reports on communications and engagement activities.

We are looking for a self-motivated individual with an eye for detail and the ability to collaborate effectively across multiple projects and team members. This is a fantastic entry-level opportunity for communications professionals with an interest in project and data management.

Every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture. If this sounds like something you'd like to be a part of, then please apply.

**Eligibility/Other requirements - Highly Desirable:**

- Experience working on infrastructure projects.
- Relevant experience working professionally in a communications, media or customer service role.
- International Association for Public Participation (IAP2) Engagement Qualifications.
- The ability to work flexibly with some out of hours work.

**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:** 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: Laura Jack (02) 6205 1947 Laura.Jack@act.gov.au

### **Infrastructure Delivery Partners**

#### **Social Project Management**

##### **Principal Project Manager**

**Infrastructure Officer 5 \$163,315, Canberra (PN: 54526, several)**

Gazetted: 31 July 2023

Closing Date: 21 August 2023

Details: Right now, we have a career defining opportunity for a Principal Project Manager for the IDP Social Infrastructure Branch, where you will be accountable for providing high-level professional guidance for the delivery of the full range of project management activities for infrastructure capital projects, including achieving relevant time, cost and quality outcomes, technical compliance, reporting, procurement, WHS and contract management.

The Social Infrastructure Branch is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services.

Current projects/programs include infrastructure services upgrades, mental health projects, Justice and Community Safety projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

The Principal Project Manager must demonstrate excellent collaboration, communication and relationship/stakeholder management skills. Our projects will involve the management of project delivery teams and input and consultation with several internal and external stakeholders; other ACT Government directorates, communities, contractors and consultants to name a few; you will have the ability to influence and negotiate to drive projects forward.

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

Eligibility/Other requirements:

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

Hold a relevant building degree.

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

Notes: This is a temporary position available immediately until December 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

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

Contact Officer: Douglas Paul (02) 6174 7021 Douglas.Paul@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

##### **Assistant Committee Secretary**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 267, several)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its success?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into important issues. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings.

We are seeking applications from people who can provide analysis and advice for Assembly committees, conduct research and produce reports, briefings, and other communications of a professional and publishable standard. Assistant Secretaries provide back-up to, and may act in the absence of, Committee Secretaries as required. Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

The Office supports flexible working arrangements including hybrid work arrangements and is currently trialling a nine day fortnight.

Note: A merit pool may be established from this selection process and may be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a written response (maximum one page) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

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

## **Parliamentary Support**

### **Committee Secretary**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 258, several)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Are you interested in our democratic process? Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its success?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into important issues. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, and organising hearings.

We are seeking applications from people who are familiar with parliamentary process who can demonstrate that they are capable of being responsible for managing the work of Assembly committees and providing impartial and accurate procedural advice to committee members. Secretaries also prepare briefing materials for inquiries, analyse evidence, undertake research, draft reports and supervise staff.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

Eligibility/Other Requirements: The Office supports flexible working arrangements including hybrid work arrangements and is currently trialling a nine day fortnight.

Note: A merit pool may be established from this selection process and may be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a one-page response to the criteria in the 'What we are looking for' section in the position description along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

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

Contact Officer: Sophie Milne (02) 6205 0435 [sophie.milne@parliament.act.gov.au](mailto:sophie.milne@parliament.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](mailto:jobs@act.gov.au)**

#### **Executive Branch Manager Capital Linen Services**

**Temporary Vacancy (ASAP to 27 October 2023 with possibility of extension)**

**Transport Canberra and City Services**

**Territory and Business Services**

**Position: E394**

**(Remuneration equivalent to Executive Level 1.3)**

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

Circulation date: 31/07/23

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Capital Linen Services 1/8/2023 to 27/10/2023 with possible extension.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

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

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Daniel Childs via email [daniel.childs@act.gov.au](mailto:daniel.childs@act.gov.au) by COB 7 August 2023.

Contact Officer: Daniel Childs (02) 6213 204 [daniel.childs@act.gov.au](mailto:daniel.childs@act.gov.au)

#### **Transport Canberra and Business Services**

##### **Transport Canberra**

##### **Planning and Delivery - Procurement and Asset Management**

##### **Senior Director Procurement, Contracts and Asset Management**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 35988)**

Gazetted: 28 July 2023

Closing Date: 11 August 2023

Details: The Planning and Delivery Branch within Transport Canberra is a diverse Branch responsible for all enabling and support functions to allow efficient and effective operations of both Bus and Light Rail. The work undertaken includes Strategy, Planning, Procurement, Customer Service, and Asset Management. Working closely with the operational Branches, Planning and Delivery help to shape and form the future of Public Transport.

Transport Canberra is seeking an enthusiastic and experienced Senior Director to manage, develop and undertake all levels of procurement from simple and low value, to complex and/or high value. This work will be undertaken with the support of a small but dedicated team deploying procurement strategies and contract management to inform forward planning for operations and support strategic transport objectives.

The Senior Director will require strong communication skills to facilitate, collaborate and consult with internal and external stakeholders to achieve an integrated and coordinated approach to public transport outcomes.

Key areas of experience include the ability to manage multiple priorities including asset management, procurement and contract management; have demonstrated ability to develop and manage large data sets, and the ability to solve problems using data and information.

Eligibility/Other requirements:

Qualifications and or relevant experience in procurement and contract management, or related disciplines are highly desirable will be well regarded.

Risk identification and management experience is highly desirable.

Extended experience in procurement would be highly desirable.

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

How to Apply: In 1000 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: Matthew Halls (02) 6205 2003 Matthew.Halls@act.gov.au

## **City Services**

### **City Presentation**

#### **Urban Treescapree**

##### **Assistant Director, Human Resources, Implementation**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62080)**

Gazetted: 27 July 2023

Closing Date: 10 August 2023

Details: Are you a leader who can nurture a team through change?

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill the full-time, temporary position of Assistant Director, Human Resources, Implementation for 6 months beginning as soon as possible with the possibility of extension.

In January 2024 the *Urban Forest Act 2023* will repeal and replace the *Tree Protection Act 2005*, resulting in a number of internal changes for the Urban Treescapes business unit. In preparation for the 1 January implementation date the Assistant Director, Human Resources (Implementation Taskforce) will lead the taskforce in tactical delivery of change management program(s), internal structure realignments, recruitment activities supporting change and structural recommendations and training and development identification and support. Please see the position description for further information about the role.

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

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

Selection may be based on application and referee reports only.

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

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

How to apply: Applications should include:

A statement of two to three pages addressing the numbered selection criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Samantha Ning (02) 6207 5878 Samantha.Ning@act.gov.au

## **Office of the Director-General**

### **Communications and Engagement**

#### **Assistant Director, Marketing and Communications**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62379)**

Gazetted: 27 July 2023

Closing Date: 17 August 2023

Details: Are you an experienced marketing and communications professional ready for a new challenge?

Do you enjoy working in a team that develops engaging community awareness and behaviour change campaigns? We're looking for someone with a passion for great communication who can help take our campaigns and projects to a new level. The successful candidate will have the ability to apply their skills and experience to a range of tasks including:

Developing and coordinating integrated communication campaigns informed by research, insights and evaluation.

Fostering collaborative partnerships and engaging with key stakeholders.

Managing media and creative service suppliers to help bring campaigns to life on time and on budget.

We want an enthusiastic person who can work in a small team and achieve big results.

The person we're searching for has excellent project management skills and is an expert in providing communication products in an engaging way to a multitude of audiences.

Transport Canberra and City Services supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQIA+ are encouraged to apply.

Eligibility/Other requirements:

Relevant tertiary qualifications such as in communications, marketing and/or public relations is highly desirable.

Experience in either public transport or road safety is highly desirable.

The ability to work flexibly with some out of hours work is required.

Notes: This is a full-time position, available immediately for up to four years with possibility of permanency.

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

How to Apply: Please submit a maximum two A4 page pitch addressing the requirements outlined in the Position Description with your relevant skills and experience. Please also include your current curriculum vitae and the contact details of two referees. For enquiries, please contact the contact officer listed above.

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

Contact Officer: Kelly Amsteins (02) 6205 5832 Kelly.Amsteins@act.gov.au

## **City Services**

### **City Presentation**

#### **Licensing and Compliance**

##### **Senior Infringement Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54021)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: TCCS Licensing and Compliance (L&C) is seeking highly motivated people to join the Infringement Review Team. The Senior Infringement Officer is responsible for providing guidance and assistance to the Infringement Team and support to directors and managers in relation to issued infringement notices and escalated court matters. Based at Reid and working within the ABW framework, the Infringement team is integral to the success of L&C operations and is responsible for managing infringement notices issues by TCCS business units.

The Senior Infringement officer will also provide support to the Assistant Director of Investigations, contributing to the teams' day-to-day operations, and the team's compliance with the governing administrative legislation, and for assisting clients with enquiries. Your responsibilities will include:

Managing infringement notices issued by TCCS and for the legislation which it administers, including the management of unpaid infringement notices;

Preparing and issuing reminder and final warning notices where required;

Managing complaints and enquiries;

Creating, and tracking payment plans and extensions;

Managing and escalating infringement disputes and/or reviews;

Assisting with the compilation of responses and briefs for ACT Civil and Administrative Tribunal and briefs of evidence for the ACT Magistrates Court;

Eligibility/Other requirements:

*Mandatory:*

The ability to understand and interpret a variety of legislation and regulations

Permanent Resident of Australia.

Driver's licence Class 'C' or higher Driver's License is essential.

This position may require a pre-employment medical check

This position does require a *Working with Vulnerable People Registration*.

This position does require a police criminal check.

Willingness to wear a uniform on occasion.

*Desirable:*

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office-based information technology.

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

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

Contact Officer: Tim Hutchens (02) 6205 8618 Tim.Hutchens@act.gov.au

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

## **Transport Canberra & Business Services**

### **Territory & Business Services**

#### **Canberra Memorial Parks**

##### **Cemetery Worker**

##### **General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 11874)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: Canberra Memorial Parks is looking to fill multiple positions at both Gungahlin and Woden Cemeteries.

The successful candidate will be offered extensive training including working in the Cemetery Industry and machinery operation. Uniforms and all safety equipment is supplied including a Cemetery allowance of \$7,000.00 per year.

Work is varied and fast paced including maintenance of over 10 Ha of irrigated turf surfaces, multiple garden beds and minor construction projects.

This position would suite a candidate that has experience in the maintenance of large parkland settings, golf courses, landscape construction and maintenance or machinery operators.

Eligibility/Other requirements:

Mandatory

Current ACT/NSW licence class C minimum

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Highly Desirable

Experience in the operation of backhoes, excavators and skid steer loaders.

Previous experience in maintaining gardens and turf surfaces.

Chemical accreditation.

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 wishing to apply for this role need to supply:

Copy of their current curriculum vitae including details of two referees from your current or recent employer.

Short pitch detailing your current and previous work experience relevant to this role.

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

Contact Officer: Stephen Eppelstun (02) 6207 0000 Stephen.Eppelstun@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**

**City Presentation**

**Licensing and Compliance**

**Assistant Director Compliance**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15214)**

Gazetted: 02 August 2023

Closing Date: 16 August 2023

Details: Licensing and Compliance is seeking a highly motivated person to perform the role of Assistant Director – Compliance. The primary responsibility for this position is to manage the Licensing and Compliance teams and provide direct support to the Senior Director to effectively regulate and administer the various statutory functions for which TCCS is responsible.

This role involves managing both the City Rangers and Compliance Targeting Teams. With minimum direction, and you will:

Direct, lead and manage the compliance operations of the Licensing and Compliance Team in an agile, changing environment with a strong focus on flexibility and superior customer service leadership.

Guide, mentor and develop staff and develop high performing, effective teams.

Provide high level advice to the Senior Director for Licensing and Compliance on regulatory, compliance, risk management and emergency management issues in line with the relevant legislation, policy and guidance frameworks.

Developing solutions and responses to complex issues, applying an understanding of risk based regulation to manage risks in a regulatory context.

Liaise and coordinate with Licensing and Compliance Land Licensing Team and related external stakeholders, to coordinate and cooperate in jointly achieving Licensing and Compliance objectives.

Develop, draft and review compliance guidelines and procedures.

Review and escalate prolonged or protracted compliance matters to Licensing and Compliance investigation team for further investigation or possible court referral.

Participate in Licensing and Compliance Regulatory Review Forum (RRF), considering TCCS compliance activities and issues of policy and legislative interpretation at the procedural level.

Develop and deliver training to authorised officers to enhance the reputation of the TCCS compliance function.

Perform the range of functions undertaken by Licensing and Compliance Teams as required, including those of an Authorised Officer or Inspector appointed under the range of ACT legislation administered across the group.

Prepare detailed correspondence including Ministerial responses and briefing papers.

Represent TCCS and Licensing and Compliance and establish, develop and maintain positive working relationships with key external bodies, including other ACT Government agencies, stakeholders and community organisations.

Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required.

Assist with operational duties and support the Licensing and Compliance team as required.

Eligibility/Other requirements: Behavioural Capabilities

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

Align actions, advice and information to be consistent with Government priorities/ directions and stakeholder needs.

Work cooperatively with others and focus on achieving the best result for customers and the broader community.

A demonstrated resilience when working within a high-volume environment.

Desirable:

A positive 'can do' approach to managing a high volume of work.

Ability to work independently and contribute to a larger team.

Demonstrated understanding of, and commitment to workplace diversity, workplace health and safety, and the values of the ACT Public service.

Demonstrated experience in managing teams operating in a regulatory environment or previous management experience in a compliance or regulatory organisation.

Previous experience in developing / delivering training programs.

Current First Aid Certificate.

Diploma of Compliance.

Highly Desirable:

Certificate IV in Compliance and Risk Management or Government Investigation, or equivalent, or relevant experience within a law enforcement or regulatory agency.

Mandatory:

Unrestricted Driver's C-class Licence.

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

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

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

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: Please submit a written application addressing the Selection Criteria (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details. Selection may be based on application and referee reports only.

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

Contact Officer: Sean Sloan (02) 6205 8291 [Sean.Sloan@act.gov.au](mailto:Sean.Sloan@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 (Waste)**

#### **Senior Project Manager/Planner**

#### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 37061)**

Gazetted: 01 August 2023

Closing Date: 8 August 2023

Details: Infrastructure Delivery (ID) 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, shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking an experience Senior Project Manager/Planner to work with the project team delivering the Material Recovery Facility (MRF) and Food Organics and Garden Organics (FOGO) projects.

The role is responsible for the planning, design scope, procurement and execution of key projects for TCCS and ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation.

The role will lead the delivery of simple to complex capital works projects, including the procurement of operational service delivery contracts, to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage multiple waste management capital works projects, and operational service delivery contracts, through the engagement of ACT Government delivery agencies, consultancies and/or contractors.

Perform a supervisory and mentoring role to junior officers in the delivery of capital works projects.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management, procurement and legislative approvals.

Should you have any questions relating to the position, please contact [SophieJ.Clement@act.gov.au](mailto:SophieJ.Clement@act.gov.au) or 6207 4857.

Please see attached Position Description for details of the duties to be undertaken.

Eligibility/Other requirements:

- Applicants must hold a relevant professional qualification in Planning, Architecture, Engineering or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.
- Experience in the delivery of Waste management projects.
- A current driver's licence.

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

How to Apply: Applicants should address the numbered selection criteria and limit responses to one page (maximum) against each of the criteria.

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](mailto:Maria.Batzogiannis@act.gov.au)

## APPOINTMENTS

### ACT Health

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509**

Josephine Jones, Section 68(1), 31 July 2023

### Canberra Health Services

#### **Specialist / Senior Specialist, \$188,151 - \$254,198**

Phillip Braslins: 86877064, Section 68(1), 30 July 2023

#### **Specialist / Senior Specialist, \$188,151 - \$254,198**

Fabian Chiong: 86877187, Section 68(1), 01 July 2023

#### **Specialist / Senior Specialist, \$188,151 - \$254,198**

Michael Parkinson: 88594148, Section 68(1), 01 July 2023

#### **Specialist / Senior Specialist, \$188,151 - \$254,198**

Louise Brightman: 88174063, Section 68(1), 01 August 2023

#### **Specialist / Senior Specialist, \$188,151 - \$254,198**

Jaydeep Mandal: 88594607, Section 68(1), 01 Aug 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Carmel Bumpus, Section 68(1), 1 August 2023

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566**

Jaydel Clarke, Section 68(1), 24 July 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Kumbu Dema, Section 68(1), 17 August 2023

#### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Rosemarie Gorman, Section 68(1), 31 July 2023

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Most Iffat Ara Islam, Section 68(1), 3 August 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Pamela Javier, Section 68(1), 31 July 2023

#### **Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)**

Lianna - Rose McKinney, Section 68(1), 28 July 2023

#### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

James Olsen, Section 68(1), 31 July 2023

#### **Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)**

Sharon Potts, Section 68(1), 14 August 2023

#### **Registered Nurse Level 4.3 \$149,388**

Nicole Purcell, Section 68(1), 24 July 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Karyn Stephenson, Section 68(1), 3 August 2023



**Registered Nurse Level 1 \$72,698 - \$97,112**

Emili Tajmer, Section 68(1), 25 July 2023

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Lauren Allais, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Tracey Barker, Section 68(1), 1 August 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Harpreet Dhindsa, Section 68(1), 26 July 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Samantha Farquhar, Section 68(1), 31 July 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Karen Faunt, Section 68(1), 31 July 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

SIJING LI, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Nimeshan Namasivayam, Section 68(1), 2 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

MURONG QI, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

KITTIYA SINGHA, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Kral Size, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Natalie Spilka, Section 68(1), 3 August 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Kylee Walker, Section 68(1), 2 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Angela Wanoa, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Tennile Ward, Section 68(1), 1 August 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Matthew Ware, Section 68(1), 31 July 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Kim Wickramariyaratne, Section 68(1), 31 July 2023

**Community Services**

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Daniel Suggit, Section 68(1), 28 July 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Tushan Wickramariyaratne, Section 68(1), 24 July 2023

**Education**

**School Assistant 2 \$51,548 - \$56,919**

Rebecca Brown, Section 68(1), 1 August 2023

**School Assistant 3 \$58,404 - \$62,857**

Shanly Cheater, Section 68(1), 1 August 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Melissa Felila, Section 68(1), 31 July 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Sarah Mckenzie, Section 68(1), 25 July 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Shane Stapleton, Section 68(1), 28 July 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Louise Wilson, Section 68(1), 1 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Isabella Zlabur, 87893234, Section 68(1), 31 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Callum Cambourne, 87896769, Section 68(1), 31 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Kristen Woolley, 87897091, Section 68(1), 31 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Zac Lawrence, 88317028, Section 68(1), 17 August 2023

**Classroom Teacher \$76,575 - \$114,624**

Lachlan Macdonald, 87892047, Section 68(1), 31 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Lee McCafferty, 87898107, Section 68(1), 31 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Dannielle Oates, 88322935, Section 68(1), 24 January 2024

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Connie-Jaine Andrews, Section 68(1), 1 August 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Rosie Bright, Section 68(1), 31 July 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Leighton Bush, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Jessie Cawte, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Angus Ellicott, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Bridget Foot, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Matthew Jones, Section 68(1), 31 July 2023

**Prosecutor Grade 1 - 2 \$82,812 - \$129,452**

Taden Kelliher, Section 68(1), 31 July 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Zachary Lyall, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Erin Olesen, Section 68(1), 31 July 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Chanakan Panmuang, Section 68(1), 27 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Oscar Purtell, Section 68(1), 31 July 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Chloe Rees, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Jacques Stevenson, Section 68(1), 31 July 2023

**Graduate Paramedic Intern \$76,422 plus penalties**

Nicholas Tatti, Section 68(1), 31 July 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Nathan Vink, Section 68(1), 31 July 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Christopher Walsh, Section 68(1), 27 July 2023

**Major Projects Canberra**

**Senior Officer Grade C \$114,928 - \$123,710**

Kristie Martin, Section 68(1), 31 July 2023

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Angela Wilson, Section 68(1), 31 July 2023

## **TRANSFERS**

### **ACT Health**

#### **Jennifer Stein**

From: \$99,819 - \$105,180

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 51834) (Gazetted 4 April 2023)

### **Canberra Health Services**

#### **Sarah Hall**

From: Health Professional Level 2 \$80,303

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 19439) (Gazetted 9 February 2023)

### **Community Services**

#### **Annie Travers**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 46198) (Gazetted 21 April 2023)

### **Transport Canberra and City Services**

#### **Leanne Woolfe**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 14797) (Gazetted 30 June 2022)

## PROMOTIONS

### ACT Health

#### **Mental Health and Suicide Prevention**

#### **Mental Health and Suicide Prevention**

#### **Mental Health Policy**

#### **Laura Eason**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 21613) (Gazetted 17 May 2023)

#### **HSPR**

#### **OPL**

#### **Office of the Chief Nursing and Midwifery Officer**

#### **Catherine McGrory**

From: Registered Nurse Level 4.2 \$140,121

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 52887) (Gazetted 26 May 2022)

### ACT Integrity Commission

#### **Corruption Prevention and Engagement**

#### **Communications and Engagement**

#### **Isabelle Johnstone**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Integrity Commission, Canberra (PN. 54669) (Gazetted 21 June 2023)

#### **Assessments**

#### **Lucy Palmer**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Integrity Commission

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Integrity Commission, Canberra (PN. 55823) (Gazetted 22 May 2023)

### Canberra Health Services

#### **Office Chief Operating Officer**

#### **Office Chief Executive Officer**

#### **Luke Baker**

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. 41576) (Gazetted 17 March 2023)

#### **Clinical Services**

#### **Rehabilitation, Aged and Community Services**

#### **Community Care Program**

#### **Gabriel Grey**

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. 60974) (Gazetted 15 June 2023)

**Clinical Services**

**Mental Health Justice Health, Alcohol & Drug Services**

**Rebecca Hall**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services  
To: †Registered Nurse Level 4.1 \$130,846  
Canberra Health Services, Canberra (PN. 57611) (Gazetted 28 June 2023)

**Clinical Services**

**Medicine**

**Mark Hanna**

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. 44405) (Gazetted 7 February 2023)

**Office of Deputy CEO**

**Office of Deputy CEO**

**Courtney Malyszko**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Canberra Health Services, Canberra (PN. 42559) (Gazetted 17 March 2023)

**Clinical Services**

**Surgery**

**Mamta Paliwal**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Health Services, Canberra (PN. 10000) (Gazetted 13 February 2023)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Vishnu Ram**

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. 60988) (Gazetted 15 June 2023)

**Clinical Services**

**Mental Health Justice Health, Alcohol & Drug Services**

**Jodie Russell**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services  
To: †Registered Nurse Level 4.1 \$130,846  
Canberra Health Services, Canberra (PN. 57609) (Gazetted 28 June 2023)

**Shiela Salvador**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939  
Canberra Health Services  
To: Administrative Services Officer Class 3 \$68,685 - \$73,920  
Canberra Health Services, Canberra (PN. 10783) (Gazetted 27 March 2023)

**Infrastructure and Health Support Services**

**Business Support**

**Janardan Sami**

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 4 \$57,149 - \$59,336

Canberra Health Services, Canberra (PN. 23312) (Gazetted 24 March 2023)

**Clinical Services**

**University of Canberra Hospital**

**Samuel Smith**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 62614) (Gazetted 20 October 2022)

**Clinical Services**

**Women Youth and Children**

**Aimee Stephen**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 42337)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Elizabeth Wray**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 61200) (Gazetted 26 May 2023)

**Canberra Institute of Technology**

**Industry Engagement and Strategic Relations**

**Industry Engagement and Strategic Relations**

**Training Initiatives**

**Leon Fraser**

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Institute of Technology

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Institute of Technology, Canberra (PN. 38563) (Gazetted 22 February 2023)

**Education and Training Services**

**Student Services**

**Client Relations**

**Jordan Lopes**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Institute of Technology, Canberra (PN. 46703) (Gazetted 28 June 2023)

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Partnership Services**

**Recruitment and Information Services**

**Grace Aksila**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 08246) (Gazetted 3 May 2023)

**Economic Development**

**Courtney Furlong**

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. 35010) (Gazetted 29 June 2022)

**Budget, Procurement and Finance Group**

**Shared Services Finance**

**Muhammad Khuram**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 60243) (Gazetted 10 July 2023)

**Digital, Data and Technology Solutions**

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**MESTIYAGE DON Lalanka**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 62466) (Gazetted 18 May 2023)

**Community Services**

**Corporate**

**Governance**

**Freedom of Information and Legal Coordination**

**Ryan McCloy-Bacon**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 40930) (Gazetted 12 May 2023)

**Housing ACT**

**Client Services**

**Gateway and OP Services**

**Nicole Mitchell**

From: Patient Transport Officer 1 \$62,860 - \$66,802

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 60881) (Gazetted 31 May 2023)



**Corporate**

**People, Capability & Culture**

**Safety & Wellbeing**

**Caitilin O'Connor**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 61199) (Gazetted 22 June 2023)

**Housing ACT**

**Client Services**

**Gateway and OP Services**

**Owen Petrunia**

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

Community Services, Canberra (PN. 58725) (Gazetted 31 May 2023)

**Education**

**System Policy and Reform**

**Analytics and Evaluation**

**Executive Assistant**

**Leonie O'Loughlan**

From: School Assistant 4 \$70,028 - \$75,827

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 35236) (Gazetted 17 May 2023)

**Service Design & Delivery**

**Various**

**Tahlia Toth**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 58048) (Gazetted 8 June 2023)

**Environment, Planning and Sustainable Development**

**Statutory Planning**

**Leasing Services**

**Anna Gianakis**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 15338) (Gazetted 23 August 2022)

**Statutory Planning**

**Impact Assessment**

**Benjamin Huttner-Koros**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 03843) (Gazetted 13 June 2023)

**Justice and Community Safety**

**Emergency Services Agency**

**Commissioner Office**

**Public Information and Engagement**

**Phoebe Angelatos**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 08018) (Gazetted 14 June 2023)

**Corporate Services**

**Capital Works & Infrastructure**

**Simon Errington**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 41305) (Gazetted 28 October 2022)

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Scott Kelly**

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety, Canberra (PN. 48644) (Gazetted 24 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**ACT Corrective Services**

**Custodial Operations**

**Cindy McGrath**

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Correctional Officer Class 2 \$86,814 - \$92,996

Justice and Community Safety, Canberra (PN. 11326) (Gazetted 27 June 2023)

**Emergency Services Agency**

**ACT Fire and Rescue**

**Melissa Peters**

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. 46771) (Gazetted 24 October 2022)

**Major Projects Canberra**

**Infrastructure Delivery Partners  
Civil Project Management  
Peter Dickson**

From: Infrastructure Officer 4 \$136,524 - \$155,109  
Major Projects Canberra  
To: †Infrastructure Manager/Specialist 1 \$175,124  
Major Projects Canberra, Canberra (PN. 14835) (Gazetted 4 May 2023)

**Light Rail  
Executive  
Alexandria Furlong**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Major Projects Canberra  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Major Projects Canberra, Canberra (PN. 61656) (Gazetted 25 May 2023)

**Transport Canberra and City Services**

**City Services  
Roads ACT  
Environment and Utilities  
Matthew Brown**

From: Infrastructure Officer 1 \$75,792 - \$89,551  
Transport Canberra and City Services  
To: †Infrastructure Officer 2 \$91,428 - \$105,186  
Transport Canberra and City Services, Canberra (PN. 45725) (Gazetted 12 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  
Strategic Policy and Programs  
Anne Napier**

From: Senior Officer Grade C \$114,928 - \$123,710  
Transport Canberra and City Services  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Transport Canberra and City Services, Canberra (PN. 46925) (Gazetted 30 June 2022)

**Territory and Business Services  
Libraries ACT  
Katherine Santosuosso**

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. 14335) (Gazetted 22 May 2023)