



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 November 2023**

## VACANCIES

### ACT Electoral 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)

#### **Complaints and Records Manager**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 01865)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: Elections ACT is seeking an enthusiastic and motivated individual to join our team in preparation for the 2024 ACT Legislative Assembly election.

The successful applicant will be working under the direction of the Deputy Electoral Commissioner and will be responsible for administering and responding to complaints and feedback about services or operations deployed by Elections ACT, and complaints alleging breaches of provisions within the *Electoral Act 1992* by any other person or entity including political parties and candidates.

The person occupying this role will also be responsible for handling FOI applications and assisting with the implementation of Content Manager into Elections ACT's information/records management processes.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicant to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of extension.

A merit pool will be established from this selection process and may 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 pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

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

Contact Officer: Rohan Spence (02) 6205 0224 [Rohan.Spence@act.gov.au](mailto:Rohan.Spence@act.gov.au)

### ACT Government Executive

#### **Office Manager**

**Minister Stephen-Smith's office**

**Adviser Level 1 (upper) \$82,566 - \$86,615, Canberra (PN: 60314)**

Gazetted: 06 November 2023

Closing Date: 22 November 2023

Details: Applications are sought for an enthusiastic and professional individual to fill the position of Office Manager.

The Office Manager position is responsible for the smooth management of the Minister's Office with a primary focus on diary and schedule management, effective office systems and high-quality service to stakeholders and the community.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other requirements:

Key responsibilities of the Office Manager include:

- Providing high level administrative support to the Minister's Office and office staff.
- Providing first point of contact for the office, including for telephone enquiries and to meet and greet visitors.
- Assisting in the running of the office, including answering the office phone and managing emails and correspondence as required.
- Managing, co-ordinating and negotiating the Minister's diary scheduling.
- Coordinating and managing a range of office processes with limited supervision.
- Coordinating the Minister's event and travel arrangements and coordinating travel arrangements for other staff as required.
- Liaising with constituents, senior public servants, MLA and Minister's offices and other stakeholders as required.
- Contribute to a positive and inclusive work environment and culture where all staff are valued and respected.
- Other duties as directed.

How to Apply: A two-page Expression of Interest plus a curriculum vitae and contact details of two referees, should be sent to Benjamin.Tomlinson@act.gov.au by COB 22 November 2023

Applications should be submitted the Contact Officer.

Contact Officer: Benjamin Tomlinson on Benjamin.Tomlinson@act.gov.au or (02) 6205 9949.

### **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>**

### **ACT Health**

**Policy, Partnerships and Programs Division**

**Data Analytics Branch**

**Health System and Services Data**

**Assistant Director, Health System and Services Data**

**Senior Officer Grade C \$117,845 - \$126,715 , Canberra (PN: 61461)**

Gazetted: 03 November 2023

Closing Date: 21 November 2023

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on the national submissions. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a highly technical role where the Assistant Director in the Health System and Services Data team will be responsible for leading the national submissions, engaging with stakeholders from health services to ensure that the submissions are prepared from both legacy and Digital Health Record systems & submitted as per the guidelines from Independent Health and Aged Care Pricing Authority.

The DAB within Policy, Partnerships and Programs Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. The DAB also manages the Directorate's relationships with the national data agencies.

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

Eligibility/Other Requirements:

Demonstrated experience in using SQL, SSIS or an aptitude for quickly learning new software is highly desirable.

Health sector work experience.

Note: This is a temporary position available immediately until 22 November 2024 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

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

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.

Contact Officer: Prathima Karri on Prathima.Karri@act.gov.au or (02) 5124 9353

## **Policy, Partnerships and Programs**

### **Data Analytics Branch**

#### **Reporting and Analysis**

#### **Assistant Director, Reporting and Analysis**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43164)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Are you a data analyst with a particular fondness for analysing, and reporting on, health sector and hospitals data?

Do you have experience leading a team?

The Data Analytics Branch 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.

The Assistant Director position will lead a team of analysts as part of the Reporting and Analysis team. Working with other teams across the directorate and the public health system, you will lead your team to facilitate 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. Current and former ADF members 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 submit a written application of no more than three pages, responding to the Selection Criteria in the "Professional/ Technical Skills and Knowledge" and "Behavioural Capabilities" under the "What you require" section in the Position Description. Please attach a current curriculum vitae and contact details of at least two referees, at least one of which has a good understanding of your technical skills.

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

How to Apply: For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

Contact Officer: Jane McIntyre (02) 5124 6906 Jane.McIntyre@act.gov.au

## **Health System Planning and Evaluation**

### **Health System Planning and Development**

#### **Health Service Planning**

#### **Senior Staff Specialist, Older Canberrans' health services planning**

#### **Senior Specialist \$254,198, Canberra (PN: 63257)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details:

An opportunity exists to lead an exciting new initiative to strengthen the future ACT health system by meeting the health and wellbeing needs of older Canberrans with complex healthcare needs.

ACTHD is seeking to engage an experienced Staff Specialist Geriatrician to provide expert advice and leadership in the development of the Older Canberrans' Centre of Excellence.

This position will also be responsible for:

Developing an evidence-based framework for different levels of Behavioural and Psychological Symptoms of Dementia (BPSD) to strengthen support in the community setting.

Completing a pre-feasibility assessment to inform future planning for people experiencing extreme BPSD.

Undertaking a scoping study to identify the status of research and healthcare services for older Canberrans.

A literature review to inform a concept brief for a healthcare system for older Canberrans.

Eligibility/ Other requirements:

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

#### Professional / Technical Skills and Knowledge

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) with formal subspecialty training and current clinical experience in geriatrics.

Demonstrated ability to work with academic partners, consumers, and other stakeholders to lead an evidence-based health system planning and reform process.

Extensive experience and expertise in working with and engaging stakeholders, including chairing high-level committees.

#### Behavioural Capabilities

Where this position encounters a conflict of interest for example, a direct financial or other interest in matters of the project, you must immediately disclose it to the Executive Project Manager.

The position must treat all project documents, including but not limited to policy drafts, meeting papers and minutes, briefing materials, discussions, and reports, in a confidential manner. The supplier must not disclose these materials to any person or organisation without first obtaining written agreement from the Director-General of ACTHD.

Display behaviours that are consistent with the ACTHD values of Respect, Integrity, Collaboration, and Innovation.

#### Compliance Requirements/Qualifications

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

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency in the relevant specialty with no conditions, undertakings, or reprimands.

Note: This is a temporary position available 1 December 2023 until 1 December 2024. Selection may be based on application and referee reports only.

#### How to Apply:

A written response not exceeding two pages and curriculum vitae. Applicants may be chosen on written applications only.

Applications should be submitted via the Apply Now button.

### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy Branch**

#### **Senior Pharmacist, Pharmacy Protocols and Policy**

#### **Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 63559)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Do you thrive on working in an interesting, dynamic, and fast-paced environment? Are you driven by doing work that really matters? If your answers are yes, then please read on.

The ACT Government is committed to promoting the autonomy and dignity of eligible people and recently introduced legislation to legalise access to Voluntary Assisted Dying in the ACT. Working closely with Canberra Health Services (CHS), the ACT Health Directorate (ACTHD), Policy, Partnerships and Programs Division will lead the implementation of Voluntary Assisted Dying (VAD) in the ACT.

End of Life Policy team is seeking a Senior Pharmacist to lead the research and development of pharmacy policy and protocols for VAD. The Senior Pharmacist will work collaboratively with areas within ACTHD and CHS and engage effectively across ACT Government.

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

Eligibility/other requirements: Relevant tertiary qualifications and a minimum of five years' experience working professionally as a pharmacist. Be registered or be eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency.

Note: This is a part-time position at 14.45 hours per week with flexible working arrangements available such as working remotely from home, the salary noted will be paid pro rata

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

Selection may be based on application and referee reports only.

How to apply: Applicants are asked to provide a current curriculum vitae and a two-page written response addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the

Position Description having regard to the role duties. Applicants are also asked to provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

Applications to be submitted via the Apply Now button below.

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

## **Population Health**

### **Health Protection Service**

#### **Immunisation**

##### **Assistant Director, Immunisation Programs**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 17543)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: The ACT Health Directorate is seeking an enthusiastic individual ready to apply their leadership and stakeholder engagement skills to plan and implement immunisation programs within the ACT. The advertised position is involved in all aspects of immunisation program delivery including policy development, project management, procurement, contract management, and evaluation of programs.

To be successful in this position, you will require a strong knowledge of public health and immunisation in Australia, experience in project/program management, be highly motivated, have good communication skills and be well organised. Previous experience working with stakeholders to identify, develop and implement public health strategies and programs in identified priority groups will be highly desirable.

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

Eligibility/ Other requirements:

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

Note: This is a temporary position available 20 January 2024 to 19 July 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:

A response (no more than 2-pages) explaining your ability to perform the role, addressing the 'What you Require' section of the Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kirstie Allard (02) 5124 9242 kirstie.allard@act.gov.au

## **Infrastructure, Communication & Engagement**

### **Communication & Engagement**

#### **Senior Director**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 59781)**

Gazetted: 09 November 2023

Closing Date: 16 November 2023

Details: ACT Health is seeking an experienced leader to fill the position of Senior Director, Engagement and Design. This dynamic and diverse position will play an instrumental role in the delivery of several key government priorities over the coming twelve months including the implementation of Voluntary Assisted Dying and Assistive Reproductive Technology.

The Branch works closely with business and policy teams across the directorate to deliver specialised services in strategic communication, campaigns, engagement, media, social media, internal communication, digital, online and design.

Working as an integrated team, we closely with business and policy teams across the directorate to:

provide advice and leadership in communications and engagement strategy and delivery.

provide our stakeholders, including Non-Government Organisation (NGO) health service partners with information, consultation and engagement channels.

lead communication and engagement delivery for the benefit of the ACT community, and

support the priorities of our ministers and the Government.

Reporting to the Executive Branch Manager, Communication and Engagement, this crucial leadership role is responsible for providing leadership to a multidisciplinary team to deliver a range of strategic communication, engagement, design and multimedia services.

You will forward plan, prioritise and horizon scan to identify risks and emerging issues, and will:

work with your colleagues to design and implement an annual directorate Communications and Engagement Plan.

provide strategic communications and engagement advice to Executives and Ministers.

work collaboratively across the organisation and broader ACT Public Service, to bring an audience first lens to directorate engagement and communications priorities.

deliver meaningful, high-quality communications, campaigns, community and stakeholder engagements to support major projects.

ensure all significant communication and engagement programs and campaigns are evaluated to demonstrate impact and return-on-investment spend.

support and prioritise positive team culture, growth and development to support career development.

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

Note: This is a temporary position available until 30 June 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. Selection may be based on application and referee reports only.

How to Apply: Please provide a one-page pitch, clearly addressing the Selection Criteria along with an up-to-date curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@act.gov.au

## **Infrastructure, Communication and Engagement**

### **Infrastructure Policy and Planning**

#### **Northside Hospital Transition Project**

##### **Assistant Director, Northside Hospital Transition Project**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61237, Several)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: SOGC – Assistant Director, Northside Hospital Transition Project

Are you a solutions focused collaborator, with great attention to detail and the ability to work flexibly and a fast pace? Then this might be the opportunity for you.

The ACT Health Directorate is seeking enthusiastic project officers who can hit the ground running in high level project support, policy development and drive small projects and administration.

Two Assistant Director positions are available which will contribute to the preparation and development of policy advice, procedures, documents, and reports related to the Northside Hospital Transition Project. Successful applicants will require experience in interpreting and applying legislation to make recommendations to support compliance with statutory requirements. Successful applicants will have strong research and analytical skills, high level written and verbal communication, and strong collaboration skills.

One position will be focused on leading the preparation of responses to requests for information made under the FOI Act, along with interpreting and applying the provisions of other legislation including the Health Records (Privacy and Access) Act 1997, the Information Privacy Act 2014 and the Territory Records Act 2002. One position will be responsible for supporting the claims process under the Health Infrastructure Enabling Act 2023 and will contribute to the development of project management artefacts and policy development across the project.

Both positions will require strong attention to detail and will support the coordination function of the project to ensure timely and quality responses to requests. The positions will provide administrative support as required and may supervise staff. Our division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. These roles will be suited to those with a can-do attitude, who will contribute to a positive workplace culture and enjoy achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced and high-profile project.

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

Note: These are temporary positions available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide: A current curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Alice West [Alice.West@act.gov.au](mailto:Alice.West@act.gov.au)

#### **Digital Solutions Division**

#### **Future Capability and Governance**

#### **Future Capability Hub**

#### **Project Officer**

**Administrative Services Officer Class 6/Health Professional Level 3 \$93,996 - \$105,180 up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63127, several)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Project Officer who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Northside Canberra Hospital. Under the broad direction of the Senior Project Manager, the Project Officer is responsible for preparing project documentation, contributing to issue resolution, planning, monitoring and reporting activities in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Project Officer must have:

- proven time management and organisational skills with the ability to multitask and work under pressure
- excellent communication skills interacting with diverse range of key stakeholders to assist in project delivery
- good written skills with experience in developing detailed project documentation and providing secretariat support
- experience in providing training support of staff during implementation of new solutions
- strong problem solving skills to resolve issues as they arise as well as foresee potential project obstacles and take action to prevent these drawbacks.

Note: These are temporary position's available Immediately for a period of 12 months with the possibility of extension and/or permanency.

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

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

Contact Officer: Sandra Millett (02) 5124 9409 [Sandra.Millett@act.gov.au](mailto:Sandra.Millett@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 Services, Prevention and Communications**

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

#### **Senior Officer Grade A \$160,541, Canberra (PN: 46611)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: The ACT Integrity Commission seeks an experienced corporate services executive to lead a small team comprising corporate services, communication and corruption prevention functions. This role reports directly to the Chief Executive Officer and is part of the Commission's Senior Management Group. Applicants are encouraged to contact the CEO to find out more about the requirements of this position before applying.

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



#### Eligibility/Other Requirements:

The ACT Integrity Commission is prohibited under the Integrity Commission Act 2018 from employing current ACT public servants or those who have been employed in the ACT public service in the past five years. However, secondments of ACT public servants are allowed and will be considered, subject to approval from the Head of Service.

Secondment arrangements will also be considered for applicants employed in Federal public service agencies.

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

How to Apply: Please provide a covering letter of no more than two pages and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Judy Lind (02) 6207 1883 Judy.Lind@integrity.act.gov.au

#### Assessments

##### **Senior Intelligence Analyst and Telecommunications Data Compliance Officer**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 48708)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: Agency overview

The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the Integrity Commission Act 2018 ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the Public Interest Disclosure Act 2012, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('PIDs'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

#### Our values

Independence - Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism - We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability - We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness- We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

#### Our functions

The Commission's functions are to:

Investigate conduct that is alleged to be corrupt conduct.

Refer suspected instances of criminality or wrongdoing to the appropriate authorities.

Prevent corruption through research and mitigation efforts.

Publish information about investigations, including lessons learned.

Provide education programs.

Foster public confidence in the Legislative Assembly and ACT public sector.

Receive, assess, refer, and investigate reports of disclosable conduct.

Oversee ACT public sector agency management of public interest disclosures.

#### Business unit overview

The Commission is a small agency which includes in its structure, one intelligence analyst position (this position). Whilst this position sits under the structure of the Assessment Team and directly reports to the Director, Assessments, the role covers all intelligence requirements across the Commission. This includes supporting the needs of the Commission's corruptions investigations.

The Commission does not distinguish the role of this analyst into traditional law enforcement notions of tactical, operational and strategic. This position requires a mature, skilful and analytical mind to the work of the Commission and to develop the Commission's intelligence 'practice' that is fit for purpose and relevant to the functions of an integrity commission.

While members of staff of the Commission have their own primary responsibilities and duties, all employees are expected to display a flexible and team-based approach in order to meet the challenges faced by the agency.

#### Position overview:

##### Collection and Analysis Activities

The successful applicant will be required to undertake relevant and appropriate intelligence gathering, including use of open sources and other information holdings to inform the Commission's corruption investigations.

The analyst is required to prepare intelligence products for use by assessment officers, investigators and lawyers. This requires work collaboratively with Commission staff to deliver intelligence products to advance the Commission's operational activities. In doing so you will be expected to apply appropriate intelligence methodologies and practices to ensure intelligence outputs are fit for purpose.

The analyst is required to build and maintain appropriate internal processes to gather intelligence from other entities, including processes to manage Requests for Information and to log and record intelligence received from other entities.

#### Engagement Activities

The successful applicant will be required to engage with relevant stakeholders to develop, implement and maintain appropriate and relevant intelligence and information flows to the Commission. This includes taking a leadership role in facilitating memorandum of understanding necessary to gain access to intelligence and information holdings of appropriate entities.

The analyst is required to maintain productive inter-agency networks to promote information sharing and partnerships.

#### Facilitation of use of powers under the TIA Act

The successful applicant will be required to facilitate the provisioning of warrants and authorisations under the Telecommunications (Interception and Access) Act 1979 and lead the ACTIC's preparation of and participation in compliance inspections conducted by the Office of the Commonwealth Ombudsman, including:

Responding to Commonwealth Ombudsman recommendations and communicating inspection outcomes to the agency.

Preparation of monthly and quarterly regulatory reporting in addition to completing the Telecommunications (Intercept and Access) Act 1979, and aspects of the Criminal Code 2002 annual reports.

Liaison with Commission staff, including investigators to ensure timely processing of authorisations and warrants. Continuously improving and developing internal processes, practices, procedures and policies related to access and use of telecommunications data; and researching, interpreting and applying legislation, including maintaining knowledge of relevant legislation and international conventions.

Supporting and assisting the project manager to ensure that the ACTIC is prepared for the implementation of legislative reform and amendments in respect of the Telecommunications (Intercept and Access) Act 1979 as required.

Ensuring that the ACTIC meets its legislative obligations under the Integrity Commission Act 2018, the Telecommunications (Intercept and Access) Act 1979 and other relevant legislative provisions and that information management and record keeping is in accordance with legislation and Commission policy.

#### Culture and WHS

The successful applicant will be required to:

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

Undertake other duties as required.

#### Eligibility/Other Requirements:

##### What you require (Selection Criteria)

Highly experienced in strategic and operational intelligence within a law enforcement, or regulatory compliance environment.

The ability to establish practices and processes from the ground up.

Demonstrated knowledge of data interrogation, intelligence processes, methodologies and techniques to direct investigations.

Highly developed oral and written communication skills including the ability to establish collaborative and effective working relationships with internal and external stakeholders.

Well-developed ability to coordinate and carry out complex projects involving research and analysis, high level problem solving and provision of sound judgements.

Familiarity of the Telecommunications (Interception and Access) Act 1979 and associated compliance functions

##### Other requirements of the position:

Section 50 of the Integrity Commission Act 2018 provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

Note: If you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

How to apply: Applications must include:

A current curriculum vitae.

A written response (a pitch) of no more than 750 words which:

Demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the Position Description and outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 62053191 or at [Jessica.vogel@integrity.act.gov.au](mailto:Jessica.vogel@integrity.act.gov.au).

Applications should be submitted via the Apply Now Button.

### **ACT Long Service Leave Authority**

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

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

#### **Compliance**

##### **Compliance Officer**

**Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63502, several)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Compliance Team within the Authority deals with regulatory and compliance issues and has responsibility for ensuring that employers and workers for each covered industry are registered and quarterly returns are submitted and paid in accordance with the legislation. The Compliance Team also engages in industry education and information activities to support the work of the Authority.

The role of the Compliance Officer is to provide assistance to clients by undertaking activities including compliance education, maintaining accurate and up to date records in the Authority's employer and employee registers, conducting employer/site visits and other external compliance audit activities as required.

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

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

Eligibility/Other Requirements: A current driver's licence

Note: This position is available immediately for 12 months with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide no more than a two-page written response which addresses the Selection Criteria located in the Position Description and provide a current curriculum vitae and names and contact details of two referees.

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

Contact Officer: Matthew Snell 0402 209 055 [matt.snell@actleave.act.gov.au](mailto:matt.snell@actleave.act.gov.au)

#### **Finance and Compliance**

##### **Financial Controller**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 41800)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: The ACT Long Service Leave Authority (the Authority) is a Statutory Authority of the ACT Government. The Authority was established to administer portable long service leave benefit schemes, provided for under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Authority is governed by a Board of Directors, which has appointed a Chief Executive Officer (CEO) to oversee the operation of the Authority. The CEO also acts as the Registrar for the Authority. The CEO is supported by an executive team comprised of the Deputy Registrar, Chief Operations Officer (COO) and Chief Finance Officer (CFO). The Financial Controller has oversight of the Finance Team and reports to the CFO.

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

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au/>

Eligibility/Other Requirements:

Tertiary qualifications in finance or accounting is highly desirable.

CA or CPA accreditation or progress towards is an advantage.

Educational and professional qualification checks will be undertaken prior to employment.

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: Elena Agrizko 02 6247 3900 [Elena.agrizko@actleave.act.gov.au](mailto:Elena.agrizko@actleave.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)**

#### **Patient Navigation**

##### **Paediatric Care Navigator - Health Professional Level 4**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 60004 - 02EOR)**

Gazetted: 10 November 2023

Closing Date: 23 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Paediatric Liaison and Navigation Service (PLaNS) is a new service that provides information, coordination, and navigation for children with complex health care needs aged 0-18 years old. The focus of the service is on improving the child's and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community service.

The PLaNS comprises of a multidisciplinary team with positions located within a range of CHS service areas. There is a matrix model of governance with the Program Director of Integrated Care leading and managing PLaNS whilst the day to day and professional management is undertaken through the clinical area the team member is based in. The Allied Health Care Navigators are members of the Acute Allied Health Service, Division of Allied Health, reporting to the Director of Allied Health.

This position will work across two areas, 0.5FTE with the PLaNS team and 0.5FTE with the Acute Physiotherapy team.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Phyo Courtis (02) 6207 9000 [phyo.courtis@act.gov.au](mailto:phyo.courtis@act.gov.au)

## **Anaesthetics**

### **North Canberra Hospital Clinical Director – Anaesthetics**

#### **Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP6838 - 02EHX)**

Gazetted: 10 November 2023

Closing Date: 28 November 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.

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

Flexible working conditions.

11.5% Superannuation.

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

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 clinical director is responsible for the medical governance, leadership and coordination of care for Anaesthesia and Pain Management Services, Surgical Division NCH. The clinical director is an experienced medical professional with specialty qualifications in anaesthetics and pain management, registration with the Australian Hospital Practitioner Regulation Agency (AHPRA), and a Fellow of the Australian and New Zealand College of Anaesthetics. The clinical director leads their medical professional group including specialists, registrars and junior medical officers. They have a critical role in supporting education and training for their workforce and in this position they have a key clinical leadership role within the organisation.

NCH is a major general hospital with Level 4 Role Delineation. The hospital supports a broad range of acute and sub-acute services including community based services to the Northside of ACT and Southern NSW. NCH provides surgical and pain management services for a number of services including Dental Surgery, Endoscopy, General Surgery, Gynaecology (including Oncology) and Obstetrics, Ophthalmology, Oral Maxillofacial Surgery, Orthopaedic Surgery, Otolaryngology Head and Neck Surgery (ENT), Plastic and Reconstructive Surgery, Urology Surgery and Vascular Surgery. NCH also works collaboratively with The Canberra Hospital which is the tertiary level surgical service in the ACT.

Under limited direction of the executive director, you will provide clinical leadership, professional supervision and support to staff including junior medical officers. You will:

Provide strong, visible and professional leadership within NCH, by role modelling the values and actively fostering a culture which values continuing professional development, collaboration and accountability.

Work collaboratively and in partnership with key members of the division and hospital to support operational, governance and strategic direction of the Surgical Division.

Facilitate contemporary practices, research, and the delivery of services to the highest professional standards.

Lead, manage and assume professional accountability for Medical management within the Anaesthesia Department to optimise patient care outcomes.

Develop and utilise staff, financial and other resources to provide quality cost- effective services, including developing and managing the department budget within approved funding.

Liaise with other service providers within and external to the hospital to promote a comprehensive local service network.

Promote and oversee the NCH component of the Registrar Training Program.

Provide advice on clinical and professional matters to senior management and represent the Department/profession as requires.

Actively support and participate in clinical governance and quality improvement activities enhancing best practice and patient safety.

Oversite of clinical medical practice and ongoing management of patients within the Division.

Management, monitoring and coordination of specific clinical governance processes to ensure patient safety including mortality & morbidity meetings, clinical review and investigation and active participation in the organisational wide clinical governance.

Supervise the recruitment, professional development, competencies and utilisation of the medical workforce to meet service and patient needs.

Manage personnel, professional and performance matters relating to the medical workforce in consultation with the Executive Director of Medical Services and Human Resources

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

Participate in the on-call roster.

About you:

Requirements/Qualifications:

Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Anaesthetists (RANZCA) or an equivalent higher specialist qualification.

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

Demonstrated success in departmental leadership, including high level understanding and ability in human and financial resource management, communication, stakeholder engagement, consultation, negotiation and dispute resolution.

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.

Demonstrated ability to provide high level policy and service advice in regard to Anaesthesia and Pain Management Services.

Demonstrated ability to develop and implement a strategic plan for the Anaesthetic Department in consultation with other stakeholders.

Demonstrated understanding of and experience in clinical governance including safety & quality improvement activities.

Experience in professional education activities or projects including undergraduate and postgraduate programs.

Knowledge and Understanding of Australian & New Zealand College of Anaesthetists standards and their relationship to the training environment and accreditation.

Experience in the development of and participation in research projects with professional and/or direct service application.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kim McNeilly 02 6201 6436 Kim.McNeilly@calvary-act.com.au

### **Supply Department**

#### **Purchasing Officer - Administrative Service Officer 4**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 602540 - 02ER6)**

Gazetted: 10 November 2023

Closing Date: 24 November 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

This role will be responsible for providing efficient purchasing support to the Supply Manager. The Purchasing Officer raise purchase orders in line with Government Procurement processes.

Under limited direction of the Supply and Procurement Manager you will:

Evaluate requisitions,

Raise purchase orders,

Manage invoice enquiries,

Manage general enquiries,

Data entry,

Assist in stocktakes and

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

About you:

Requirements/Qualifications:

Mandatory

Current Drivers Licence

Computer experience.

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

Desirable

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

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

Having a valid Forklift License (High Risk Licence)

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Cobus Wentzel (02) 6201 6132 Gert.Wentzel@calvary-act.com.au

### **Surgery**

#### **Visiting Medical Officer - Specialist in Gynaecology**

#### **Visiting Medical Officer Sessional and Fee for Service VMO Contract, Canberra (PN: 00000 - 02EMY)**

Gazetted: 10 November 2023

Closing Date: 19 November 2023

Details: What can we offer you:

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

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

Flexible working conditions.

About the Role:

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](#)

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to 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 Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Gynaecology Oncology Service (GOS) is governed by the Division of Surgery at Canberra Hospital and is closely integrated with the Division of Women Youth and Children, Division of Cancer and Ambulatory Support and the Medical Services Group (Pathology and Medical Imaging). An expanded service commencing in 2023 will enable women in the ACT and surrounding region to have greater access to gynaecology oncology surgery in Canberra. In its first phase, the GOS will be a single-surgeon service, with a multidisciplinary team of junior medical staff, nurses, allied health and administrative staff, and supported by locum VMOs from Sydney for on-call, morbidity and mortality review, case audit, mentorship and leave cover. Phase one will also see progress towards Canberra Hospital becoming a participating hospital in the National Gynae-Oncology Registry, and the continuation of currently embedded presentation of ACT patients at MDT meetings at the Randwick Hospital for Women in Sydney. This is an exciting opportunity for a surgeon to join CHS as a VMO in the new Canberra-based service, and lead in its development and implementation.

Duties:

Under limited direction of the Clinical Director of Surgery, you will deliver Gynaecology Oncology services and support the achievement of the Service's clinical, financial, and strategic objectives are met. You will:

Provide inpatient and outpatient clinical and surgical services to clients and participate in the on-call rosters for the Gynaecology Oncology Service.

Provide clinical direction, planning and evaluation of a multidisciplinary Gynaecology Oncology Service; this includes oversight of protocols for admission/discharge, provision of expert clinical opinion and effective clinical risk management (particularly in complex and sensitive cases), and ensuring that service delivery targets for patient flow, access and discharge planning are met.

Support the implementation of the new service and take an active role in guiding the development of its model of care, workforce, quality and safety, clinical research and education programs, to ensure the immediate and long-term goals of the service are met.

Help to ensure that appropriate clinical governance mechanisms are in place and that the Gynaecology Oncology Service adheres to the National Safety and Quality Health Service Standards.

Assist in the identification of professional development and training requirements and opportunities for clinical staff within, and associated with, the Service and the Division (i.e., medical, nursing, and allied health) and ensure that these requirements are met.

Participate in resource management including human, financial, and physical resources for the service and in collaboration with other members of the Division's leadership team.

Provide input into Ministerial briefs, coronial briefs, and complaint resolution, as required.

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

For more information about this opportunity and how to apply, please click here to see the [Position Description](#)

Note: This is a part-time temporary position available at up to 10 hours per week for a period of three years. The full-time salary noted above will be paid pro-rata.

Contact Officer: Tonia Sydney 0468663425 [Tonia.Sydney@act.gov.au](mailto:Tonia.Sydney@act.gov.au)

### **Medical Imaging/Cardiology**

#### **Trainee Sonographer (Cardiac) - Medical Imaging Level 2**

#### **Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: LP7581 - 02EOW)**

Gazetted: 10 November 2023

Closing Date: 24 November 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The North Canberra Hospital is a 256 bed hospital that offers both acute and subacute services. Our model of care sees multidisciplinary teams working collaboratively to provide a high quality of patient care.

The Cardiology Department at NCH includes:

A 6 bed acute inpatient service, with non-acute cardiology patients catered for on general medical wards.

An echocardiography service, catering for both inpatients and outpatients – including transthoracic, trans-oesophageal and dobutamine stress echocardiography. Shifts for these services vary from 7am to 5pm Monday to Friday.

Chest pain clinic

Outpatient cardiology clinic

Cardiac Rehabilitation Service

Outpatient cardioversion Service

Under limited direction of the Deputy Director Medical Imaging (Ultrasound) you will;

Perform Cardiac Ultrasound examinations under the supervision of Accredited Medical Sonographers at the North Canberra Hospital.

Reach agreed levels of competency from organisation (NCH) and tertiary education provider.

Participate in feedback and liaise with Clinical Supervisors and tertiary education provider.

Ensure that equipment is used and maintained in a safe manner.

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

About you:

Requirements/Qualifications:

**Mandatory**

Enrolment in an ASAR accredited course for Cardiac Ultrasound and eligibility for Category 2A ASAR accreditation.

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**

Qualification in Radiography or Postgraduate Health Studies.

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:

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (22.03) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Rebecca Manning (02) 6201 614 [rebecca.manning@calvary-act.com.au](mailto:rebecca.manning@calvary-act.com.au)

**CHS Chief Executive Officer**

**Chief Information Office**

**Senior Director - Business Intelligence**

**Senior Officer Grade A \$160,541, Canberra (PN: 54755 - 02EPP)**

Gazetted: 09 November 2023

Closing Date: 24 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: The Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, ICT projects, business intelligence, non-clinical digital records and the on-going optimisation of clinical and administrative systems.

The Senior Director, Business Intelligence leads the Business Intelligence Team who supports and drives business intelligence with CHS business areas for operational, strategic performance, planning by providing an exceptional data capability and encouraging improved data literacy for the organisation.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Nasa Walton (02) 5124 4425 [nasa.walton@act.gov.au](mailto:nasa.walton@act.gov.au)

## **Neonatology**

### **Neonatal Nurse Practitioner**

#### **Nurse Practitioner \$140,121, Canberra (PN: 62364 - 02EPK)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Do you want to make a difference in the lives of newborns and their families?

This is a unique and exciting opportunity to join a tertiary neonatal unit as a nurse practitioner. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

The role of Nurse Practitioner is a Nurse lead within the Neonatal Department and works directly within the medical service and rostered in conjunction with neonatal registrars to form a team to provide comprehensive care.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Lori Grlj (02) 5124 7395/0481 452 429 [Lori.grlj@act.gov.au](mailto:Lori.grlj@act.gov.au)

## **CHS Clinical Services**

### **Cancer and Ambulatory Services**

#### **Cancer Services**

##### **Program Support/Clinical Administration - BreastScreen ACT**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 40772 - 02EQL)**

Gazetted: 09 November 2023

Closing Date: 24 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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

Under general direction, the Program Support/ Clinical Administration Officer is responsible for managing clinical administration and providing program support in BreastScreen ACT. This role includes managing all administrative functions relating to assessment clinics, providing administrative support to senior staff, management of invoicing, travel, some secretariat duties, and project support.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Julie Strickland (02) 6205 5412 [Julie.Strickland@act.gov.au](mailto:Julie.Strickland@act.gov.au)

## **CHS Clinical Services**

### **Surgery**

#### **Surgical Services**

##### **Administration Manager - Surgery**

**Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 39595 - 02ESJ)**

Gazetted: 09 November 2023

Closing Date: 28 November 2023

What can we offer you:

City living without the traffic – click here 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.

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 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.

For more information regarding the position duties click here for the Position Description.

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: Melissa Warylo (02) 5124 0931 [Melissa.Warylo@act.gov.au](mailto:Melissa.Warylo@act.gov.au)

### **CHS Chief Executive Officer**

#### **CHS Allied Health**

#### **Acute Allied Health Services**

#### **Manager of Speech Pathology and Audiology**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 12925 - 02EJK)**

Gazetted: 09 November 2023

Closing Date: 16 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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

website: <https://www.health.act.gov.au/>

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

The Acute Allied Health Services (AAHS) Speech Pathology and Audiology department is looking for an experienced Speech Pathologist and leader to join the team. The Speech Pathology and Audiology team provides a range of inpatient and outpatient services to the medical, surgical and paediatric services in the Canberra Hospital and the surrounding community.

In this position it is expected that you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the services provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will

provide regular input into, and form, an integral part of the AAHS leadership team. You will be required to oversee professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

This position may participate in a rotational weekend roster at the Canberra Hospital including on-call responsibilities depending on operational requirements.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available from December 2023 until April 2024 with the possibility of extension up to 12 months.

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

Contact Officer: Tim Tooke (02) 5124 2230 Tim.Tooke@act.gov.au

### **CHS Clinical Services**

#### **Women, Youth and Children's Health**

#### **Director of Nursing and Midwifery**

#### **Paediatric CDN – Child and Adolescent Short Stay Unit and Outpatients**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62534 - 02EP7)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: Are you an experienced Paediatric Registered Nurse looking for your next challenge? Are you ready to jump into clinical leadership and education? Then we are looking for you!

This is a rewarding and challenging opportunity available to work across the Paediatric Outpatient Department and Child and Adolescent Short Stay Unit.

For more information regarding the position duties click here for the Position Description.

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. 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.

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

Contact Officer: Libby Coonan 0481 053 411. Elizabeth.coonan@act.gov.au

### **Office of CEO**

#### **Chief Executive Officer**

#### **Office of Chief Executive**

#### **Operations Support - Northside Hospital Transition**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61144-02EQD)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Hospital Projects Operations team was established to achieve the transition of the North Canberra Hospital. The team is now implementing the Post Acquisition Plan to complete transition activities and integrate the North Canberra Hospital (NCH) into Canberra Health Services (CHS).

For more information regarding the position duties click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.

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

Contact Officer: Travis Albrecht (02) 51246976 [travis.albrecht@act.gov.au](mailto:travis.albrecht@act.gov.au)

## **North Canberra Hospital**

### **Medical Services**

#### **Advanced Trainee- Hospital in the Home / Infectious Diseases**

**Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: 600861 - 02EJM)**

Gazetted: 09 November 2023

Closing Date: 28 November 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.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra’s expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 NCH HITH and ID units have had a long and cohesive working relationship for many years. In recent years a HITH/ID AT position was created due to the close clinical relationship between the two units. The role provides an excellent continuity for patients with ID diagnoses requiring ongoing treatment at home as well as gen med exposure and acute management of patients in HITH.

The team is very much a multidisciplinary team with a holistic approach focussed on clinical and psychosocial welfare of our patients and the team is well known for its multidisciplinary approach and supportive team structure.

For an Advanced trainee in General Medicine, this position can be potentially accredited for up to 12 months of general medicine training, of which six months would count as Infectious Diseases subspecialty-training for General Medicine Advanced Training. For an Advanced trainee in Infectious Diseases, the position can also be accredited for

at least 6 months of non-core training in Infectious Diseases. For advanced trainees in other specialties, please discuss accreditation options with us. This position can also be applied for by advanced trainees in Emergency medicine as a special skills HITH term with Gen med accreditation.

The HITH/Infectious Diseases Advanced Trainee takes the leadership role in providing and supporting competent and efficient clinical management of North Canberra Hospital HITH and ID patients under the supervision and direction of HITH and ID Consultants. Clinical duties include assessment and management of acute presentations suitable for HITH, ward in-patient ID and HITH related care, diagnosis and management of patients in Infectious Diseases outpatient clinics, HITH consultations on in-patients, Infectious Disease consultations on in-patients, and leading involvement with Pharmacy and AMS review/rounding for the hospital. They will also provide clinical support, supervision and mentoring for JMOs in HITH.

They will maintain effective communication with patients and their relatives, hospital staff, medical colleagues, General Practitioners and other community care providers to ensure the best provision of care for patients.

Under direction of HITH and ID Consultants, you will take the leadership role in providing and supporting competent and efficient clinical management. You will:

Clinical duties will include clinical assessment and management of acute presentations to the emergency departments that are referred to HITH, in-patient consultations related to Infectious Diseases and Hospital in the Home diagnosis and management of patients in ID outpatient clinics, ward consults, AMS team rounding and clinical handover.

Participate in the supervision, training and professional development of junior medical staff.

Assist with facilitating patient flow through the hospitals by working with access unit personnel and HITH team members including the HITH referral.

Demonstrate progress in training within the requirements of the RACP or ACEM and involvement where appropriate in research.

Participate in a 1 in 4 weekend HITH onsite roster and after-hours and on-call roster for Gen med.

Contribute to clinical audit and participate in changes that improve quality and safety of patient care.

Comply with the policies and requirements of the Australian Health Practitioner Regulation Agency (AHPRA) and the policies of ACT Health.

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 curriculum vitae and experience.

Clinical competence at a level commensurate with postgraduate years.

Demonstrated commitment to continued professional development, including formal education and self-directed learning.

A commitment to quality and safety procedures in healthcare.

Ability to participate in the after-hours roster.

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.

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.

Position Requirements / Qualifications

#### Mandatory

Successful completion of the FRACP or FACEM part 1 examination and in the final years of advanced training for the fellow ship.

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

High level interpersonal, written and verbal communication skills.

Obtain or maintain certification of competency in an Advanced Life Support Course (attainment within three months of commencement).

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

### Desirable

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:

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kim.McNeilly 02 6201 6436 [Kim.McNeilly@calvary-act.com.au](mailto:Kim.McNeilly@calvary-act.com.au)

### **Clinical Services**

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

#### **Director of Allied Health**

#### **Administrative Officer - Cultural Specialist Services - Mental Health Justice Health Alcohol and Drug Services Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 60098-02EPU)**

Gazetted: 13 November 2023

Closing Date: 24 November 2023

What can we offer you:

- City living without the traffic – [click here](#) 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

Our Aboriginal and Torres Strait Islander Cultural Specialist Services (CSS) partner with treating teams, health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment, healing and recovery journeys.

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

An exciting opportunity exists for an Administration Support Officer who is empathetic, enthusiastic, and compassionate, to join our team in the MHJHADS Aboriginal and Torres Strait Islander Cultural Specialists Services (CSS). The successful applicant will be expected to provide high level administrative support to CSS staff.

This also includes the provision of high-quality customer service to Aboriginal and Torres Strait Islander consumers and staff of MHJHADS.

This role provides an opportunity to broaden your skillset and facilitate learning and career development growth within the scope of our Cultural Specialists Services. We value our staff and therefore you will be supported to undertake professional development, supervision and participate in quality improvement initiatives.

As the Administration Support Officer, you will report to the CSS Manager.

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

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform.

For Aboriginal and Torres Strait Islander employees, CHS offers Aboriginal and Torres Strait Islander Health Workforce Support Network.

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

For more information regarding the position duties [click here](#) for the Position Description.



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 this position and how to apply "click here"*

## **CHS Clinical Services**

### **Medicine**

#### **Cardiology**

#### **Structural Heart and TAVI Coordinator - Clinical Nurse Consultant - Cardiology**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 63147 - 02EJD)**

Gazetted: 09 November 2023

Closing Date: 29 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: CHS is developing a specialised Heart Team that include a multi-disciplinary team of professionals with expertise in the assessment and treatment of patients with valvular heart disease.

This is an exciting new position at CHS to support the Transcatheter Aortic Valve Implantation (TAVI) program. The Structural Heart and TAVI Advanced Practice Nurse (APN) is pivotal in the coordination of triage and pre and post procedure care.

A principal role of the TAVI APN is to ensure all patients are appropriately evaluated and triaged for TAVI procedure as well as waitlist management, managing nurse led clinics, coordination of TAVI governance and clinical meetings, data management and quality improvement.

The successful applicant requires advanced clinical assessment skills that support complex decision-making collaborative care of patients with complex cardiac disease. Experience is required in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally.

This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service. The position is full time, Monday to Friday business hours of work.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Michelle Lander (02) 5124 7216 [Michelle.Lander@act.gov.au](mailto:Michelle.Lander@act.gov.au)

## **Perioperative Unit**

### **Clinical Nurse Consultant- SAL, Anaesthetics, PACU & DSU**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: LP6701 - 02ENA)**

Gazetted: 10 November 2023

Closing Date: 1 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Suite at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialties.

The Clinical Nurse Consultant for the Surgical Admission Lounge (SAL), Anaesthetics, Post Anaesthetic Care Unit (PACU) and Day Surgery Unit (DSU) is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework.

Under limited direction of the Assistant Director of Nursing you will perform the day-to-day operational management of services within the unit including management of nursing workloads / models of care and patient flow both internal and external to the unit. The CNC will provide expert clinical leadership and management within a multidisciplinary framework, embed, and maintain the National Safety and Quality Health Service Standards at a unit level as well as develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

You will:

Provide strong leadership for nurses in all aspects of clinical practice and models of care including planning, implementing, and evaluating professional development, managing education, research, teaching, workforce planning and quality work environment for the unit

Be accountable for the flexible allocation of human and financial resources within the unit to ensure achievement of an agreed level of service and reporting of variances against agreed targets

Provide strong leadership to and develop nursing staff within the designated clinical area, providing an environment that encourages regular feedback and fosters innovation to meet the constant demands within the clinical healthcare setting as well as ensuring that performance management agreements are in place and discussed regularly

Lead, co-ordinate and work in partnership with the multidisciplinary team to facilitate change management initiatives to achieve the strategic objectives of Canberra Health Services (CHS) and to achieve the NSQHSS. Ensure the development, maintenance and review of clinical guidelines/procedures/policies are aligned with the strategic goals of the Division of Surgery (DOS) and CHS and align with the NSQHSS.

Monitor relevant key performance indicators, quality data and formulate appropriate management plans to achieve this.

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

About you:

Requirements/Qualifications

Mandatory

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

The successful applicant will need to be available to work full time, Monday to Friday

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

Desirable

Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

A proactive and enthusiastic willingness to learn.

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.

Contact Officer: Renae Kathage 02 6201 6892 [Renae.Kathage@calvary-act.com.au](mailto:Renae.Kathage@calvary-act.com.au)

## **CHS Clinical Services**

### **Medicine**

#### **Respiratory & Sleep**

##### **Graduate Respiratory Scientist - Health Professional Level 1**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 63622 - 02EPT)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

The Respiratory Physiology Laboratory (RPL) is accredited by the Thoracic Society of Australia and New Zealand (TSANZ) to provide clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, and cardiopulmonary exercise testing.

An exciting opportunity exists for a Graduate Respiratory Scientist to become a part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of the respiratory physiology measurement. The role requires participation in and contribution to continual professional development of the Respiratory Scientist group. Within CHS, the respiratory science 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.*

For more information regarding the position duties click here for the [Position Description](#).

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

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

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

Contact Officer: Derek Figurski (02) 5124 2066 [Derek.Figurski@act.gov.au](mailto:Derek.Figurski@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Renal**

##### **Dialysis Nurse Level 1 - Registered**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 63019 - 02EOM)**

Gazetted: 09 November 2023

Closing Date: 28 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: The Renal Service is looking for enthusiastic RN1 to work in haemodialysis clinic across the ACT.

The Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic Registered Nurse position uses clinical knowledge and skills to assist in coordinating and delivering care to patients with Chronic Kidney Disease.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The RN 1 position reports to the inpatient ward Clinical Nurse Consultant (CNC).

For more information regarding the position duties click here for the [Position Description](#).

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. 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.

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

Contact Officer: Alison Winsbury (02) 5124 8366 [alison.winsbury@act.gov.au](mailto:alison.winsbury@act.gov.au)

**Diabetes**

**Nurse Level 1 - Registered**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 45393 - 02ENO)**

Gazetted: 09 November 2023

Closing Date: 27 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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 for clients with diabetes across CHS Health Campuses and provides an excellent foundation in diabetes education.

The Registered Nurse will be responsible professionally to the Senior Nurse Lead of the CHS Diabetes Service.

Note: This is a permanent position and will require rotation between multiple sites within the Diabetes Service

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kristine Wright 02 5124 7929 [kristine.wright@act.gov.au](mailto:kristine.wright@act.gov.au)

#### **CHS Clinical Services**

##### **Women, Youth and Children's Health**

##### **Director of Nursing and Midwifery**

##### **Neonatology Foundations Program - Registered Nurse Level 1**

##### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 19809, several - 02EPD)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details:

What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: The department of Neonatology is excited to announce a foundation program designed for Registered Nurses new to the neonatal care setting. It is a supported program consisting of dedicated study days, supernumerary shifts, clinical rotation in NICU and SCN learning packages. At the completion of this program, you will be competent to care for premature and sick neonates and their families in both clinical areas of the department.

Intakes will begin Feb 2024, with further intakes throughout the year

For more information regarding the position duties click here for the [Position Description](#).

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. 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.

Be available rotational shift work roster which includes weekends and night duty.

Note: There are both temporary and permanent position available at full time and part-time hours

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

Contact Officer: Sarah Neale 0403 957 405 [sarah.neale@act.gov.au](mailto:sarah.neale@act.gov.au)

#### **Adult Inpatient Mental Health Service**

##### **Psychologist - Adult Inpatient Mental Health Service**

##### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25983 - 02EPV)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: What can we offer you:

City living without the traffic – click here 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:

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

<https://www.canberrahealthservices.act.gov.au/>

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

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

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

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. As a mental health psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2021-2022.

For more information regarding the position duties click on the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: David Warren 02 5124 5401 [David.Warren@act.gov.au](mailto:David.Warren@act.gov.au)

#### **Community Care Program**

##### **Assistant Director of Nursing - Community Care Program**

##### **Registered Nurse Level 4.3 \$149,388, Canberra (PN: 20304 - 02EOX)**

Gazetted: 09 November 2023

Closing Date: 22 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care, and the delivery of the Self-Management of Chronic Conditions program. Community nursing has a large number of National Disability Insurance Scheme clients. Services are delivered in a clinic or domiciliary setting.

The Assistant Director of Nursing (ADON) provides overarching leadership for the delivery of nursing services by the regional teams and the after-hours Link team across the ACT. As a senior manager, the ADON works with the Director of Nursing on strategic input and support for the Divisional and organisational goals.

The ADON is responsible for the professional leadership for the nurses working within multidisciplinary teams and for the operational management of nursing services within CCP. The ADON ensures the effective and efficient delivery of nursing care.

For more information regarding the position duties click here for the [Position Description](#).

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: Melodie Raisin (02) 5124 0326 [Melodie.Raisin@act.gov.au](mailto:Melodie.Raisin@act.gov.au)

#### **Adult Acute Mental Health Services**

##### **Clinical Lead - Adult Acute Mental Health Services**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52987 - 02EPA)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: What can we offer you:

City living without the traffic – click here 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 and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

The Adult Acute Mental Health Services (AAMHS) covers AMHU which is acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B which will be a 10 bed low dependency unit for people suffering moderate mental illness and MHSSU which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AAMHS Allied Health Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided within the recovery focused therapeutic group program which is run by different allied health disciplines within the various adult mental health inpatient units. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the development of the AAMHS therapeutic group

program, and the collection of data from the program. The Clinical Lead also provides supervision, leadership and professional development to the AAMHS staff and supports the clinical and operational governance of the team. The AAMHS is located at the Canberra Hospital.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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

### **Chief Information Office**

#### **Senior Director - Digital Strategy**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 54747 - 02EP2)**

Gazetted: 09 November 2023

Closing Date: 17 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

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

About the Role:

The Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, ICT projects, business intelligence, non-clinical digital records, and the on-going optimisation of clinical and administrative systems.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Nasa Walton (02) 5124 0358 nasa.walton@act.gov.au

### **Aboriginal and Torres Strait Islander Liaison Service**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 29216 - 02EQ7)**

Gazetted: 10 November 2023

Closing Date: 30 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

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

About the Role:

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.



This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Be registered under Working for Vulnerable People Act.

Contact Officer: Alarna Moscaritolo (02) 5124 2176 [Alarna.Moscaritolo@act.gov.au](mailto:Alarna.Moscaritolo@act.gov.au)

## **CHS Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Nursing**

#### **Rapid Assessment of Deteriorating Aged at Risk**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62795 - 02ESV)**

Gazetted: 14 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you an experienced Registered Nurse looking for your next challenge? Are you ready to jump into clinical leadership and guidance? Then we are looking for you!

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division providing multidisciplinary rehab, aged and community-based care across a range of settings.

The RADAR RN level 2 position works closely with the multidisciplinary team to provide safe, appropriate, and timely care of patients in the community. The RN 2 will actively contribute to provision of short-term assessment and management of elderly clients who are living in the community in collaboration with other team members.

For more information regarding the position duties click here for the [Position Description](#).

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: Melodie Raisin (02) 5124 0236 [melodie.raisin@act.gov.au](mailto:melodie.raisin@act.gov.au).

## **CHS Chief Executive Officer**

### **CHS Allied Health**

#### **Acute Allied Health Services**

#### **Advanced Musculoskeletal Physiotherapist**

#### **Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62740, Several - 02ETU)**

Gazetted: 15 November 2023

Closing Date: 7 December 2023

Details: What can we offer you:

City living without the traffic – click here 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 Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care,

delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in Emergency Department, acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Advanced Practice Physiotherapy positions will support the delivery of extended hours of service provision in the Emergency Department and Urgent Care Centre.

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

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

You will be required to participate in a shift, overtime and/or restricted on-call roster.

For more information regarding the position duties click here for the [Position Description](#).

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: Kerry Boyd 02-5124-2570 [kerry.boyd@act.gov.au](mailto:kerry.boyd@act.gov.au).

## **CHS Clinical Services**

### **Medicine**

#### **Clinical Services**

##### **Enrolled Nurse Level 1 - Hospital in the Home**

**Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: P13607 - 02ES7)**

Gazetted: 15 November 2023

Closing Date: 6 December 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Hospital in the Home (HITH) is an Inpatient service of CHS at Canberra Hospital and provides access to acute healthcare for patients generally, in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as Inpatients and would otherwise receive their medical treatment in a hospital ward.

The Enrolled Nurse(EN) will work under the direction of the Registered Nurse to assist in providing complex clinical care to patients across the lifespan in consultation with Medical support and Allied Health with a Multidisciplinary Team focus. The EN will work in various settings including but not limited to the patient's home, the HITH unit at Canberra Hospital and after the appropriate training will assist with acquiring patient referrals to HITH. The EN will also actively participate in quality assurance processes in HITH.

The service requires driving to the patient's home to deliver the care; hence a current open Driver's License is essential. This role will work in the various areas within HITH – Home visiting, Reviews of patients in the HITH Unit at Canberra Hospital as well as supporting the Referral Nurse role.

For more information regarding the position click here for the [Position Description](#).

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: Louisa Andrews (02) 51243957 [Louisa.Andrew@act.gov.au](mailto:Louisa.Andrew@act.gov.au).

## **CHS Clinical Services**

### **Medicine**

#### **Clinical Services**

##### **Clinical Development Nurse - Ward 7B**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10644 - 02EU5)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

- City living without the traffic – [click here](#) 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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Ward 7B is a 32-bed unit that delivers high quality care for acute medical patients with multiple co-morbidities and the acutely medically unwell mental health patients.

The Clinical Development Nurse will provide support to graduate nurses, overseas nurses, new and existing staff and promote an environment to facilitate feedback, reflective practice, and innovative change to meet the constant demands within the unit. The Clinical Development Nurse will be involved in the ongoing evaluation and development of policy/protocol/procedure and quality improvement activities and maintain the mandatory training regime within the unit.

For more information regarding the position duties [click here](#) for the Position Description.

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: Vanessa Hoban (02) 5124 2275 [Vanessa.Hoban@act.gov.au](mailto:Vanessa.Hoban@act.gov.au).

## **CHS Chief Executive Officer**

### **CHS Allied Health**

#### **Acute Allied Health Services**

##### **Physiotherapist - Acute Allied Health Services**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20869, Several - 02EUH)**

Gazetted: 15 November 2023

Closing Date: 1 December 2023

Details: What can we offer you:

- City living without the traffic – [click here](#) 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:

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

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

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

For more information regarding the position duties click here for the Position Description.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Kerry Boyd 02-5124-2570 [kerry.boyd@act.gov.au](mailto:kerry.boyd@act.gov.au).

## **Chief Executive Officer**

### **Allied Health**

#### **Acute Allied Health Services**

#### **Psychology Allied Health Assistant 2 - Acute Allied Health Services**

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 63365 - 02EK8)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

What can we offer you:

City living without the traffic – click here 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:

This position is an exciting new initiative from the Canberra Hospital Psychology team to develop a permanent allied health assistant role, working exclusively with patients under the care of clinical psychologists and neuropsychologists in the acute care setting.

If you're interested in working with adults and children to provide psychosocial screening and treatment programs during their care at Canberra Hospital, this could be the role for you. Our welcoming and experienced clinical psychologists and neuropsychologists will provide you with the support and training you need to learn and develop this role to make it your own.

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

The Acute Allied Health Services Psychology team provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and Southeast NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The new Allied Health Assistant role in the Psychology team is being established to provide valuable support to both Clinical Psychology and Clinical Neuropsychology teams. This role may involve working to support the care provided to adult and paediatric patients (both group and individual client input) in inpatient and outpatient settings in the following clinical areas:

Multidisciplinary pain management unit

Eating disorders (adult and paediatric)

Functional Neurological Disorders

Cancer care

Acute and intensive care

Please note that this position may be offered on a part-time basis if requested by the successful applicant. For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Timothy Tooke (02) 5124 2045 [Timothy.Tooke@act.gov.au](mailto:Timothy.Tooke@act.gov.au)

### **Hospital in the Home**

#### **Hospital in the Home - Registered Nurse Level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 37766, several - 02ES4)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week.

The Registered nurse in this role will provide acute clinical care to patients, predominantly in their own home. For example, visiting patients at home to provide Intravenous Antimicrobials, simple and complex wound dressings, measuring vital signs, clinical assessment, and escalation of any clinical concerns to the medical staff.

For more information regarding the position duties click here for the *Position Description*.

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: Louisa Andrews (02) 5124 3957 [louisa.andrews@act.gov.au](mailto:louisa.andrews@act.gov.au)

### **Community Nursing**

#### **Registered Nurse Level 4 Grade 1 - Community Nurse Manager**

**Registered Nurse Level 4.1 \$130,846, Canberra (PN: 54529 - 02ET5)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division providing multidisciplinary rehab, aged and community-based care across a range of settings.

As a Nurse Manager within the Community Care Program, RACS, you will manage one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

For more information regarding the position duties click here for the *Position Description*.

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: Melodie Raisin (02) 5124 0236 [melodie.raisin@act.gov.au](mailto:melodie.raisin@act.gov.au)

### **North Canberra Hospital**

#### **Allied Health & Palliative Care**

#### **HiTH - Career Medical Officer 2**

#### **Career Medical Officer 2 \$176,425 - \$209,516, Canberra (PN: LP9641 - 02ESE)**

Gazetted: 15 November 2023

Closing Date: 28 November 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.

#### **POSITION OVERVIEW**

The Hospital in the Home (HITH) service provides inpatient care to patients who are assessed as safe to be treated at home. The team is a multidisciplinary team (MDT) consisting of Medical nursing and allied health staff who are renowned within NCH as a very cohesive and supportive team. The majority of these patients have acute infections which require IV antibiotics often multiple comorbidities requiring general medical management, as well as day-only patients who require infusions for example Iron for iron deficiency anaemia.

The CMO will work within that MDT to provide supportive and holistic care for these patients.

Zita Mary (ZM unit) is an outpatient day infusion service which provides care to patients with chronic health conditions. These include rheumatology, gastroenterological and other patients requiring treatment with biologic agents as well as some limited oncology related services.

As part of this CMO role you will also be providing support to the ZM service alongside the ZM nursing staff and in conjunction with the Specialist who refer their patients to this service.

This position is available as a 0.4 FTE

#### **DUTIES**

Under direction of the clinical director and consultant's for each shift you will apply medical knowledge and experience in the diagnosis, investigation and treatment of patients in the HITH setting. You will;  
Maintain effective communication with patients and the relatives, hospital staff, medical colleagues including general practitioners.

Ensure effective handover of patients requiring on-going care and monitoring at the HITH MDT round each morning and with the consultant on duty regarding significant issues at the end of the day

Participate in meetings and education sessions as scheduled.

Participate in a 1 in 4 weekend roster to provide cover for the HITH unit. This may include future evening and night shifts.

Maintain close liaison with consultants regarding patient conditions.

Maintain medical records in accordance with hospital policy and procedures, including the accurate and timely production of discharge summaries.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation as delegated by the clinical director.

#### **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

Work within scope of position, personal levels of expertise and seek guidance as required.

Maintain effective communication with patients and the relatives, hospital staff, medical colleagues including general practitioners.

High level interpersonal, written and verbal communication skills.

Position Requirements / Qualifications

**Mandatory**

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

Previous experience at a level commensurate with that of a CMO2 – ie SRMO. Junior Reg or CMO

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

**Desirable**

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

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

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

Undergo a pre-employment National Police Check.

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

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

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.

**WHAT YOU REQUIRE**

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

Demonstrated ability to contribute to the general management of a clinical unit in a customer focused environment, including the ability to work as a member of a multidisciplinary team.

Demonstrated leadership skills where applicable and insight into knowledge limitations and seeking advice where appropriate.

A commitment to clinical and academic career development in line with the applicant's interest and planned career path.

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 NCH's values of Hospitality, Healing Stewardship and Respect.

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

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 \(act.gov.au\)](#)

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Kim McNeilly N/A [Kim.McNeilly@calvary-act.com.au](mailto:Kim.McNeilly@calvary-act.com.au)

**Child & Adolescent Mental Health**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61521, several - 02ERX)**

Gazetted: 15 November 2023

Closing Date: 28 November 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: Are you an experienced Registered Nurse seeking a new challenge with a great team and employment benefits?

Canberra Health Services is looking for Registered Nurses Level 2 with Mental Health experience, enthusiasm, and a wide range of skills to join the brand-new Child and Adolescent Unit.

This exciting initiative will see a six-bed Child and Adolescent Unit open under the Child and Adolescent Mental Health Services. This is a low dependency mental health unit for young persons aged 12 to 18. It provides patient centred, holistic care and advocacy for adolescents in the ACT and surrounding regions.

Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for adolescent patients with a wide range of Mental Health conditions.

For more information regarding the position duties click here for the [\*Position Description\*](#).

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. 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 ACT Health credentialing and scope of clinical practice requirements.

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

Be Available to undertake shift work within a 7-day rotating roster.

Contact Officer: Poonam Pokhrel (02) 5124 0814 [poonam.pokhrel@act.gov.au](mailto:poonam.pokhrel@act.gov.au)

#### **CHS Infrastructure Management and Maintenance**

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

#### **Food & Sterilising Services**

#### **Chef - Food Services**

#### **Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 21524 - 02ER2)**

Gazetted: 14 November 2023

Closing Date: 27 November 2023

Details: What can we offer you:

City living without the traffic – click here 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff, and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

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

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

External sites: Dhulwa & other Community Centres.

For more information regarding the position duties click here for the [\*Position Description\*](#).



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

Undergo a pre-employment National Police Check.

Complete the Food Safety certificate.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sanjay Prasad (02) 5124 2177 Sanjay.Prasad@act.gov.au

**Chief Executive Officer**

**Allied Health**

**Administrative Support Officer ASO4 - Allied Health**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 39594 - 02D8L)**

Gazetted: 10 November 2023

Closing Date: 16 November 2023

What can we offer you:

City living without the traffic – click here 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.

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

About the Role:

A fantastic opportunity has become available within the Office of the Executive Director of Allied Health and the Allied Health Clinical Education Unit. This is an exciting opportunity in healthcare to work closely with the Allied Health team and contribute by providing superior administrative support.

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

Under general direction, the Administration Support Officer will provide administrative assistance to the Office of the Executive Director of Allied Health and the Allied Health Clinical Education Unit.

Duties:

Provide efficient and quality administrative support to the to the Office of the Executive Director of Allied Health and the Allied Health Clinical Education Unit.

Undertake activities such as room booking, arranging meetings, preparing agendas and action lists and taking minutes for meetings, and supporting training and education activities.

Track incoming and outgoing correspondence using TRIM, liaise with other staff and stakeholders and ensure deadlines are met.

Prepare draft correspondence, reports and statistical data and undertake minor research project tasks.

Provide administrative assistance including the provision of general office services, diary maintenance, filing, photocopying, maintenance of records and stationary inventory.

Provide efficient and quality administrative support to the to the Office of the Executive Director of Allied Health and the Allied Health Clinical Education Unit.

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

About you:

Requirements/Qualifications:

Administrative, secretariat and word processing skills are highly desirable.

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Felicity Martin (02) 5124 6637 Felicity.martin@act.gov.au

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

**Office of the CEO**

**Office of the CEO**

**Operations and Project Director - Northside Hospital Transition**

**Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 63635 - 02EQB)**

Gazetted: 14 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

City living without the traffic – click here 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 Hospital Projects Operations team was established to achieve the transition of the North Canberra Hospital.

The team is now implementing the Post Acquisition Plan to complete transition activities and integrate the North Canberra Hospital (NCH) into Canberra Health Services (CHS).

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Dylan Blom 0466313607 Dylan.Blom@act.gov.au

#### **CHS Clinical Services**

**Cancer and Ambulatory Services**

**Cancer Services**

**Registered Nurse Level 2 - Haematology Nursing**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22338 - 02EVC)**

Gazetted: 15 November 2023

Closing Date: 30 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Haematology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Haematology and chronic illness knowledge.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

For more information regarding the position duties click here for the Position Description.

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.

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

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

Contact Officer: Sally McCloy 51248458 [sally.mccloy@act.gov.au](mailto:sally.mccloy@act.gov.au).

## **Pathology**

### **Staff Specialist / Senior Specialist in Microbiology**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 29835 - 02EV8)**

Gazetted: 14 November 2023

Closing Date: 26 November 2023

What can we offer you:

City living without the traffic – click here 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:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

ACT Pathology provides laboratory and clinical diagnostic services for all of Canberra Health Services, as well as General Practitioners and Specialists referrals via our community collection centres. The main laboratory is located at Canberra Hospital. A branch laboratory is operated at North Canberra Hospital, providing predominantly clinical chemistry, haematology and transfusion services.

As part of Clinical Microbiology, you will be joining a team of four staff specialists, two honorary microbiologists and two registrars, providing clinical microbiology services and clinical governance for testing across the Departments of Microbiology, Molecular Pathology and Infectious Immunoassay.

Duties:

Under limited direction of the Director of Clinical Microbiology and as a member of the clinical microbiology team your duties (relative to your full-time equivalent fraction) will include:

Clinical Supervision – you will be rostered to perform the routine clinical tasks of result verification, clinician and scientific liaison, result notification, registrar supervision, and acute troubleshooting and problem solving. You will also be rostered to weekend and after-hours on-call duties (relative to your on-call allowance).

Clinical Liaison – you will engage with stakeholders internal and external to ACT Pathology to promote the responsible use of clinical microbiology services through diagnostic stewardship.

Quality Service Provision and Performance – you will participate in continuous quality improvement initiatives and risk management related to the delivery of clinical microbiology services.

Supervision and Teaching – you will provide supervision of the microbiology trainee registrars, and teaching to medical officers, scientists and other staff of Canberra Health Services, and students of the Australian National University Medical School.

Infection Control and Public Health – you will provide expert clinical microbiology advice relating to issues involving organisms of hospital infection control and public health significance.

Research – you will contribute to clinical microbiology research initiatives.

Continuing Professional Development – you will participate in unit meetings, peer review activities and other professional development opportunities.

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

For further information about the position and how to apply, please click here to see the [Position Description](#).

Contact Officer: Karina Kennedy 51242105 Karina.Kennedy@act.gov.au

**Advanced Radiographer – Medical Imaging Level 3 – The Canberra Hospital**

**Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28808, several - 02EP9)**

Gazetted: 14 November 2023

Closing Date: 2 December 2023

Details: What can we offer you:

City living without the traffic – click here 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 seeking several Advanced Radiographers to join our Medical Imaging Department at The Canberra Hospital. The Medical Imaging Department at CHS operates 24 hours, seven days week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The MI3 Advanced Radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours, as well as for providing leadership to the radiography team after-hours and on weekends. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multi-disciplinary team.

This position is required to support the Medical Imaging Department in the provision of a 24-hour, seven days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI. This includes shift work, overtime and on-call duties outside of normal business hours where required. The position may also be rostered to shifts based outside of the Canberra Hospital precinct and in a remotely supervised capacity (e.g., University of Canberra Hospital and Weston Creek Imaging Service).

For more information regarding the position duties click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Comply with CHS credentialing and scope for clinical practice requirements for Allied Health Professionals.

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

Contact Officer: Michael Samuel 0433 179 822 Michael.samuel@act.gov.au

**CHS Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Neonatal Intensive Care Unit Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62532 - 02EHG)**

Gazetted: 14 November 2023

Closing Date: 15 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.

- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

An exciting opportunity exists for a dynamic registered nurse with demonstrated expert knowledge and skills, and highly developed interpersonal skills, to undertake the role of teaching and supporting nurses within the Neonatal Intensive Care Unit!

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in Neonatal Intensive Care (NICU) to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education is occurs across morning and evening shifts, seven days a week.

For more information regarding the position duties click here for the Position Description.

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 this position and how to apply "[click here](#)"

Contact Officer: Laura Briguglio 02 5124 7333. [laura.briguglio@act.gov.au](mailto:laura.briguglio@act.gov.au)

**Chief Executive Officer**

**Medical Services**

**Executive Director of Medical Services**

**Medical Education Assessment and Evaluation Officer**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63167 - 02EWS)**

Gazetted: 14 November 2023

Closing Date: 20 November 2023

What can we offer you:

City living without the traffic – click here 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.

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

About the Role:

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

MOSCETU has responsibility for:

The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.

The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory

Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer, and ACT Health's Director-General.

The Medical Education Unit (MEU) sits within MOSCETU at Canberra Health Services. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

The Medical Education Assessment and Evaluation Officer will report to the Medical Education Coordinator. The role of Medical Education Assessment and Evaluation Officer will support the Assessment activities and evaluation processes within the Medical Education Unit. The role will include educational support such as entrustable professional activities (EPAs), collecting, analysing, and reporting on assessment data for the purposes of program evaluation and for developing strategies and recommendations for improvement for quality assurance in accordance with the new national framework approved by the Medical Board of Australia. Responsibilities also will include day-to-day operations of the assessment and evaluations with all learning and training initiatives facilitated by the MEU.

Please

note: Previous applicants need not reapply and will be considered.

For more information regarding the position duties click here for the *Position Description*.

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: Oleksandr Demianenko (02) 5124 3889 [oleksandr.demianenko@act.gov.au](mailto:oleksandr.demianenko@act.gov.au)

## **CHS People & Culture**

### **Director, Business Process Optimisation**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 16351 - 02EL6)**

Gazetted: 14 November 2023

Closing Date: 26 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

We have an exciting opportunity to join our People & Culture team, as we progress our work in enabling our business units. We're looking for someone who has strong data and analytical skills and a passion for optimising process and finding efficiencies. In combination with this, you will also demonstrate a high level of EQ, to enable you to work closely in partnership with line leaders and other stakeholders to effectively coach through data and process optimisation matters. This role is offered on a predominately hybrid basis, but with a requirement for the successful applicant to be Canberra (or surrounds) based.

For more information regarding the position duties click here for the Position Description.

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

- Undergo a pre-employment National Police Check.

To Apply:

Please apply online by submitting a copy of your curriculum vitae along with a 2-page cover letter or pitch, responding to the Selection Criteria, listed in the Position Description.

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.

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

Contact Officer: James McVeigh 02-5124-9423 [james.mcveigh@act.gov.au](mailto:james.mcveigh@act.gov.au).

## **North Canberra Hospital**

### **Allied Health & Palliative Care**

**Physiotherapy Administrative Officer - Administrative Service Officer 3**

**Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: LP6891 - 02ER9)**

Gazetted: 13 November 2023

Closing Date: 27 November 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.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in acute inpatients and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

This position provides high value administrative support to the Physiotherapy Department in the management of referrals, phone calls and other administrative duties for the Physiotherapy outpatient services.

Under limited direction of the Director of Physiotherapy you will be required to work at North Canberra Hospital. You will:

- Provide excellent customer service by:
- Greeting customers entering the service and consulting with them to establish their needs demonstrating respect, sensitivity and confidentiality.
- Providing clear, accurate and relevant information.
- Being well versed in multiple physiotherapy outpatient services, including Women's Health and Infants, Lymphoedema and Musculoskeletal.
- Respond and direct incoming correspondence and telephone enquiries for the provision of the service in accordance with policies and procedures.
- Process and maintain patient demographic detail and correspondence within the electronic medical record.
- Perform a range of administrative functions as part of a team environment.
- Provide assistance as required in relation to receipting and banking.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- A current Working with Vulnerable People (WWVP) card.
- 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

- Demonstrated high standard of customer service.
- Strong time management, organisation and prioritisation skills.

- Demonstrated frontline reception skills and computer literacy.
- Ability to work as a member of the physiotherapy team to review and improve service delivery through continuous quality improvement processes.
- 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:

- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- 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: Fiona Curtin 02 6264 7085 [Fiona.Curtin@act.gov.au](mailto:Fiona.Curtin@act.gov.au)

### **Northside Hospital Transition**

#### **Senior Director - Operations and Procurement Team - Northside Hospital Transition Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 61681 - 02EQ5)**

Gazetted: 14 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

City living without the traffic – [click here](#) 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.

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

About the Role:

The Hospital Projects Operations and Procurements Team was established to achieve the transition of the North Canberra Hospital (NCH). The team is now implementing the Post Acquisition Plan to complete transition activities and integrate NCH into Canberra Health Services (CHS).

For more information regarding the position duties [click here](#) for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Amanda Bell (02) 6207 9000 [Amanda.Bell@act.gov.au](mailto:Amanda.Bell@act.gov.au)

### **Northside Hospital Transition**

#### **Director - Procurement and Supply - Northside Hospital Transition Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 61136 - 02ER7)**

Gazetted: 14 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

City living without the traffic – [click here](#) 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.

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

About the Role:

The Hospital Projects Operations team was established to achieve the transition of the North Canberra Hospital. The team is now implementing the Post Acquisition Plan to complete transition activities and integrate the North Canberra Hospital (NCH) into Canberra Health Services (CHS).

For more information regarding the position duties [click here](#) for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Dylan Blom (02) 6207 1411 [Dylan.Blom@act.gov.au](mailto:Dylan.Blom@act.gov.au)



### **Allied Health Adult Inpatients**

#### **Occupational Therapist - Allied Health Adult Inpatients**

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40206, several - 02EPW)**

Gazetted: 13 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

City living without the traffic – click here 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Acute Mental Health Services Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The Adult Mental Health Unit is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services.

12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

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

The successful applicant of the Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people.

This is a full-time position working Monday to Friday within the Allied Health team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital. There are permanent positions available at a HPO 2 and HPO 3 classification. It is expected that a HPO 3 Occupational Therapist will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The Allied Health team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Mental Health Inpatient facilities.

There are permanent positions available at a HPO 2 and a HPO 3 Level, for more information regarding the position duties click on the relevant position description below:

Occupational Therapist - Health Professional Officer Level 2

Occupational Therapist - Health Professional Officer Level 3

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: David Warren 02 5124 5401 David.Warren@act.gov.au

### **ACE**

#### **11B Clinical Development Nurse - Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 43115 - 02EGI)**

Gazetted: 13 November 2023

Closing Date: 3 December 2023

Details: What can we offer you:

City living without the traffic – click here 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs.

For more information regarding the position duties click here for the [\*Position Description\*](#).

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: Melodie Raisin (02) 5124 0236 [nurseunitmanagerracs@act.gov.au](mailto:nurseunitmanagerracs@act.gov.au)

## **CHS Finance and Business Intelligence**

### **FBI Operations**

#### **Procurement & Supplies**

#### **Supply Operations Officer**

#### **Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: P60577 - 02ESI)**

Gazetted: 14 November 2023

Closing Date: 29 November 2023

Details: What can we offer you:

- City living without the traffic – click here 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply.

The positions report to the Assistant Director of Supply Operations, in the Procurement and Supply unit of Canberra Health Services.

The positions are primarily located at the Canberra Hospital and the CHS Distribution Centre and may be required to work periodically at either site.

For more information regarding the position duties click here for the [\*Position Description\*](#).

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

For more information on this position and how to apply "[click here](#)"  
Contact Officer: Rita Wood (02) 5124 2979 Rita.Wood@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)**

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

#### **Business and Leadership College**

#### **Accounting and Project Management Department**

#### **Accounting and Finance Teacher**

#### **Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51167)**

Gazetted: 15 November 2023

Closing Date: 22 November 2023

Details: Accounting Teacher Wanted!

Passionate about accounting, bookkeeping, finance and legal?

Join us today at CIT Accounting and Project Management. Teach, inspire and guide students to careers in the finance industry.

Benefits:

Full/Part-Time, flexible working arrangements to support work/life balance.

Competitive pay, superannuation, accrue long service leave, professional development fund.

Generous leave allocation (School Holidays and Christmas shut down).

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

*Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022, sub-Clause 40.*

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience/Qualifications

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

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

For example

Advanced Diploma of Accounting

Bachelor's degree in finance/commerce, Arts (Accounting), Economics, or similar

Post graduate qualification in Finance, Accounting, or related area.

Note: This is a temporary position available immediately 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, interview, and referee reports.

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

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

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

## **Education Futures and Students**

### **Business and Leadership**

#### **Business**

##### **Business Teacher**

###### **Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 52055)**

Gazetted: 15 November 2023

Closing Date: 28 November 2023

Details: Business Teacher Wanted!

Passionate about business, leadership and management?

Join us at CIT, teach, inspire and guide students towards business careers for the future.

Benefits:

Competitive pay, superannuation, accrue long service leave, professional development fund.

Generous leave allocation (School Holidays and Christmas shut down).

Eligibility/Other Requirements:

#### **MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form,

qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise

Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training

and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational

Education and Training (or equivalent).

Industry Experience/Qualifications

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff)

Enterprise Agreement 2021 – 2022.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational

qualifications in business and leadership equal to that being taught, or as specified in the applicable training

package or accredited curriculum specifications.

#### **DESIRABLE**

Teaching experience in the VET sector and or experience in training and or mentoring junior professionals.

Experience working in private and or public sector in business/leadership roles.

Experience using Microsoft Office software.

Note: This is a temporary position available immediately to 26 April 2024 with the possibility of extension of up to

12 months. Part-time hours will be considered, and the full-time salary noted above will be pro-rata. A Merit Pool

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

How to Apply: Applicants are to:

address the Selection Criteria located in the Position Description, a maximum of two pages

provide a current curriculum vitae with the names and contact details of two referees

Applications should be submitted via the Apply Now button.

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: Amanda Gillborn (02) 6207 4958 [Amanda.Gillborn@cit.edu.au](mailto:Amanda.Gillborn@cit.edu.au)

## **CIT Education and Training Services**

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

#### **Library Services Officer**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 55111)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: The Canberra Institute of Technology (CIT) is looking for a Library Services Officer to join the team. This role involves assisting with the day-to-day co-ordination of library services for students, staff and other library users.

If you are passionate about customer service and helping improve the student experience this role is for you.

As a CIT staff member, you will be able to access free parking, enjoy an additional two week leave during end of year annual closedown and other flexible work arrangements. The library provides generous professional development opportunities.

The successful applicant will be able to negotiate starting salary within the advertised range.

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:

Diploma of Library and Information Services or similar and eligibility for Associate membership to the Australian Library and Information Association (ALIA) is highly desirable.

Note: This is a temporary position available immediately until 28 March 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to write a response addressing the Selection Criteria, no longer than three pages 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.

Contact Officer: DanaP Murphy (02) 6207 3377 DanaP.Murphy@cit.edu.au

### **CIT Education & Training Services**

#### **CIT Pathways College**

#### **CIT Disability Support**

#### **Education Advisor - Disability**

**Teacher Level 1 (EDS CIT) \$80,673 - \$107,642 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement), Canberra (PN: 16688, Several)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: We are seeking a suitably qualified person with experience in Vocational Education and Training (VET) and a passion for working with students with disability to temporarily fill a vital position within the Student Support team at Canberra Institute of Technology (CIT).

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 successful in this position you must have the following:

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent)

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set)

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

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)

Industry Experience

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

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

DESIRABLE

- Current Drivers Licence
- A degree in an educational discipline

- A Cert IV in Disability/Mental Health and/or Careers.

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

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

How to apply: To apply for this position please submit:

a two-page pitch outlining how your skills and experience meet Selection criteria and why you would make an excellent candidate for this position.

certified copies of your qualifications and current Working with Vulnerable People card  
a current curriculum vitae.

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

Applications should be submitted via the Apply Now Button.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 [Rhonda.Fuzzard@cit.edu.au](mailto:Rhonda.Fuzzard@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, Planning, Design and Digital**

**Temporary Vacancy (11 December 2023 to 19 January 2024 with the possibility of extension)**

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

**Digital, Data and Technology Solutions**

**Position: E1290**

**(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Band 1 Executive, ACTPS Band 2 Executive

Date circulated: 13 November 2023

Expressions of Interest are sought for the position of Executive Group Manager, Planning, Design and Digital. This temporary vacancy is from 11 December 2023 to 19 January 2024 (with possibility of extension).

The Executive Group Manager, Planning, Design and Digital (EGM PDD) reports directly to the Chief Digital Officer and is a part of the Digital, Data and Technology Solutions (DDTS) Senior Executive Leadership Team. The EGM PDD is responsible for two branches providing a broad range of services to government and the community.

To be successful in this role you will require experience in driving organisational transformation and change, possess outstanding leadership, strategic vision, relationship management, and communication skills. For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

To apply: Interested candidates should submit a short (less than one page) Expression of Interest, current 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 Monday 20 November 2023.

Contact Officer: Kylie Scholten 0479 198 001 [kylie.scholten@act.gov.au](mailto:kylie.scholten@act.gov.au)

#### **Digital, Data and Technology Solutions**

**Technology Services Branch**

**End User Services team**

**Senior Apple Mac SOE Developer**

**Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19603)**

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: Endpoint User Services is looking for an experienced Senior Apple SOE Developer. This position will work within a team to deliver whole of Government MacOS and IOS solutions. The successful applicant will have specialist skills across these technologies and platforms and will be able to work with a high level of autonomy as well as in a team environment.

The successful applicant will work using modern configuration as code methodologies along with tools and platforms to facilitate delivery of automation, applications, and configuration. They will be required to utilize multiple platforms to develop and deliver solutions for both MacOS and IOS operating systems.

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: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Note: This is a temporary position available 5 February 2024 until 5 February 2025 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 an application of up to two pages, addressing the capabilities listed under the "What You Will Do" and "What You Require" in the Position Description along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button.

Dean Parrott on Dean.Parrott@act.gov.au or (02) 6205 3103

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

#### **Finance and Process Improvement Branch**

#### **Finance Strategy and Assurance**

#### **Internal Assurance Auditor**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 58124)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the OIRWS Finance and Process Improvement team is looking for you!

OIRWS vision is to provide efficient, effective services based on accountability and best practice. You will be a motivated Assurance Auditor and an Analyst responsible for providing key support and strategic advice to OIRWS, including compiling and analysing large and complex data, and liaising with staff from CMTEDD and OIRWS.

The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including your managers, working in a dynamic and complex environment.

We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities providing improvements. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage a small team and prioritise workloads will ensure your suitability for the role.

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

As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: Selection of suitable candidate will be based on application, interview process and referee report. 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: The online application form requires a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,.doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

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

Contact Officer: Savita Cooke 0438 702 307 Savita.Cooke@act.gov.au

**Budget, Procurement, Investments and Finance**

**Executive Branch Manager, Goods and Services**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E685)**

Gazetted: 10 November 2023

Closing Date: 8 December 2023

Details: Treasury is seeking a high-performing senior executive to join Procurement ACT as Executive Branch Manager, Goods and Services. Reporting to the Executive Group Manager, you will work in a dynamic and fast-paced environment to lead the work of the Branch, including:

providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement (currently, approximately 200 projects per annum);

supporting Territory Entities in undertaking their own procurements by providing a Help Desk which responds to ad hoc questions, supports the release and closing of tenders and publishes notifiable contracts;

supporting suppliers and the public through the Help Desk, including in relation to submission of tenders, inquiries and complaints; and

applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet (currently, 14 arrangements).

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

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

Contract: The successful applicant will be engaged under a performance-based long-term 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

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

How to Apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, 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: Sanaz Mirzabegian (02) 6207 1529 [Sanaz.Mirzabegian@act.gov.au](mailto:Sanaz.Mirzabegian@act.gov.au)

**Policy and Cabinet**

**Executive Branch Manager, Commonwealth State Relations**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1191)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: Expressions of interest are sought for the temporary filling of the position of Executive Branch Manager, Commonwealth-State Relations (CSR), Policy and Cabinet Division from 2 January 2024 until 31 January 2024.

The Executive Branch Manager, CSR is a key position within CMTEDD. The role is highly strategic and facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction. The CSR branch provides whole of government policy coordination and develops strategic



policy advice to the Chief Minister, Head of Service and Cabinet on national policy issues and implications for the ACT.

The position reports to the Deputy Director-General Policy and Cabinet. The successful applicant would be required to support the Policy and Cabinet division with the management and coordination of ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, and local councils in the region. The successful applicant would also represent the ACT at intergovernmental forums, notably National Cabinet related forums.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees only. Applicants need not hold the security clearance required of this position for this short-term temporary filling.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

How to Apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than one page to Sam Engele via [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au) by (COB two weeks from circulation)

*Applications should be sent to [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au)*

Contact Officer: Stacey Matthews (02) 6205 3337 [stacey.n.matthews@act.gov.au](mailto:stacey.n.matthews@act.gov.au)

## **Treasury**

### **Procurement ACT**

#### **Good and Services**

##### **Contract Management Practitioner**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 18898)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: The Contracts and Category Management team (CCMT) establishes and maintains whole-of-government arrangements through effective performance based contract management.

Expressions of interest are sought for the position of ASO6 Contract Management Practitioner. The Contract Management Practitioner will support the team undertake contract management activities for a number of arrangements within CCMT.

Do you have excellent stakeholder engagement skills and a knack for solving problems? Are you interested in vendor management and project delivery? Then come and work in our team to see how we manage whole of government contracts.

From labour hire, professional services, and EAP to energy, travel, and fleet vehicles—we've got a wide-ranging and diverse portfolio to help Territory buyers access the services they need.

The ideal candidate will be highly motivated and will be comfortable engaging with a range of Territory stakeholders, suppliers, and industry professionals to collaboratively deliver value-for-money outcomes.

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

Notes: This is a temporary position available for a period of six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

How to Apply: Your application must include your curriculum vitae and a two-page pitch addressing the selection criteria outlined in the 'What you require' section of the position description with consideration to the duties and responsibilities listed under 'What you will do'.

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

Contact Officer: Inge Miladinovic (02) 6207 0963 [Inge.Miladinovic@act.gov.au](mailto:Inge.Miladinovic@act.gov.au)

## **Office of Industrial Relations and Workforce Strategy**

### **Workforce Governance and Recruitment**

#### **Recruitment Services**

##### **Director, Recruitment Services**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 08251)**

Gazetted: 10 November 2023

Closing Date: 19 November 2023

Details: Do you love to lead change and manage a team to proactively deliver a seamless employee experience for staff joining, changing or leaving a job within the ACT Public Service? This could be the role for you! The Recruitment Services group's functions will evolve over time to include end to end operational oversight and coordination responsibility of whole of Territory recruitment 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.

Notes: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a two page pitch against the Selection Criteria, together with a copy of your curriculum vitae.

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

Contact Officer: Emma Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

## **Access Canberra**

### **Corporate Support**

#### **Digital Design and Delivery**

#### **Service Designer / Business Analyst**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 20019)**

Gazetted: 13 November 2023

Closing Date: 4 December 2023

Details: The Digital Design and Delivery team works to support Access Canberra's application of technology to build regulatory and customer service capabilities provided by the agency to the community. The team provides project management, business and systems design and analysis and software test services to ensure our systems are fit for purpose, support legislative processes, and serve our customers' needs. The team plays a lead role in the coordination of a range of quality assurance processes across our ICT systems, supports project management activities within Access Canberra and contributes to the coordination of audit activities that touch on the use of our ICT systems.

The Service Designer / BA will add business value by planning and organising the business's resources to enhance the experience of staff and their customers. The work is aimed at pinpointing streamlined service processes and system design to help staff work more efficiently and serve their customers more effectively.

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: Key duties include, but are not limited to:

Work with senior stakeholders in defining the outcome for an initiative. This includes development of Problem and Outcome statements, or similar artefacts.

Map end-to-end services, both current and future state, to identify areas for improvement through design.

Analyse client requirements and collaborate with technical specialists and business SMEs to develop fit-for-purpose solutions to business problems.

Examine and report on the likely impact of proposed changes to the relevant business stakeholders or project governance group.

Lead co-design working sessions with cross-functional teams.

Coordinate requirement walk-through and signoffs, verifying with stakeholders that process models and user artefacts accurately represent business needs.

Working in a multi-disciplinary team, you will assume responsibility for assigned tasks and outcomes and ensure they are completed in a timely fashion.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

How to apply: The following capabilities form the criteria by which suitability to perform the duties and responsibilities of this position will be assessed. Please limit your response to the following selection criteria to a maximum of one page in total.

Your suitability for this position will be assessed in three key areas:

#### Skills

Demonstrated experience in applying service design or other design principles (i.e., Design Thinking, Human Centred Design, etc.) in solving complex business problems across an organisation.

Demonstrated experience in contemporary business analysis practices and techniques including development of design and BA artefacts such as Business Requirements Document, Service Blueprint, Journey Maps, etc.

Well-developed, persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage with various stakeholders and audiences.

Ability to proactively establish and maintain effective and diverse strategic business partnerships, including with senior stakeholders, through collaboration, engagement, responsiveness, and influence.

Ability to apply analytical thinking and problem solving to complex service and ICT problems in an aim to develop solutions that benefit a range of clients, customers and stakeholders.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

#### Knowledge

Demonstrated ability to understand Whole of Organisation ICT and digital strategies and apply these strategies to specific business unit related solutions, particularly in the Public Sector.

Qualification in Service Design or Business Analysis is highly desirable.

#### Behaviour

Demonstrated ability to add value to the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

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

Contact Officer: Gemma Cajina (02) 6205 2318 [Gemma.Cajina@act.gov.au](mailto:Gemma.Cajina@act.gov.au)

### Access Canberra

#### Fair Trading and Compliance

#### INVESTIGATIONS

#### Senior Investigator

#### Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42695)

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: Access Canberra is a straight talking, innovative and exciting place to be. As a Senior Investigator you will have a direct impact on making Canberra a better place to live.

Fair Trading and Compliance comprises several units responsible for ensuring legislative compliance relating to consumer protection and regulatory compliance. This branch achieves its objectives through a combination of inspections, compulsory conciliations, investigations, education, compliance action and enforcement. We work collaboratively with other jurisdictions in relation to the Australian Consumer Law to provide positive outcomes for Canberra consumers. The branch also includes teams with a focus on the administration of the Working with Vulnerable People scheme and a focus on the administration of traffic and parking infringement notices.

As part of Access Canberra's multi-faceted approach to compliance, the Investigations team is responsible for pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT. The team adopts a strategic, risk-based, and proportionate approach to promote legislative compliance. Legislative schemes within the Investigations regulatory remit include liquor, security, fair trading, gaming, and racing, working with vulnerable people, and agents.

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 Certificate IV in Government (Investigations) or similar qualification in a regulatory field is highly desirable.

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

How to Apply: Please provide:

A two-page pitch demonstrating your suitability for this position based on your skills, knowledge, and behaviour in relation to the duties/responsibilities as set out in the Position Description.

A current curriculum vitae.

A contact details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Damien Kelly (02) 6205 4467 Damien.Kelly@act.gov.au

## **Payroll & HR Systems**

### **Payroll Services**

#### **Payroll Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 09343, several)**

Gazetted: 14 November 2023

Closing Date: 21 November 2023

Details: Do you love operating in a fast-paced service environment, working with a dynamic and diverse group and are adaptable to change?

Payroll Services are looking to recruit Payroll Officers to assist with administering pay and conditions. These temporary positions will be for up to a period of 12 months. Our ideal candidates will have exceptional organisation skills and be able to handle competing priorities.

ACTPS offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible working arrangements

You will be responsible for processing the payment of salaries, salary variations, allowances, leave, taxation and superannuation as well as respond effectively to customer enquiries in a professional, helpful, considered and accurate manner to enhance the customer's experience. You are expected to work cooperatively with team members across Payroll, sharing knowledge and expertise to complete the daily workload, improve business outcomes and support positive change in the work environment.

We'd love to hear from positive, customer focussed individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, please submit 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

How to apply: You are required to provide:

Your curriculum vitae (two/three pages preferred)

A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11)

Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on (02) 6207 9000 prior to the close date/time.

Please review the applicant guide on the below pages for more information on developing your pitch when applying for this position.

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

Contact Officer: Richard Palic (02) 6205 4465 Richard.Palic@act.gov.au

## **Future Workforce Strategies**

### **Innovation, Change and the Strategy and Transformation Office**

#### **Strategy and Transformation Office**

#### **Senior Director, Strategy and Transformation**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 52113)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same then this is for you.

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

Notes: This is a temporary position available immediately until 31 January 2024 with the possibility of extension up to less than 12 months and/or permanency.

A merit pool will be established from this process and used to fill future identical vacancies over the next 12 months. The successful applicant may be determined by application and referees only.

How to apply: To apply, submit a curriculum vitae or no more than three pages and a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role.

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

Contact Officer: Caitlin Roy (02) 6207 4724 Caitlin.Roy@act.gov.au

## **DDTS**

### **Customer, Data & Technology**

#### **Digital Records Support**

#### **EDRMS Digital Administrator**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 52143, Several)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Do you have experience in system administration?

Do you understand the relationships between access controls, groups and permissions?

Are you the go-to person to fix problems?

If you answered yes to the above this might be the job for you!

The Digital Records Support team are looking for an enthusiastic team member to assist in the management and administration of the Whole of Government Electronic Document Records Management Systems (EDRMS) offered by the ACT Government. You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates and vendors regarding system configurations and maintenance. This role will include but is not limited to; analysing system issues, liaising with vendors, conducting audits, building and maintaining workflows, implementing system improvements and reporting.

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

Eligibility/ Other requirements:

The successful applicant will require experience maintaining an access control system. Experience maintaining a system such as Objective or Content Manager is highly desirable.

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

How to Apply: Please provide a written application up to two pages directly addressing each of what you require Technical and Behavioural capabilities along with your Curriculum Vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Matthew Davis (02) 6207 9719 Matthew.Davis@act.gov.au

## **OIRWS**

### **Work Safety Group**

#### **Injury Management**

##### **Rehabilitation Case Manager**

###### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 25800, several)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: An exciting opportunity exists in the Injury Management Team, Work Safety Group for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

Essential to the role is proactive communication and the coordination of day-to-day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Under ABW arrangements, officers will not have a designated workstation/desk.

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.

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:

Qualifications and or extensive practical experience in Case Management, Rehabilitation, Human Resources, Allied Health, or other related disciplines are highly desirable.

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

How to Apply: Please provide a two-page pitch, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Rachel Hughes (02) 6207 8322 Rachel.Hughes@act.gov.au

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

### **Future Workforce Strategy**

#### **Finance and Process Improvement**

##### **Assistant Director Finance**

###### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 03674, several)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

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

As Assistant Director, Finance you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, the role is responsible for the preparation and monitoring of budgets and forecasts for the OIRWS business units as well as providing high level technical financial advice to address and resolve complex accounting issues related to business requirements.

You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form and are experienced in managing financial functions for a complex and dynamic organisation. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools to deliver this role. We want an innovative, forward-thinking professional who enjoys continuous improvement and problem solving, understands budgeting and reporting principles and how

issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads of yourself and the team will ensure your suitability for the role.

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

**Eligibility/Other Requirements:**

Tertiary qualification in an accounting/finance discipline and a minimum of 3 years relevant experience in financial and/ or management reporting, budgeting, costings, or audit will be highly advantageous. Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

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

Note: There are several temporary positions available for six month with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four pages). Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

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

**Chief Minister, Treasury and Economic Development**

**Office of Industrial Relations and Workplace Safety OIRWS**

**Finance and Process Improvement Finance Strategy and Assurance Assistant Internal Auditor**

**Administrative Services Officer Class 4 \$78,785 - \$85,159 , Canberra (PN: 11043)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Weeks to Close: 2

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Office of Industrial Relations and Workforce Safety (OIRWS), Finance and Process Improvement team is looking for you! OIRWS vision is to provide efficient, effective services based on accountability and best practice. You will be a motivated Assurance Auditor responsible for compiling and analysing large and complex data, providing key support to the Assurance Audit Team and contribute towards strategic advice of OIRWS. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team.

You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities providing improvements. Your enthusiasm, analytical skills and forensic potential and ability to prioritise workloads will ensure your suitability for the role.

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

As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 01 February 2024 until 31 January 2025 for a period of 12 months with the possibility of permanency.

Selection of suitable candidate will be based on application, interview process and referee report. 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: The online application form requires a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,.doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Savita Cooke 0438 702 307 Savita.Cooke@act.gov.au

#### **Economic Development**

##### **National Arboretum and Stromlo Forest Park**

##### **National Arboretum Canberra**

##### **Horticultural Manager**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 14223)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to lead our high performing Living Collections Team for a period of six months. The successful candidate will report directly to the Operations Manager and will be responsible for oversight of the Arboretum's Living Collection, including management of staff and supportive infrastructure.

Strong communication skills and digital aptitude, including an understanding of geospatial asset management systems are essential for this role. The successful candidate will be required to liaise at various levels across a range of stakeholders including contractors, regulators and senior management officials while maintaining a high level of professionalism.

The successful candidate will be familiar with responsibilities and obligations in regard to the ACT Government's Respect, Equity and Diversity framework (RED), Nationally legislated Work Health and Safety policy, and the ACTPS values and signature behaviours to maintain a safe, respectful and healthy workplace for all staff.

If you are an experienced and passionate professional in the horticultural industry with management experience, with the ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other requirement:

AQF5 qualification in horticulture and/or arboriculture.

Current Drivers Licence

Highly Desirable:

MR truck licence and/or Plant operator licence

WHS/Construction industry White Card

Other Requirements:

First Aid Certificate or willingness to attain.

Note: This is a temporary position available immediately for 6 months. Selection may be based on application and referee reports only.

How to Apply:

1. A supportive statement establishing experience and capability directly relating to each criterion set out in the position description.

2. Contact details of two referees.

3. Current curriculum vitae

Applications should be submitted via the Apply Now button.

Contact Officer: Owen Bolitho (02) 6207 7994 Owen.Bolitho@act.gov.au

#### **Economic Development**

##### **National Arboretum Canberra and Stromlo Forest Park**

##### **National Arboretum Canberra**

##### **Senior Horticulturalist**

##### **Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 30956)**

Gazetted: 14 November 2023



Closing Date: 28 November 2023

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill the Senior Horticulturalist role within its dynamic team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Horticultural Manager, and will be responsible for providing technical advice regarding the management and health of the Arboretum's living collection.

With limited supervision, the Senior Horticulturalist will provide guidance and direction with regard to the planning, implementation and review of a range of operational and project based programs to manage the Arboretum's forests and landscaped areas.

Strong communication skills and digital aptitude are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout Government, whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate professional in the horticulture and/or arboriculture industry, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

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

Note: This is a temporary position available for six months. Selection may be based on application and referee reports only.

How to Apply: A supporting statement outlining experience and/or ability, addressing the requirements for each of the five points listed in the Selection Criteria. Maximum of three pages.

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button.

Contact Officer: Kieran Wallace 0435160215 [kieran.wallace@act.gov.au](mailto:kieran.wallace@act.gov.au)

## **Communications and Engagement**

### **Strategy and Creative**

#### **Engagement**

##### **Director - Engagement**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 14971)**

Gazetted: 14 November 2023

Closing Date: 24 November 2023

Details: Do you want to help influence the way ACT Government engages with the community?

The CMTEDD Engagement team is seeking expressions of interest for the SOGB Director, Engagement position, starting late November 2023 for 12 months, with the possibility of extension.

This position will provide leadership, guidance and advice to teams across the ACTPS on best practice community and stakeholder engagement. This includes identifying opportunities for collaboration on engagement activities, to support the ACT Government principle of 'One Government, One Voice'. The role also oversees the ACT Government's engagement framework, the YourSay Conversations platform and the Community Council Deed arrangements.

We're looking for someone who has a strong engagement background, and who can develop and grow great relationships with stakeholders across all areas of the ACT Government.

The role will form part of a wider team supporting both CMTEDD and Whole of Government strategic communications and engagement 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.](#)

Note: This is a temporary position available immediately commencing November 2023 for a period of up to 12 months, with the possibility of extension.

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

How to Apply: Please provide a copy of your curriculum vitae and a maximum two-page expression of interest addressing the Professional / Technical Skills and Knowledge, and Behavioural Capabilities.

Applications should be submitted via the Apply Now button.

Contact Officer: Jody Gleeson (02) 6205 1876 Jody.Gleeson@act.gov.au

## **BUDGET, PROCUREMENT, INVESTMENT AND FINANCE (BPIF)**

### **SHARED SERVICES FINANCE**

#### **FINANCE OPERATIONS, ACCOUNTS PAYABLE**

##### **Project Co-Ordinator - eInvoicing**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63108)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Accounts Payable currently has a temporary Project Co-ordinator - eInvoicing role available. The role will primarily be responsible for overseeing and supporting the ongoing rollout of the ACT Government's e-Invoicing capability including:

Liaising with both internal (e.g. directorate) and external (e.g. suppliers) stakeholders and

Developing a suite of marketing, communications, and project documentation to support the ongoing rollout of e-Invoicing across ACT Government.

The role supports the key financial operations functions of the environment and contributes to initiatives that aim to improve business process, service delivery, customer satisfaction and achieve shared team goals. We are looking for an enthusiastic and motivated individual, a person who is a 'team player' with a 'can-do' attitude, excellent communication skills and a strong commitment to improving customer experiences. Do you have what it takes to join our team and make a difference?

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

Eligibility/Other requirements:

Demonstrated competency in developing marketing, communications, and other project related documentation.

Demonstrated ability to negotiate and communicate clearly and with influence, verbally and in writing, with a range of stakeholders at all levels.

Capability to identify and promote initiatives aimed at improving business process, service delivery, customer satisfaction and that contribute to a culture of continuous improvement.

Demonstrated capability in a high-volume finance operations environment with knowledge of processing functions specifically relating to Accounts Payable.

Notes: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only.

How to apply: 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 one page.

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

Contact Officer: Brett Carey (02) 6205 0092 Brett.Carey@act.gov.au

## **Office of Industrial Relations and Workforce Strategy**

### **ACT Property Group**

#### **Finance and Systems**

##### **Finance Officer**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 58915)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

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

This role provides both financial and administrative support for the team and includes but is not limited to financial reporting, fortnightly drawdowns and disbursements, journals, reconciliations, and all other associated correspondence for both internal and external stakeholders.

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

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

Eligibility/Other requirements: To be successful in this role, you must also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment. You should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar environment.

The following qualifications are desirable:

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

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

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

How to apply: The online application form requires a written response, a curriculum vitae and one referee report to be provided as a minimum.

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

Contact Officer: Jithu John (02) 6207 5043 [Jithu.John@act.gov.au](mailto:Jithu.John@act.gov.au)

## **ACT Property Group**

### **Executive, Corporate Governance and Strategic Projects**

#### **Strategic Projects**

##### **Assistant Director, Strategic Projects**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62395)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: ACT Property Group is looking for an experienced strategic project manager with a focus on business-driven solutions.

The person will have a mix of skills and be able to deliver good project governance, provide secretariat services, liaise, and manage communication with cross government teams and ensure good quality written information and records. The successful applicant will be part of the Strategic Projects team that manages strategic initiatives across ACT Property Group and provides professional advice to Territory entities. The person in this role needs a strong strategic approach, and the ability to work with others to develop and manage strategic initiatives. This role works closely with the Executive Branch Manager and the other Senior Directors in the organisation to identify, develop and deliver specific business improvement activities 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements: Tertiary qualifications are desirable.

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

How to apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.  
A current 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: Phillip Wales (02) 6205 4945 ACTPGcorporate@act.gov.au

### **Digital, Data and Technology Solution**

#### **Customer Data and Technology**

#### **Cyber Security Centre**

#### **Inclusion in Cyber Intern**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 58125, several)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Do you identify as a woman and are looking for a career in cyber security? We have an offer for you.  
The ACT Government Inclusion in Cyber Internship for women will be held in partnership with CIT students and graduates of the Certificate IV in Cyber Security. Interns will be placed in the ACT Cyber Security Centre and gain work experience. The internship will help you secure a role with the cyber security industry and aims to assist in addressing the gender imbalance in the cyber security workforce.  
Interns will be mentored by a cyber security analyst.

You will be required to:

Be proactive and willing to learn new cyber skills.

Demonstrate strong oral and written communication skills.

Be able to collaborate with and across teams.

Work alongside your mentor to conduct risk assessments, investigations and manage incidents.

This is a paid internship from February to May 2024.

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 CMTEED from some of our staff.

Eligibility/Other Requirements:

Graduate or current CIT student of CIT Certificate IV in Cyber.

Copy of results or certificate will be required.

Identify as a woman. A statutory declaration is acceptable if identity documents are unavailable.

Interns must be Australian citizens or permanent residents.

ACT Government Personnel Vetting Program: Due to the nature of cyber security, successful interns will be required to undergo further background checks before commencing employment.

Note: This is a temporary position available from 05 February 2024 until 31 May 2024.

How to Apply: Please submit your curriculum vitae (max three pages) and one page pitch outlining why you want to work in cyber security and what you could bring to the role.

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

Contact Officer: Andrew Campbell (02) 6205 4201 Andrew.Campbell@act.gov.au

### **Payroll & HR Systems**

#### **Salary Packaging Customer Service Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 54209)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: If you thrive in a fast-paced environment where no two days are the same, have well-honed, demonstratable customer service skills and experience, and enjoy working towards tight deadlines while juggling vying priorities, then this is the job for you!

An exciting opportunity has become available within the finance and compliance side of the Shared Services Salary Packaging Team. The position supports the provision of a suite of salary packaging services to employees of the ACT Government. The successful applicant will be energetic and enthusiastic as they will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small but very busy and dedicated team environment.

You should have a commitment to high quality customer service (and patience!), including research and auditing capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging 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

Note: This is a temporary position available for 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 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: Angela Naunton (02) 6207 1425 Angela.Naunton@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)**

#### **Housing Assistance**

##### **Housing and homelessness programs**

##### **Assurance review and complaints**

##### **Team Leader, Review and Assurance**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 41107)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: The Assurance Review and Complaints team is responsible for a range of Complaint Handling, Quality Assurance and Review functions, making up a dynamic, agile and forward-thinking team. The team has primary responsibility for all complaint types, including compensations, Human Rights, and Ombudsman matters. The team is also responsible for supporting Housing ACT first line of defence and undertakes a range of quality assurance and review activities with a key focus on continuous quality improvement.

The complaints intake service operates during normal business hours of 08.30am and 5.00pm and promotes a collaborative approach to achieving shared team goals.

The team is looking for someone who is experienced in working with clients with complex issues, has a great eye for detail and communicates well. you will:

Lead and supervise staff in relation to administrative, project and day to day tasks where required.

- Assist with the coordination, planning, scoping, and implementing QA projects and activities to ensure performance measures are met and continuous improvement objectives are achieved.
- Conduct assurance and review activities on Housing ACT and CSD processes, performance, compliance, quality, and quality management systems.

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

Eligibility/Other Requirements:

Desirable skills and knowledge for this position are:

- a. Management Systems, Auditing, or qualifications in Project Management
- b. Proficiency with Microsoft Office programs.

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

How to Apply:

Please provide a two page pitch against the Selection Criteria, curriculum vitae and contact details for two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Cavanagh (02) 6205 2202 Sarah.Cavanagh@act.gov.au

### **Housing Assistance**

#### **Infrastructure and Contracts**

#### **Program Management Office**

#### **Governance Project Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 58841)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Governance Project Officer to join our busy Program Management Office team.

The position reports through the Director and Senior Director of the Program Management Office. The position occupant will be expected to undertake secretariat duties for several cross-directorate governance meetings and possess excellent interpersonal, organisational and communication skills. We are looking for people with demonstrated experience in establishing and managing effective governance and reporting arrangements for government programs. The position occupant may be asked to perform administrative tasks to support the operations of the broader team.

The position is responsible assisting in the management of the governance arrangements for the ACT Housing Strategy: Growing and Renewing Public Housing Program. More information can be found on the position description.

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: 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 a two-page pitch addressing the Selection Criteria ('What You Require' in the Position Description), plus curriculum vitae and references.

Applications should be submitted via the Apply Now button.

Contact Officer: Tania Howarth (02) 6205 9715 Tania.Howarth@act.gov.au

### **Children, Youth and Families**

#### **CYPS Operations**

#### **CYPS Case Manager**

#### **Child and Youth Protection Professional Level 1 \$73,505 - \$92,131, Canberra (PN: 11391)**

Gazetted: 13 November 2023

Closing Date: 4 December 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

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

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes

for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

If you would like a better understanding on the work Child and Youth and Protection Services do, we will be running two information session first one will be held face to face on Monday 20th November, 5:30pm 220 London Circuit and the second session will be held at 5:30pm Wednesday 22nd November online if you would like to attend one of these session please email [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au) for further details.

Eligibility/Other Requirements:

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

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

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

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

Note: 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 below.*

Contact Officer: Amy Armour (02) 6207 1633 [CYPsRecruitment@act.gov.au](mailto:CYPsRecruitment@act.gov.au)

## **Strategic Policy**

### **Office for Aboriginal and Torres Strait Islander Affairs**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 47154)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: The Office for Aboriginal and Torres Strait Islander Affairs, welcomes your two-page pitch on why you are the right person to join a highly motivated team of staff who provide support services to assist the Aboriginal and Torres Strait Islander Elected Body, along with secretariat and administrative support to the ACT Reconciliation Council.

The primary focus of the position is ensuring effective administration and secretariat support to the ACT Reconciliation Council, including accurate minute taking, coordination of Council Meetings and engagement with planning the annual Reconciliation Day event. Effectively work alongside the secretariat for the Aboriginal and Torres Strait Islander Elected Body.

To be successful in this role you'll need to have excellent communication skills, both written and oral and be able to work with people from a range of backgrounds. It's important that you can listen empathetically to their needs and work with them to achieve a positive interaction within community. Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work both individually and as part of a larger team.

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

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

Note: This is an Aboriginal and/or Torres Strait Islander Identified position. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch explaining your suitability and what you can bring to the role, considering the Selection Criteria.

Applications should be submitted via the Apply Now Button.

Contact Officer: Adam Buoro (02) 6205 4126 Adam.Buoro@act.gov.au

### **Cultural Facilities Corporation**

#### **ACT Galleries, Museum and Heritage**

##### **Museum Conservation Assistant**

##### **Administrative Services Officer Class 2 - CFC \$60,620 - \$66,939, Canberra (PN: 9029)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: ACT Galleries, Museums and Heritage is looking for a highly motivated Museum Conservation Assistant. You will assist with the conservation of the museum collection and presentation at Lanyon Homestead, Mugga Mugga Cottage and Calthorpe's House – three of Canberra's most significant historic properties. This role is part of the Exhibitions and Collections Management team that is responsible for the care, documentation and conservation of the collections at ACT Historic Places and the Canberra Museum and Gallery.

We're looking for an experienced Museums Conservation Assistant who enjoys working at historic sites and with museum collections, is super-organised, personable, and takes initiative, is committed to efficiency, caring for collections, and timeliness in the workplace, and willing to pitch in as needed on things like assisting with events, education and public programs.

In return, we can offer you a friendly, creative, inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.

Eligibility/Other Requirements: Experience working in ACT Government would be welcome but not essential.

Note: The position is a permanent part-time role working 16 hours per week and will be based across Lanyon Homestead, Calthorpe's House and Mugga Mugga Cottage. The full time salary noted above will be paid pro rata.

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

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

Contact Officer: Rebecca Richards 02 6207 2182 rebecca.richards@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)**

#### **Executive Branch Manager, Chief Finance Officer**

**Temporary Vacancy (27 November 2023 to 12 January 2024)**

##### **Education Directorate**

##### **Business Services**

**Position: E246**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 10 November 2023

The Education Directorate has a short-term vacancy from 27 November 2023 to 12 January 2024 (inclusive) to fill the position of Executive Branch Manager/Chief Finance Officer, Strategic Finance and Procurement.

The Chief Finance Officer (CFO) reports to the Executive Group Manager, Business Services and is a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education. The CFO provides the Director-General and Senior Executive Team with strategic advice across the full range of financial and procurement functions.

The CFO is responsible for providing strategic financial and policy advice; managing the financial and procurement activities of the Directorate; and working with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity.



In particular, the CFO is accountable and responsible for:

- Devise and make recommendations in relation to financial policy approaches and strategies for the organisation.
- Establish and direct the organisation's financial activities, including budgets, internal reporting and contract management.
- Provide accurate, timely and strategic financial information and interpretation to the Senior Executive Team.
- Coordinate the development, implementation and monitoring of financial accounting processes and related systems.
- Provide training, advice and support to ACT public schools to develop financial and business acumen for school leaders.

**Eligibility/Other Requirements:** The position requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants or equivalent.

**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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

**To apply:** Applications should include a maximum one page pitch and a current Curriculum Vitae with the details of two referees. Applications should be sent to David Matthews via email, david.matthews@act.gov.au by COB Friday 17 November 2023.

**Contact Officer:** David Matthews (02) 6207 0384 david.matthews@act.gov.au

#### **Tuggeranong Network**

##### **Office for Schools**

##### **Gordon Primary School**

##### **Executive Teacher - Gordon Primary School**

##### **School Leader C \$135,383, Canberra (PN: 18445)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

**Details:** Gordon Primary School is seeking a highly capable and reflective educator with a demonstrated skill set in leading evidence based practices in the early years P-2, and/or a demonstrated ability to transfer skills into the preschool environment. The successful applicant will join the leadership team in implementing the School Plan priorities across the school which include improving growth in reading, writing, personal and social capabilities. Lead professional learning communities in the early years and undertake an appropriate teaching load as determined by the principal.

Quickly establish credibility to partner with senior leadership and executive staff to lead school improvement with a specific focus on implementation of the National Quality Standards (NQS) for early childhood education and care. Implementation of highly effective pedagogy and leading practices across the curriculum.

Applicants must have experience or transferable skills to engage in school improvement processes specifically implementation of the Early Years Learning Framework, overseeing and supporting the writing and review of the Preschool Quality Improvement Plan (QIP), liaising with the team and wider school community in gathering and responding to feedback.

Join a highly collaborative leadership team and will partner with executive staff to plan and implement transitions from preschool to kindergarten.

**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)

**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 respond to all five capabilities from the School Leader Capability Framework (maximum of five pages).

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

Contact Officer: Christopher Antram (02) 6142 2530 Christopher.Antram@ed.act.edu.au  
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**School Improvement**

**North/Gungahlin**

**Franklin School**

**Defence Transition Mentor**

**School Assistant 2/3 \$53,566 - \$64,989, Canberra (PN: 42909)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details:

Franklin School is a P-6 school with approximately 500 enrolments. We are seeking a motivated person to join our team to provide information and support and develop a range of activities for dependants of Defence members and families to ease the impact of mobility and service-related parental absence. While the successful applicant is expected to work with minimal supervision, the Defence Transition Mentor (DTM) will be provided ongoing support from the Principal and/or delegate. This is a part time position of approximately 8 hours. Days are negotiable.

Eligibility/ Other requirements:

Mandatory:

Must have current ACT Working with Vulnerable People (WWVP) Registration

Desirable:

Certificate III or equivalent example; Community Services Work, Education Support (School Support Services).

Note: This is a temporary position available 29 January 2024 until 30 June 2024 with the possibility of extension of up to 12 months. Selection will be based on applications 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: To apply, submit written responses to the selection criteria below along with a referee report.

Selection Criteria

Relevant Knowledge

Knowledge of school operations

Knowledge of the social and emotional impact on Australian Defence Force (ADF) students and families particularly during transitions into and out of the school during parental absences due to service requirements.

Relevant Skills and Abilities

1. Ability to empathise, work with and relate to students
2. Sound oral and written communication skills and the ability to communicate effectively with a diverse range of people i.e. students, staff, parents/carers, Australian Defence Force (ADF) members and families.
3. Ability to liaise with a range of individuals and community groups; demonstrated skills in advocacy and negotiations including problem solving and conflict resolution.
4. Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team and maintain confidentiality.
5. Ability to plan, organise, evaluate and deliver innovative and creative programs, resources and activities relating to ADF families, students and the broader school community.
6. Administrative skills including keyboard skills and the ability to operate a variety of computer programs.
7. Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the Apply Now button.

Contact Officer: Hannah Freyne (02) 6142 1110 Hannah.Freyne@ed.act.edu.au

**Office for Schools**

**Tuggeranong Network**

**Taylor Primary School**

**School Leader C - Taylor Primary School**

**School Leader C \$135,383, Canberra (PN: 18447)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details:

Taylor Primary School is seeking a collaborative, compassionate and dynamic leader to join our leadership team. This role is centred around the school's inclusive practices. The successful applicant will have substantial experience implementing and embedding Professional Learning Communities and whole school evidence-based practices across Preschool - year 6.

**Job Description**

Substantial experience in implementing and embedding data informed practice including high level data literacy skills, experience leading teams to analyse data and plan accordingly.

Lead whole school practices (such as Readers' and Writers' workshop and Structured Word Inquiry), using evidence to improve teaching practice and learning outcomes for all students.

Lead the school improvement journey in numeracy.

Lead and support teaching teams to optimise student academic and wellbeing growth, through a rigorous PLC model.

Coach and mentor teachers and support staff to build capacity across the school.

Lead the teaching team to support all students including inclusion support, differentiation, and targeted interventions.

High level written and oral communication skills, and demonstrated ability to build strong, positive relationships and connections with staff, students, families, and allied health professionals.

**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).

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

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

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the Position Description (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button.

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

**School Improvement and Performance**

**Belconnen Network**

**Charnwood-Dunlop School**

**Executive Teacher - Charnwood-Dunlop**

**School Leader C \$135,383, Canberra (PN: 33728)**

Gazetted: 14 November 2023

Closing Date: 27 November 2023

Details: Charnwood-Dunlop School is a preschool to year 6 school situated in the West Belconnen area of Canberra. Our diverse multicultural school promotes a welcoming, safe and nurturing environment which supports children to excel as learners. We value cultural diversity and develop differentiated teaching and learning programs which enable all students to feel successful and supported in an inclusive environment. We host the Belconnen Intensive English Centre (BIEC) as well as catering for diverse range of learning needs.

Charnwood-Dunlop School is looking for a collaborative, enthusiastic and highly motivated School Leader C to join our team. The role includes leading our junior primary team, providing support and guidance to staff to cater for individual learning needs in an inclusive and dynamic environment. Developing strong positive relationships with all stakeholders is paramount to the role.

**Job Description:**

Support the school leadership team in achieving goals set in the school strategic plan.

Work effectively to support students, staff and families in relation to student welfare and implementing Positive Behaviours for Learning (PBL) across the school.

Lead, coach and support teachers in the junior school to implement highly effective learning sequences that meet the need of our students.

Lead the implementation of the 10 Essential Instructional Practices across the school P-6.

Undertake an appropriate teaching load and other duties as directed by the principal.

**Eligibility/ Other requirements:**

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to Apply: Applicants should submit a current curriculum vitae (no more than two pages) along with a statement addressing the leadership capabilities (no more than one page per capability).

Applications should be submitted via the Apply Now button.

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

### **School Improvement**

#### **South and Weston Network**

##### **Canberra College**

##### **SLB College Business Systems and HR - Canberra College**

##### **School Leader B \$157,341, Canberra (PN: 04137)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: Canberra College is seeking applications for the SLB of College Business Systems and HR. The successful applicant will demonstrate the capacity to lead the whole school updating and upgrading of college systems including Directorate, BSSS and RTO business systems. They will show capacity to publish and implement processes and policies to support all staff in the school and can lead the school through a period of growth.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than five pages outlining experience and/or ability in the above areas, and written against all Professional Practice capabilities. The contact details for at least two referees and a current curriculum vitae are required. The process will entail shortlisting of applicants, interviews and referee reports.

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

Contact Officer: Simon Vaughan (02) 6142 3288 [Simon.Vaughan@ed.act.edu.au](mailto:Simon.Vaughan@ed.act.edu.au)

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

### **School Improvement**

#### **Tuggeranong Network**

##### **Wanniassa School**

##### **Deputy Principal P-10 Wanniassa School**

##### **School Leader B \$157,341, Canberra (PN: 31962)**

Gazetted: 11 November 2023

Closing Date: 17 November 2023

Details: Wanniassa School is seeking an innovative and flexible Deputy Principal to lead Learning Systems and HR across a multi-site P-10 school. This position is a key member of the senior executive team and is responsible for leading the implementation of our student-centred improvement agenda and ensuring both operational requirements and resources are maximised across the school's various sites. The successful applicant will have proven experience building high performing high school curriculum teams and be able to demonstrate clear evidence of driving systemic change across a diverse and complex organisation.

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 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 \(act.gov.au\)](#)

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

Selection may be based on application and referee reports only.

How to apply: Please read the *How to Apply* section of the job advertisement and submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum five pages) curriculum vitae (two pages) and contact information for two referees.

For more information on submitting your application please refer to [Submit-your-application](#)

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: Kate Marshall (02) 6142 1870 [Kate.Marshall@ed.act.edu.au](mailto:Kate.Marshall@ed.act.edu.au)

## **System Policy and Reform**

### **Strategic Policy**

#### **Early Childhood Policy**

##### **Assistant Director, Early Childhood Policy**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42906)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: Are you a high performing officer looking for your next challenge? Does strategic and creative thinking excite you? Are you a natural collaborator? Do you want to work on topics that are fulfilling? Do you have experience in policy development, exceptional interpersonal skills, and high level written and organisational skills? Then this might be the job for you!

The Early Childhood Policy team is looking for a motivated and conscientious individual with the right skills and experience to join us permanently from 1 February 2024.

Experience in government policy development is essential. You must love to think strategically. You must also have a strong understanding and ability to effectively use government processes for a successful outcome.

To be successful in this role you must have high level analytical and creative thinking skills. You must be effective in working collaboratively, in a fast paced and at times, high pressured environment. You will need expertise in policy development, the ability to think critically and innovate, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders both within Education and across Directorates.

This is a fantastic opportunity for someone who is interested in being part of a welcoming and supportive team delivering strategic social policy reforms that will benefit children and families in our community for the long term.

This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites.

Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites.

Eligibility/other requirements: A minimum two years of experience in government administration with a sound understanding of government processes and expectations of senior officer roles.

How to apply: Please submit a current curriculum vitae and a maximum three-page application outlining your Knowledge, Skills, and Capabilities against the Selection Criteria.

Your curriculum vitae should include the contact details of 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 may also be asked to provide further referees.

Interested applicants are encouraged to contact the Contact Officer prior to applying. Emma Sculthorpe via Teams, (02) 6207 1120 or [emmalene.sculthorpe@act.gov.au](mailto:emmalene.sculthorpe@act.gov.au).

Contact Officer: Emmalene Sculthorpe (02) 6207 1120 [Emmalene.Sculthorpe@act.gov.au](mailto:Emmalene.Sculthorpe@act.gov.au)

## **School Performance and Improvement**

### **South Weston**

#### **Narrabundah Early Childhood School**

##### **Business Manager - Narrabundah Early Childhood School**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 00593)**

Gazetted: 10 November 2023

Closing Date: 17 November 2023

Details: Narrabundah Early Childhood School is in search of a Business Manager to join our school leadership team starting immediately. In this role, you will be responsible for overseeing the school's business operations and ensuring compliance with relevant legislative requirements set forth by the ACT Education Directorate. The Business Manager holds a pivotal position within our school community and contributes significantly to our ongoing improvement efforts, fostering a safe and positive learning environment that inspires students.

Eligibility/ Other requirement:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Highly Desirable:

Qualification or equivalent in Business Administration, Finance or

Experience in a business-related role and financial qualifications and/or relevant experience.

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification. A First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available immediately for a period of 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 your response of no more than two pages addressing the Selection Criteria considering the position overview, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now Button.

Contact Officer: Robyn Kiddy (02) 6142 0640 [robyn.kiddy@ed.act.edu.au](mailto:robyn.kiddy@ed.act.edu.au)

## **Education Strategy**

### **Assistant Director**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62885)**

Gazetted: 10 November 2023

Closing Date: 17 November 2023

Details: The Assistant Director is responsible for managing the Directorate's day-to-day participation in intergovernmental forums including the Education Ministers Meeting and the Australian Education Senior Officials Committee, providing advice and support across the organisation on intergovernmental matters, and ensuring relevant deadlines are met in a timely manner with a high degree of rigour.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure, be adaptive to change and achieve deadlines in an environment of competing priorities. The position requires a high degree of professionalism and integrity. Relevant skills include attention to detail, the ability to build constructive and respectful relationships at all levels of the organisation, the ability to quickly understand complex policy material and correspondence, and the ability to represent the Directorate in high level forums where required. The candidate should also be able and willing to support the Education Strategy team in its broader work program where additional capacity allows.

Note: This is a part-time permanent position available at 22.05 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Please respond to each of the Selection Criteria in no more than three pages and provide a curriculum vitae with the names of two referees, one of whom should be your current supervisor.

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

Contact Officer: Denise Ryan (02) 6207 0587 [Denise.Ryan@act.gov.au](mailto:Denise.Ryan@act.gov.au)

**School Improvement and Performance**

**North Canberra/Gungahlin Network**

**Dickson College**

**Engagement Support Assistant - Dickson College**

**School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 48240)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Dickson College is a senior secondary college for year 11 and 12 students and home to the Secondary Introductory English Centre for students in year 7-12. The school is situated in the inner north of Canberra and has approximately 750 students. Dickson College implements the principles of inclusive schooling.

Dickson College is committed to providing a supportive, innovative, and educationally enriched learning environment. Together, we work to develop informed, caring, creative and confident global citizens.

Dickson College, Support Programs Faculty is seeking an Engagement Support Assistant who will be responsible for coordinating the administration support of the academic packages of Support Programs students. The Support Programs faculty comprises of a small team of teachers, engagement advisors, Office Manager and learning support assistants (LSA's) led by the Engagement Leader Inclusion. The faculty supports students with additional needs who are eligible for funded Disability Programs.

The Engagement Support Assistant will be required to generally work independently under limited guidance and be self-directed, demonstrating initiative, high level customer service skills and high-level communication skills. They are the main contact point for the Support Programs Engagement Advisors in regard to administrative requirements related to individual student packages. The Engagement Support Assistant may need to work across other administrative roles as required within Support Programs. The position is full time with no direct supervision responsibilities.

The successful applicant will have a demonstrated ability to work in a team environment and engage with students with disabilities and other stakeholders. Applicants will require knowledge of Sentral, as well as other IT platforms. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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 requirement:

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

Highly Desirable:

Experience working with students with disabilities.

Experience with the BSSS requirements.

Desirable:

Experience in school administration systems and Microsoft and Google suite packages.

First Aid Certificate or a willingness to undertake appropriate training.

Relevant qualifications in education, community services, youth work or related fields.

Willingness to undertake appropriate training.

Note: This is a temporary position available 24 January 2024 until 5 July 2024 with the possibility of extension of 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: Applications should include a supporting Statement of Claims of no more than two pages addressing the Selection Criteria in the attached Position Description which should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Also provide a current curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kyelee MackIntosh (02) 6142 0140 [Kyelee.Mackintosh@act.gov.au](mailto:Kyelee.Mackintosh@act.gov.au)

**Education**

**Office for Schools**

**North Gungahlin/Inner north**

**Campbell High School**

**Teacher Librarian - Campbell High School**

**Classroom Teacher \$79,108 - \$117,538 , Canberra (PN: 43082)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Weeks to Close: 2

Details: Campbell High School is seeking a collaborative, innovative and dynamic Teacher Librarian to join our staff and support us in setting up a school library that is a vibrant and welcoming space

The successful applicant will:

- Have experience managing libraries and build upon the “third space” concept of the library as a safe and respectful environment that supports students to thrive in the classroom.
- Work with Executive team to support the Campbell High School Improvement agenda
- Develop a culture of collaboration in learning between the teacher librarian and teachers in the school that benefit positive student outcomes
- Encouraging students to consume and create knowledge that is robust, with honesty and integrity at heart,
- Provide both print and electronic resourcing to all staff, students and the wider school community,
- Ensure cultural diversity in the resources curated and circulated across the school
- Work with staff to build students competency in information and digital literacy skills

Eligibility/Other requirements:

To be able to teach within the ACT Education system you must:

- Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.
- 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))
- Be an Australian citizen and/or be permanent resident and/or hold a valid working visa

Duties include:

- Locating, selecting and ordering resources to support teaching and learning
- Employment of strategies to maximize access to print and electronic resources
- Original cataloguing (creating personalised, high-quality metadata)
- Collection analysis and weeding to ensure the library collection meets the needs of the school community
- Development and administration of resource budgets and reporting to school administration
- Development, documentation and review of library resource centre policies to reflect school and system priorities
- Day-to-day administration of the collection. This includes loans, returns, losses, shelving, SCIS cataloguing, book covering, resource repairs

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

How to apply: Please submit your curriculum vitae, statement of claims and Application Coversheet with two referees.

Questions about the position should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you’ve prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum vitae:

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Manders (02) 6142 0600 [John.Manders@ed.act.edu.au](mailto:John.Manders@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.

#### **System Policy and Reform**

##### **Education and Care Regulation and Support**

##### **Children's Education and Care Assurance**

##### **Educate and Inform Officer**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 40109)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Are you passionate about communications and quality outcomes for children? Do you have excellent written and verbal communication skills?

The Strategy, Innovation and Response team is seeking an innovative, motivated, and high performing individual who can support the delivery of strategic communication and engagement priorities.

As part of the Strategy, Innovation and Response team you will contribute to the design and delivery of communication and engagement opportunities for key stakeholders. To be successful in this role you must have a knowledge and understanding or interest in the National Quality Framework.

Note: Selection may be based on application and/or referee reports only.

How to apply: If this position interests you, and you are looking to grow your communications skill set in a supportive and flexible environment please call the contact officer and consider applying for the role.

Applicants should provide a two-page summary of the skills and experience that would assist them in performing the role, with reference to the Professional/Technical Skills and Behavioural Capabilities in the attached Position Description.

Applications should be submitted via the apply now button below.

Contact Officer: Kylie Berry (02) 6205 2482 [Kylie.Berry@act.gov.au](mailto:Kylie.Berry@act.gov.au)

#### **Environment, Planning and Sustainable Development**

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

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

#### **Environment**

##### **Fire Management Unit**

##### **Assistant Director - Fire Planning (Systems)**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 35857)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: This position sits within the Fire, Management Unit within the ACT Parks and Conservation Service (PCS).

The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngunnawal cultural burning and ecological burning.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

This position is classified as a "Fire Trained Employee" under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement Enterprise Agreement 2023-2026 (see footnote for definition)

As part of the Planning team of the Fire Management Unit for PCS:

Lead and manage a team responsible for the development and operationalisation of fire management related databases and critical information systems, including resource information and allocation, communication, spatial (GIS), fire modelling, weather and IT systems.

Lead the preparation and delivery of the EPSDD Bush fire Operational Plan (BOP), across all land in the ACT managed by EPSDD and Transport Canberra and City Services (TCCS).

Provide high level representation and strategic advice on behalf of PCS and establish, develop and maintain positive relationships with key external bodies.

Assist in monitoring the implementation of fire management plans and other section plans to support the operations of the business and to ensure government policy and customer service objectives are met. Lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, occupational health and safety and staff development and training.

**Fire Trained Employee** – the occupant of this position is required to undertake the minimum competency based fire training which includes an annual fire preparedness session as well as an annual fitness assessment, and upon completion, maintain this standard. A Fire Trained Employee will be required to undertake fire management duties as directed, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications (Diploma/ Degree etc) in Environmental Science, Natural resource Management, GIS and Remote sensing or similar relevant field and/or extensive experience in fire, land and systems management.

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 drivers licence

A current First Aid Certificate.

Note: This is a temporary position available immediately up until 13 September 2024 with the possibility of an extension up to 12 months and/or permanency.

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

How to Apply: Please submit your pitch letting us know why you are interested in the role and how your skills and experience apply to the Selection Criteria (maximum two pages) along with your curriculum vitae and details of two referees (one current).

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

Contact Officer: Grantley Butterfield (02) 6205 8923 [Grantley.Butterfield@act.gov.au](mailto:Grantley.Butterfield@act.gov.au)

## **Environment, Heritage and Water**

### **ACT Parks and Conservation Service**

#### **Fire Management Unit**

#### **Fire Management Officer**

**Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 11667, Several)**

Gazetted: 14 November 2023

Closing Date: 5 December 2023

Details: We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

This position sits within the Fire, Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngannawal cultural burning and ecological burning.

[Click here](#) for further information about bushfire management the ACT Parks and Conservation Service.

#### **DUTIES / RESPONSIBILITIES**

As part of the Fire Management Unit for the ACT Parks and Conservation Service (PCS):

Under direction, assist with the coordination, facilitation and delivery of a range of fire management programs identified in the annual Bushfire Operations Plan

Assist in data capture for research projects and bushfire management information systems, including GIS.

Develop and enhance the fire unit's communications capability focussing on the web, social media and other technology.

Provision of timely and succinct technical reports

Assist in fire management policy and systems development

Contract management and procurement

Liaison and supervision of field staff and contractors to ensure high quality outcomes

Maintain a number of fire related reporting systems including GIS, budgets, audits, purchase orders and training / equipment data bases

Liaise with the community, government agencies and stakeholders on matters relating to fire management;

Undertake fire management, fire suppression and any other emergency activity with the ability to achieve higher competencies in the fire management and/or incident management roles within the Parks and Conservation Service;

Assist with other projects as required.

Ability to work within an Activity Based Working Environment

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position may occasionally involve supervision of staff.

Eligibility/Other Requirements:

Qualifications/Requirements

Mandatory:

Be currently able and prepared to undertake and maintain the Moderate level (at minimum) of the national fire fighting task based assessment (fire fitness).

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis.

Possess a current manual driver's 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))

Highly Desirable:

Recognised tertiary qualifications in a land management or science discipline, or relevant experience.

Experience and qualifications in an AIIMS (Australasian Inter-Service Incident Management System) role.

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

How to Apply:

Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: Christian Bihlmaier (02) 6207 8966 [Christian.Bihlmaier@act.gov.au](mailto:Christian.Bihlmaier@act.gov.au)

## **Corporate Services and Operations**

### **Finance, Information and Assets**

#### **Strategic Finance**

##### **Finance Officer**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 34233)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: Applications are sought from suitably experienced people to work as a Finance Officer with the Financial Reporting Team in Environment, Planning and Sustainable Development Directorate, Strategic Finance.

Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. To be a strong contender for this role you will have a good customer services background and knowledge of ACT Government finance systems such as Oracle and APIAS.

The primary responsibilities for the position are to:

Maintain the Directorate's accounts payable function and process documents to the ACT Government's Shared Service Centre, ensuring they are complete and to the standard required under the Service Level Agreement.

Address invoice discrepancies/inconsistencies and ensure follow up in a timely manner.

Liaise and build relationships with staff and vendors by responding to inquiries in an effective and timely manner.

Assist with month end processes to ensure a timely and accurate month end close.

Identify process improvements in Accounts Payable and related processes to deliver efficiency.

Undertake other duties as appropriate that contribute to the Directorate.

Maintain records in accordance with the Territory Records Act 2002.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workforce. 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:

Previous experience in a finance operations or processing environment would be highly regarded.

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Sara Banks (02) 6205 8663 Sara.Banks@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Fire Management Unit**

##### **Assistant Director - Fire Planning (Assessments and Approvals)**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 20117)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: This position sits within the Fire, Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngannawal cultural burning and ecological burning.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

This position is classified as a "Fire Trained Employee" under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement Enterprise Agreement 2023-2026 (see footnote for definition)

As part of the Planning team of the Fire Management Unit for PCS:

Lead and manage a team responsible for the environmental planning and approval process of a range of land management (including bushfire) activities, consistent with ACT legislation.

Lead the delivery of assessments and approvals related activities under the EPSDD Bushfire Operations Plan (BOP).

Provide high level representation and strategic advice on behalf of PCS and establish, develop, and maintain positive relationships with key external bodies.

Provide high level strategic advice and support to the Director – Fire Planning and Senior Director – Fire Management Unit.

Assist in monitoring the implementation of fire management plans and other section plans to support the operations of the business, to ensure government policy and customer service objectives are met.

Lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, occupational health and safety and staff development and training.

Fire Trained Employee – the occupant of this position is required to undertake the minimum competency-based fire training which includes an annual fire preparedness session as well as an annual fitness assessment, and upon completion, maintain this standard. A Fire Trained Employee will be required to undertake fire management duties as directed, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

Eligibility/Other Requirements:

Highly Desirable:

A current First Aid Certificate.

Tertiary qualifications (Diploma/ Degree etc) in Planning, Environmental Science, Natural resource Management, or extensive relevant experience.

Possess a current ACT Working with Vulnerable People accreditation within 6 weeks of starting the position.

Possess and maintain a current driver's licence.

Note: This is a temporary position available 11 December 2023 until 30 June 2024 with the possibility of extension up to 12 months and/or 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 your pitch letting us know why you are interested in the role and how your skills and experience apply to the Selection Criteria (maximum two pages) along with your curriculum vitae and details of two referees (one current).

Applications should be submitted via the Apply Now Button.

Contact Officer: Grantley Butterfield (02) 6205 8923 [Grantley.Butterfield@act.gov.au](mailto:Grantley.Butterfield@act.gov.au)

### **Governance, Compliance and Legal**

### **Governance, Compliance and Legal**

### **Legal Policy**

### **Assistant Director - Legal Policy**

### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42962)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Do you have experience in legal policy and legislative reform? Do you have an interest in the natural and built environments and making a positive and meaningful contribution to the conservation and sustainable development of the Territory?

Then we want to hear from you!

The Legal Policy team is responsible for the provision of legal policy support and development of legislation for the Environment, Planning and Sustainable Development Directorate. These functions are diverse, and include drafting and reviewing legal instruments, development of legislation, procurement of legal advice from the ACT Government Solicitor and integrity support to the Senior Executive Responsible for Business Integrity Risk.

We are currently seeking to fill a temporary Senior Officer Grade C Assistant Director. The successful applicant will play a key role as a member of the Directorate's corporate support team as it supports the operations of the Directorate's divisions.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ, and veterans and people from a culturally and linguistically diverse background are strongly encouraged to apply.

Eligibility/other requirements:

Previous experience in legal policy support is highly desirable.

Note: This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block @480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk.

This position is a temporary position available immediately until October 2024, with the possibility of extension and permanency. The position is being offered as full-time, but part-time hours will be considered for the right applicant

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

How to apply: Please provide a curriculum vitae, contact details of two referees, and a pitch (of no more than two pages) addressing the Selection Criteria.

Applications should be submitted via the apply now button below.

Contact Officer: Phillipa Jacomb (02) 6205 2942 [Phillipa.Jacomb@act.gov.au](mailto:Phillipa.Jacomb@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)

### **Deputy Director-General (Justice)**

**Temporary Vacancy (27 November 2023 to 11 February 2024)**

**Justice and Community Safety Directorate**

**Justice**

**Position: E723**

**(Remuneration equivalent to Executive Level 3.3)**

**Circulated to: Band 2 and Band 3 Executives**

**Date circulated: 10 November 2023**

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Deputy Director-General Justice role.

The Deputy Director-General Justice oversees delivery of key priorities of Ministers and the Directorate and provides high level leadership and strategy and policy advice across the justice portfolio. The role is also a key member of the Directorate's executive leadership team.

The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a safe, just and resilient community in the ACT.

To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive, and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Legal qualifications are desirable.

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 \$409,269 - \$425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$364,815.

To apply: Please submit a 'one page pitch' and curriculum vitae addressing your suitability and availability for the role by 5:00pm Tuesday 14 November 2023 to Richard Glenn via email, Richard.Glenn@act.gov.au.

Contact Officer: Richard Glenn (02) 6207 0501 Richard.Glenn@act.gov.au

## **Corrective Services**

### **Corporate**

#### **Info & Business Solution**

#### **ICT Systems Administrator**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 52842)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for an experienced and enthusiastic person to fill the role of ICT Systems Administrator, (ASO4) within Corporate Services.

The successful applicant will be responsible for the day-to-day administration and support of various ICT systems used in ACTCS. You will have knowledge of System Development Life Cycle including software testing principles, methodologies, and best practices and be familiar with manual testing techniques and tools.

Further to this, the ICT Systems Administrator will collaborate with team members, stakeholders and vendors to understand system requirements and user stories and assist in continuous improvement of ISBSU system administration processes.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition you will have strong analytical and problem-solving skills and effective written and verbal communications skills.

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

Eligibility/Other requirements:

Compliance Requirements/Qualifications

Diploma / Certifications in computer science highly desirable.

This position requires a pre-employment medical.

Background / Security clearance checks will be conducted.

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

How to apply: To apply, applicants are required to submit two items: 1) a one to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Aslam Aziz (02) 6207 9533 Aslam.Aziz@act.gov.au

## **Corrective Services**

### **Custodial Operations**

#### **Detainee Services**

**Director, Cultural Change**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63520)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Cultural Change (SOGB), with Custodial Operations - Detainee Services at the Alexander Maconochie Centre (AMC). This role is a permanent ongoing position.

The successful applicant will be responsible for supporting the adoption of values, beliefs and behaviours consistent with the ACT Public Sector (ACTPS) and the JACS Directorate, supporting good order and detainee reintegration and rehabilitation.

Further to this, the successful applicant is expected to contribute broadly to support the management and delivery of programs and services that support meaningful engagement for detainees, supporting a safer environment for detainees, staff and visitors. In addition, the Director, Cultural Change is expected to make a strong contribution towards meeting Government priorities within ACTCS, in particular the commitment to reduce recidivism by 25% by 2025.

As an ACTPS employee, the Director, Cultural Change is expected to promote and display the highest standards of behaviour to support the ACTPS values of respect, integrity, collaboration and innovation. The role is expected to work collaboratively across ACTCS, the wider JACS Directorate and with other Directorates and non-government organisations to meet organisational objectives.

To be successful, you will demonstrate strong ethical and highly visible leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop strategies to assist staff to understand how their duties contribute to the rehabilitation and reintegration of detainees and provide a safer working 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other requirements: Relevant tertiary qualifications or equivalent experience are desirable.

1. Demonstrated experience or background in organisational behaviour, within a Custodial Facility is desirable.

2. The successful candidate will be required to undergo a criminal history check.

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

4. Current drivers' licence.

How to Apply: To apply, applicants are required to submit two items:

One-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button.

Contact Officer: Natalie Adams (02) 6207 0259 [Natalie.Adams@act.gov.au](mailto:Natalie.Adams@act.gov.au)

**ACTCT**

**ACAT**

**ACAT Deputy Legal Registrar**

**ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352, Canberra (PN: 37995)**

Gazetted: 13 November 2023

Closing Date: 20 November 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking an experienced legal officer to be a member of a legal team working closely with ACAT members and registry to deliver dispute resolution services to the ACT community. The ACAT Deputy Legal Registrar is responsible for:

Supporting the ACAT Registrar and registry staff through guidance and advice on ACAT procedure and law.

Conducting conferences and minor hearings (such as interim applications) as required.

Undertaking case work and management of applications across ACAT's jurisdictions.

Providing advice and guidance to a range of stakeholders as well as developing and managing positive working relationships.

Provide advice to senior managers of ACTCT on the implications of new policy proposals or legal developments and the options for implementation of legislative amendments, developing and overseeing the implementation of policies, practices, systems, and processes.

Responding to correspondence and complaints as required.

Eligibility/Other requirements:

Have a degree in laws of an Australian territory institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office.

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Demonstrated knowledge of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal, or the ability to quickly acquire this knowledge.

Notes: This is a temporary position available immediately up till January 2023 with the possibility of extension up to less than six months. This position is available to ACT Government officers and employees only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next six months.

How to Apply:

Submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional and Knowledge, Behavioural Capabilities and Compliance

Requirements/Qualifications outlined in the Position Description

a current curriculum vitae

contact details of at least two referees

*Applications should be sent to the Contact Officer.*

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

## **Corrective Services**

### **Custodial Operations**

#### **Facilities**

##### **Stores Officer**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 46233)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic, motivated and conscientious individuals to fill the position of Stores Officer (ASO3) within the Facilities Management Unit, at the Alexander Maconochie Centre.

The successful applicant will be responsible for delivering a range of warehouse, courier, and retail tasks for all stakeholders in accordance with agreed timeframes, policies and procedures whilst contributing to, and maintaining awareness of safety and security in all daily activities.

In addition, you will also be required to supervise detainees who are undertaking warehouse, logistics and retail employment programs, offering guidance through training, coaching and mentoring.

Further to this, you will undertake frequent manual handling tasks and may be required to undertake parts of the duties outside normal business hours. You may also be required to provide backfill support to the Facilities Management Unit and will undertake and complete ACTCS induction and other training when required.

To be successful you will have exceptional communication and interpersonal skills to build rapport with a diverse range of stakeholders. You will also be able to perform administrative tasks as required, including using computer applications to maintain records, complete reports, manage stock, complete orders, and contribute to detainee case management in accordance with the requirements of policies, 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:

Background/Security clearance checks will be conducted.

This position requires a pre-employment medical.

Unrestricted Drivers licence class C is essential.

This position requires a Working with Vulnerable People check.

Current forklift license is highly desirable.

Experience working within a custodial or secure environment is highly desirable.

Trade qualifications in one or more of the following sectors is highly desirable:

Warehousing Operations



Retail

Transport and Logistics

A high degree of physical fitness is highly desirable, as the role requires frequent manual handling and lifting.

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

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

How to apply: Applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager) and a copy of their driver's licence.

Please ensure you submit all three items.

Applications should be sent to the Contact Officer.

Contact Officer: Pamela Stevenson (02) 6205 4120 Pamela.Stevenson@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

**Supports and Interventions HP3 Clinician (Social Worker/Occupational Therapist/Psychologist/Counsellor)**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36906)**

Gazetted: 10 November 2023

Closing Date: 1 December 2023

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for suitably qualified people with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Senior Clinician (HP3, Social Worker/Occupational Therapist/Psychologist/Counsellor), within the Supports and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicants will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC), contributing to reducing recidivism through the provision of interventions for offenders.

In addition, you will deliver a range of multidimensional treatment options for detainees with varied and complex needs and provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, participate in the ongoing review and evaluation of work practices and contribute to the development of policies and procedures.

A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

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

Eligibility/ Other Requirements:

Occupational Therapist - Mandatory:

Registration with Occupational Therapy Board of Australia: Australian Health Practitioner Regulation Agency (AHPRA)

Applicant must have a minimum of three years paid work employment, post qualifications in a relevant role.

Psychologist - Mandatory:

Unconditional registration with Australian Health Practitioner Regulation Agency (AHPRA).

Applicant must have a minimum of three years paid work employment, post qualifications in a relevant role.

Social Worker - Mandatory:

Four-year degree in Social Work or qualifying Social Work Masters with relevant undergraduate degree.

Professional membership or eligibility for professional membership of Australian Association of Social Workers (AASW).

Applicant must have a minimum of three years paid work employment, post qualifications in a relevant role.

All disciplines require:

A minimum of three years post qualification paid work experience in a related clinical field.

A Police Record Check.

A current driver's license.

A pre-employment medical; and

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

How to Apply: Applicants are required to submit three items:

A one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements.

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

A copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now Button.

Contact Officer: Summer Leiper (02) 6205 5318 [Summer.Leiper@act.gov.au](mailto:Summer.Leiper@act.gov.au)

## **Human Rights Commission**

### **Victim Support**

#### **Victim Support ACT Family Violence Safety Action Program**

#### **Perpetrator Response Advisor, Family Violence Safety Action Program**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37155)**

Gazetted: 10 November 2023

Closing Date: 20 November 2023

Details: As the Perpetrator Response Advisor within the Family Violence Safety Action Program (FVSAP) you will provide domestic and family violence informed case coordination to high-risk perpetrators. This includes working closely with community and government stakeholders who are engaging with perpetrators of domestic and family violence as well as direct contact with perpetrators.

This role works in the FVSAP team alongside the Victim Survivor Case Coordinators, the Assistant Director and the FVSAP Director to provide wrap-around service responses in high-risk domestic and family violence cases.

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

#### **WHAT YOU WILL DO**

Under the limited direction of the Assistant Director, Family Violence Safety Action Program, the Perpetrator Response Advisor will:

Engage and work with high-risk family violence perpetrators for the purpose of risk assessment and attempting to reduce immediate and short-term risks.

Provide advice to external agencies to assist effective, proactive engagement with perpetrators and support perpetrator-focused risk analysis to contribute to overall risk assessment and management.

Support agency collaboration in the development of perpetrator-facing risk management plans within the FVSAP's meetings and with individual agencies so as to promote an integrated criminal justice and child protection response.

Provide assistance to the FVSAP Director and Assistant Director to develop materials relevant to this role, including internal procedures and guidelines in line with current research on best practice for perpetrator interventions.

Maintain records in accordance with the Victims of Crime Regulation 2000, the Territory Records Act 2002, and the Health Records (Privacy & Access) Act 1997.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

#### **Eligibility/Other requirements:**

Understanding of the legal and service systems that interact with persons affected by, or using DFV 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))

This position requires a National Police Check.

A Graduate Certificate in Mens Behaviour Change Individual & Group Work Interventions is highly desirable.

Notes: This is a full-time permanent position available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should prepare a two-page pitch addressing the Selection Criteria. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Claire Chapman (02) 6205 3157 [Claire.Chapman@act.gov.au](mailto:Claire.Chapman@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.

## **Security and Emergency Management**

### **Executive Branch Manager, Security**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1227)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details: The Security and Emergency Management Division is responsible for the development, coordination and oversight of ACT Government policies, programs and effort related to national and protective security; strategic emergency prevention, planning and response, disaster risk and resilience; and critical infrastructure.

The Executive Branch Manager Security undertakes a key role in leading the development and coordination of diverse strategic policy and programs on security matters including the ACT's Protective Security Framework and national security including counterterrorism and countering violent extremism and foreign interference. The position also has operational responsibility for the ACT Public Safety CCTV Network and the ACT ASGVA Security Clearance process. The position provides high level advice and briefings to Directorate executive, Ministers and Cabinet, and chairs several ACT-wide working groups.

As a member of the ACT's Security and Emergency Management Team you may be required to lead/assist in the management of whole of government incident response and recovery.

To be successful in this role you will need to display strong leadership capabilities and experience with highly developed communication and interpersonal skills, nuanced judgement, and proven success operating in a dynamic environment. This role requires a hands-on leader preferably with a broad understanding of protective security matters and an insight into national security matters.

Not surprisingly, you will possess a high degree of confidentiality and integrity. You will also be required to acquire and maintain a Negative Vetting 1 security clearance.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

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

Contract: The successful applicant will be engaged under a performance-based long-term 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: If you are interested, please submit an application of no more than two pages, as well as a current curriculum vitae (including the contact details of two referees).

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

Contact Officer: Jon Peach 02 6205 0739 [jon.peach@act.gov.au](mailto:jon.peach@act.gov.au)

## **ACT Court and Tribunal**

### **Magistrates Court**

#### **Director, Court Operations Magistrate's Court**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63079)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: Applications are sought to fill the position of Director Court Operations, Magistrate's Court where you will provide high quality operational support to the Magistrate's Court and Magistrate's Court Registrar.

Under the direction of the Senior Director, Magistrate's Court, the Director will provide high quality in and out of court support to judicial officers across the Magistrate's Court, deliver high quality administrative and client services to internal and external stakeholders and manage a team and the work priorities of the area.

The successful applicant will be able to demonstrate the following:

High quality delivery of administrative support to client services and court users;

Proactively manage a team and oversee workflows and processes to ensure accuracy and efficiency whilst not compromising legislative requirements;

Proactively manage the engagement and wellbeing of civil and criminal operations team members and provide strong communication to build a positive culture;

Provision of advice on a range of complex issues to enhance decision making and problem solving capabilities; and  
Actively develop and nurture relationships with your team, the broader business unit and external stakeholders to deliver strategic, operational and corporate priorities.

Eligibility/Other requirements: Tertiary qualifications and experience in management, law, public policy or other relevant discipline are highly desirable.

How to apply: Interested applicants should provide a two-page pitch addressing the capabilities in the position description. A current curriculum vitae with two referees should also be provided.

All enquiries regarding the role can be directed to Elizabeth McAuliffe on 02 5124 9613 or [elizabeth.mcauliffe@courts.act.gov.au](mailto:elizabeth.mcauliffe@courts.act.gov.au)

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

Contact Officer: Elizabeth McAuliffe (02) 5124 9613 [Elizabeth.McAuliffe@Courts.act.gov.au](mailto:Elizabeth.McAuliffe@Courts.act.gov.au)

## **Corporate**

### **Chief Information Office**

#### **Executive Assistant to the Chief Information Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 20103)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Are you a digital juggler? The Justice and Community Services (JACS) CIO is looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support in a digital environment. Including tracking of priorities, secretariat duties and have a level of proficiency in Microsoft 365, Microsoft Office Suite including OneNote and TRIM / Records Management System. The successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

Eligibility/ Other requirement:

Desirable:

Driver's license required.

Ability to obtain a Baseline Security Clearance.

Note: This is a temporary position available 5 February 2024 until 30 April 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the Selection Documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Serena Perinovic (02) 6205 0542 [Serena.Perinovic@act.gov.au](mailto:Serena.Perinovic@act.gov.au)

## **Corporate**

### **Strategic Finance**

#### **Director, Financial and Budgetary Reporting**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63623)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Director, Financial and Budgetary Reporting. They should possess a good understanding of budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant will be required to:

apply complex accounting standards and principles in order to meet public sector financial reporting requirements.

undertake a lead role in the coordination and preparation of the Directorate's internal budget allocations;

development and monitoring of internal processes to ensure that taxation compliance and reporting requirements

are met; development, monitoring and maintaining overall financial governance arrangements with a focus on financial reporting and budgeting processes/systems improvements and management of other ad hoc reporting requirements.

have excellent written and verbal communication skills, including the ability to persuade and influence opinion and prepare high level reports.

lead, direct, and guide a team and have ability to work autonomously.

manage and deliver quality client services to internal and external stakeholders.

Eligibility/other requirements:

A degree with a major in accounting or equivalent is highly desirable.

Ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1.

Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.

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

How to apply: Potential candidates should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

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

Contact Officer: Dragana Cvetkovski (02) 6205 4389 Dragana.Cvetkovski@act.gov.au

### **ACT Human Rights Commission**

#### **Public Advocate and Children and Young People Commissioner**

#### **Children and Young People Commissioner**

#### **Senior Director (CYPC)**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 56972)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Are you looking for an exciting opportunity to lead change that improves children's rights and protections?

If so, this is the position you've been waiting for!

The ACT Children and Young People Commissioner is looking for a passionate, motivated, and highly organised child rights specialist to lead implementation of the ACT Child Safe Standards Scheme. Working alongside the Commissioner and supported by a small team of staff, the successful candidate will design and deliver an ambitious program of reform to support government and community agencies to successfully embed child safe standards into their organisations.

The Senior Director will have significant decision-making autonomy requiring strong and effective leadership skills and the ability to communicate with impact across a broad range of audiences, including children and young people. Crucial to success will be the ability to model a child inclusive practice framework that is sensitive to cultural rights and diversity, and strong project management skills.

Eligibility/Other Requirements:

Tertiary qualifications in relevant fields/disciplines are highly desirable but not a requirement.

Driver's licence C class is desirable.

This position does not require a pre-employment medical.

This position does require a Working with Vulnerable People check.

This position may be subject to pre-employment checks.

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 sought from potential candidates and should include:

A supporting statement of no more than a three-pages addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description

A current curriculum vitae

The details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 Jodie.Griffiths-Cook@act.gov.au

### **ACT Government Solicitor**

#### **Legal Practice**

### **Principal Solicitor**

#### **Government Solicitor 3 \$159,186 - \$180,081, Canberra (PN: 48989, several)**

Gazetted: 10 November 2023

Closing Date: 24 November 2023

Details: Are you excited about growing and developing the breadth of your government legal expertise? If so, consider applying for roles at the ACT Government Solicitor (ACTGS).

The ACTGS is the ACT Government's legal service provider and offers broad opportunities to successful candidates to excel as a Government Solicitor.

Together with the Office of the Solicitor-General, ACTGS operates as a legal practice providing legal services which aim to protect the interests of the Territory, its Ministers and agencies. ACTGS is seeking motivated lawyers with experience and interest in the following areas of practice:

Public and Constitutional Law; Citizen Rights and Welfare; Claims, Inquests and Inquiries; Commercial Advising and Commercial Dispute Resolution; Property, Land and Construction; and Regulation and Employment.

#### **Role of Principal Solicitor**

Principal Solicitors will work as part of a team in a practice area, providing high quality and timely legal services in a professional and cost-effective manner. The practice groups operate under the supervision and leadership of a Practice Leader (GS4) and work collaboratively within and across various areas of professional legal practice.

The Principal Solicitors will contribute to ensuring responsive legal service delivery by a practice team. For more information relating to the duties please refer to the attached Position Description.

#### **ACTGS Career Development and Workforce**

ACTGS actively encourages development of solicitors through movement between areas of practice. Development strategies also include transfers and outplacements with ACT Government agencies both at level and through higher duty opportunities.

ACTGS also supports hybrid working arrangements which meet operational requirements.

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

#### **Eligibility/other requirements:**

Applicants must be admitted with at least five plus years post-admission experience as a lawyer.

Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

Note: An order of merit may be established for the purposes of recruiting similar positions in the future. Applicants may be selected on application only.

The Enterprise Agreement is currently under negotiation, once it has been commissioned an increase in salaries will occur.

How to apply: Applications are to include a current curriculum vitae, contact details of two referees and pitch demonstrating their ability and experience to perform the role, including the Professional/Technical Skills and Knowledge and the Behavioural Capabilities. The pitch is not to exceed two pages and the professional/technical skills and knowledge, and the behavioural capabilities can be found in the Position Description.

Contact Officer: Lyndal Bennett (02)62070666 [actgshr@act.gov.au](mailto:actgshr@act.gov.au)

### **Major Projects Canberra**

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

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

#### **Project Delivery and Support**

##### **Project Management Office**

##### **PMO Administration Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 14547)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details:

Our administrators are provided opportunities to move across the Project Management Office and develop a wide range of skills and experiences in our project control and reporting, contracts, prequalification, PMARS helpdesk and Work Health and Safety teams.

The PMO Administration Officer role will be ideal for someone who is ready to work in a dynamic team environment, has excellent attention to detail and an enthusiastic approach to work.

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:

Intermediate excel skills/experience is desirable.

Note: This is a temporary position available immediately for a period of three months with the possibility of extension of up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted to the contact officer.

Contact Officer: Michaellee Thornton 0409847029 Michaellee.Thornton@act.gov.au

### **Infrastructure Delivery Partners**

#### **Commercial Project Management**

##### **Project Director**

##### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 57043)**

Gazetted: 09 November 2023

Closing Date: 23 November 2023

Details: Would you like an opportunity to be a Project Director with Major Project Canberra? Then we have a short-term opportunity for you up to March 2024, with the possibility of an extension up to the end of April 2024.

The Commercial Branch is looking for an experienced candidate to lead the team who deliver a range of commercial projects, including education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venue. These teams provide project management and contract administration services for several Partner Directorates to deliver a diverse range of interesting and challenging projects. You'll be working on projects that shape Canberra and contribute to the future of the community.

The Project Director must demonstrate excellent collaboration, communication and relationship/stakeholder management skills, and the leadership skills to be able to lead two project teams in the delivery of commercial infrastructure.

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:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

Desirable

Significant experience with commercial or building infrastructure.

Note: This is a temporary position available immediately up to March 2024, with a possibility of an extension until end of April 2024. Part time hours will be considered, and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

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

Contact Officer: Matthew O'Rourke 0406 375 009 Matthew.O'Rourke@act.gov.au

### **Infrastructure Delivery and Partners**

#### **Executive Branch Manager, (Project Director), Electrification of Government Gas Assets**

**Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1344)**

Gazetted: 13 November 2023

Closing Date: 27 November 2023

Details: Major Projects Canberra have an exciting opportunity for a motivated and highly skilled Program Manager to join the directorate in leading the Electrification of Government Gas Assets Program.

The Program Director will provide high performance leadership and strategic planning, focussing on innovation and collaboration to support the delivery of the Territory's capital works program.

The Program Director will oversee the team delivering a centralised whole-of-government Program of Works, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities. Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

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

The role offers:

Excellent Remuneration package.

Relocation Expenses.

Diverse and rewarding role.

Flexible working including hybrid office/home arrangements.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

Contract: The successful applicant will be engaged under a performance-based long-term 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: Adrian Piani 0488 014 553 Adrian.Piani@act.gov.au

### **Suburban Land Agency**

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

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

#### **Suburban Land Agency**

##### **Built Form and Divestment**

##### **Built Form Program**

##### **Senior Development Manager**

**Infrastructure Officer 5 \$163,315, Canberra (PN: 52422, several)**



Gazetted: 14 November 2023

Closing Date: 5 December 2023

Details: Are you an experienced design and urban development professional with demonstrated leadership in sustainable built form? The Suburban Land Agency's Built Form team is seeking applications for the position of Senior Development Manager to drive the feasibility, design and construction of showcase sustainable development projects for the Agency.

The Built Form team is an interdisciplinary team of passionate professionals who are committed to strong leadership in people-, place- and design-led urban development that balances commercial outcomes with social and environmental innovations.

The Senior Development Manager reports to the Program Manager, Built Form. The role is responsible for leading and overseeing bespoke sustainable built form projects, from feasibility to design to construction, while operating in an interdisciplinary team environment with property, design, delivery and community engagement experts. Using a risk management approach, the Senior Development Manager ensures appropriate project governance is established and maintained, and that project delivery is reported against key performance targets.

This is an exciting opportunity to lead a dynamic team in designing and constructing exemplar housing and community projects and delivering innovative built form outcomes. As part of this, you will be expected to lead people and interdisciplinary teams and proactively engage with various areas within the Agency, government organisations, industry, community, and consultants.

Eligibility/Other requirements:

**HIGHLY DESIRABLE**

Knowledge and experience of project/program management of sustainable design and built form delivery (minimum of 8 years).

Knowledge and experience of various project management/design software such as MS Project, AutoCAD or SketchUp.

Tertiary qualifications and demonstrated experience in a related field such as: Urban Design, Architecture, Landscape Architecture, Built Environment, Urban Planning or Project/Contract Management.

**PRE-REQUISITE QUALIFICATIONS AND/OR EXPERIENCE**

The successful occupant will be required to:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Notes: There are two positions available; one Permanent position and one Temporary position available until September 2024 with the possibility of extension up to 12 months and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: 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 submitted via the Apply Now button below.*

Contact Officer: Petra Oswald 0406 378 708 [Petra.Oswald@act.gov.au](mailto:Petra.Oswald@act.gov.au)

## **Suburban Land Agency**

### **Development Delivery**

#### **Urban Development**

#### **Senior Project Manager**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 58900, several)**

Gazetted: 09 November 2023

Closing Date: 30 November 2023

Details: Are you interested in Urban development and want to be part of a team delivering great places across Canberra. The Suburban Land Agency is currently recruiting for two Senior Project Managers for its Urban Development Branch.

As a Senior Project Manager, you will be a highly motivated and outcomes focused team member with a proven ability to contribute to land development projects from planning to implementation, familiar with, engaging with community and stakeholder groups and be innovative and able to achieve results.

This role is in the Urban Development business unit which has responsible for urban estates and infill sites, industrial and the Ginninderry Joint Venture project

Eligibility/Other requirements:

HIGHLY DESIRABLE

Experience of ACT Government procurement, planning, design, development and construction processes

Demonstrated experience in delivering residential / commercial development projects

A sound understanding / working knowledge of land release, including design, documentation and implementation.

General Construction Induction Card (White Card).

Asbestos Awareness Card.

Crystalline Silica Exposure Prevention Card.

PRE-REQUISITE QUALIFICATIONS AND/OR EXPERIENCE

The successful occupant will be required to:

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

Have significant planning and/or infrastructure knowledge through project management experience.

Notes: A Merit pool will be created that may be used to fill future vacancies. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Joanne Stroud (02) 6207 5445 [Joanne.Stroud@act.gov.au](mailto:Joanne.Stroud@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)**

#### **Deputy Director-General**

**Temporary Vacancy (4 December 2023 to 2 January 2024)**

**Community Services Directorate**

**Office of the Director-General**

**Position: E601**

**(Remuneration equivalent to Executive Level 3.3)**

**Circulated to: Band 2 and Band 3 Executives**

**Date circulated: 10 November 2023**

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. Applications are sought for the role of Deputy Director-General, Community Services Directorate (CSD).

The Deputy Director-General reports directly to the Director-General and is responsible for leading the Directorate to enable it to meet its strategic objectives and operational requirements.

The Deputy Director-General (DD-G) is a key supporting role in the formulation of policy and planning for the Directorate's functions and programs that involve complex technical and policy issues and are critical to service wide operations and government.

The DD-G will provide strategic leadership to the day-to-day operations of the Directorate and take specific responsibility in assisting and deputising for the Director-General in relation to the full range of functions and programs of the Directorate. The DD-G also provides effective change management oversight for all significant and whole of Directorate business innovation and improvement and will exercise delegated authority to plan, direct and/or execute programs, functions, and support activities.

The successful applicant will demonstrate the ability to exercise high levels of adaptability and flexibility and conceptual, analytical, and creative skills when managing continuing changes in programs, technology development and unknown or conflicting requirements.

The Deputy Director-General is a member of the Directorate's Executive Board.

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 \$409,269 - \$425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$364,815.  
To apply: : Please provide your curriculum vitae, a one-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees, to Catherine Rule via email, Catherine.Rule@act.gov.au by COB Friday 17 November 2023.  
Contact Officer: Catherine Rule (02) 6207 0151 Catherine.Rule@act.gov.au

## **Transport Canberra and Business Services**

### **Strategic Policy and Programs**

#### **Policy and Legislation (Transport)**

##### **Assistant Director**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 55614)**

Gazetted: 15 November 2023

Closing Date: 6 December 2023

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch within TCCS is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community.

Transport policy is relevant to our everyday lives, always topical, and shapes the way people move around the ACT. You will have the opportunity to work on tangible and meaningful challenges such as dangerous driving, drug and alcohol driving, modern enforcement approaches, and crucially, driver behavioural change and education. Your work will directly improve road safety outcomes in the community. Working in our multidisciplinary team you will lead and support a variety of transport-focused policy, regulation, and legislative projects from inception through to delivery and implementation. And, perhaps most importantly, you will actively contribute to a positive and high performing team, with a happy, constructive, and outcomes-focused culture.

As an Assistant Director in the *Policy and Legislation (Transport)* team within SPP, you will be a highly motivated and experienced policy practitioner. You will need the proven ability to manage a project from inception and scoping through to delivery and implementation. You must understand and be able to comfortably work within a government policy, legislative and regulatory context, be able to think strategically, and able to solve complex problems in a structured and collaborative manner to achieve positive results for the Community and the Government.

If you are passionate about making a difference to improve on-ground transport outcomes in our Nation's Capital and enjoy working on fascinating and complex Policy challenges, then this role could be for you.

Note: This is a temporary position available from January 2024 for 12 months with the possibility of permanency.

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

Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What You require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

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

Contact Officer: Luke Garrett (02) 6205 1321 Luke.Garrett@act.gov.au

## **City Operations**

### **City Services**

#### **Infrastructure Planning**

##### **Active Travel Planning and Infrastructure Programs Development**

##### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 39352)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: An exciting opportunity for an enthusiastic person to join Infrastructure Planning team, in the role of Active travel planning and Infrastructure programs development position.

The Recreational Assets and Road Safety, Capital Works and Asset Management teams are part of the Infrastructure Planning team and manage planning, development and delivery of forward Capital Works programs and initiatives associated with Active Travel and other infrastructure assets.

This role is for an inspiring team member that knows how to positively influence team, is responsible for development and management of the infrastructure priorities, acts as a coordination role for initiatives and schemes associated with Active Travel network and planning. The successful candidate will be responsible for managing feasibility studies and investigations for the forward planning of Infrastructure investment opportunities, planning, and other activities such as update of the Active Travel Network map and manage the list of priority projects to assist future business cases and project plans.

The successful candidate will work with the other areas within the TCCS and external agencies to plan, develop and deliver forward programs and initiatives (example: coordination of the e-scooter shared scheme) A successful candidate will need to be a leader with strong, considered, and engaging people focus to successfully deliver and drive culture of respect and collaboration.

The ideal candidate will possess innate ability to draw on right skills, align team performance and have capacity to achieve organisational objectives, and at the same time be committed to continual learning, encourage ongoing development and engage the right people to the right roles.

Eligibility/Other Requirements:

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 and contract management experience.

Desirable: Procurement, project management/contract management and contract administration skills and applicable knowledge of ArcGis Pro.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Written applications are to be no more than four pages, addressing the selection criteria under the 'What you require'.

Please also provide an updated Resume

Names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is a current or very recent supervisor).

See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button.

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: Snezana Dimitrovska (02) 6207 6570 [Snezana.Dimitrovska@act.gov.au](mailto:Snezana.Dimitrovska@act.gov.au)

## **Transport Canberra and City Services Division**

### **Transport Canberra and Business Services**

#### **Capital Linen Service (CLS)**

##### **Assets and Contracts Officer**

##### **Capital Linen Service Band 6 \$89,103 - \$92,729, Canberra (PN: 57760)**

Gazetted: 15 November 2023

Closing Date: 29 November 2023

Details: Working under limited direction of the Director, Assets and Contracts the Assets and Contracts Officer will be empowered to undertake and improve a number of complex administrative and varied processes related to asset management and contract delivery. This will include developing pre and post tender documentation and briefs, managing supplier contracts and reporting to management.

You will be required to:

Under limited direction provide day-to-day administrative support to the Director, Assets and Contracts to:

(a) Provide subject matter expertise including technical professional advice across a number of complex Government procurement and contract processes relevant for Capital Linen Service; and

(b) Manage end-to-end processes for new linen stock supply and delivery (including test wash processes).

Engage and work collaboratively with internal and external staff to develop and coordinate tender documentation from end-to-end in line with procurement legislation, regulations, policies and guidelines. Including drafting responses on complex correspondence through to Senior Management.

Maintain internal Executive and Directorate monthly contract and procurement reporting, including for Asset Registers.

Manage Contract Management Plans including regular meetings with suppliers and annual linen stocktake processes.

Provide solutions to streamline process including for example for asset data management processes through the use of systems and technology.

Effective liaison and communication with Directorate, Cross-Directorate staff and suppliers on a regular basis.

Assist the Executive Branch Manager, management or staff with urgent/priority business needs as required.

Eligibility/Other Requirements:

Undergraduate or Post-Graduate degree in Business, Finance, Accounting. Procurement or Contract Management qualification (or similar) - Mandatory.

Business contract and/or procurement accreditation – Desirable.

Government Procurement experience - Desirable

Other Requirements

Demonstrated knowledge and ability to interpret and apply procurement legislation, regulations and guidelines.

Attention to detail and the ability to investigate and evaluate data and information, including analysing contractual or asset related issues and making timely recommendations for solutions.

Well developed liaison skills and the ability to assist with negotiation with suppliers.

Excellent written and verbal communication, with experience writing complex internal briefs.

Interpersonal skills necessary to liaise at both the operational and senior management levels with overall awareness of current financial, budget and operational constraints and risks on assets and contract management.

High level demonstrated experience with Advanced level Microsoft Excel.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

How to Apply: 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.

Note: This is a temporary position available immediately for six months.

*Applications should be sent to the Contact Officer.*

Contact Officer: Michael Jeremenko (02) 6205 7389 Michael.Jeremenko@act.gov.au

## **City Services**

### **Roads ACT**

#### **Road and Path Network/Traffic Safety**

#### **Minor New Works (MNW) Procurement Officer**

#### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 49284)**

Gazetted: 15 November 2023

Closing Date: 22 November 2023

Details: This role is responsible for planning and organising the Minor New Works (MNW) program to ensure timeliness of service delivery and optimising efficiency and resource allocation.

This position manages, administers, and delivers a range of contracts that enable the delivery of quality and timely services and resources. As such, the role ensures the contracts meet the needs and objectives in relation to the delivery of the MNW program; monitors the level, quality and timeliness of services/products provided; negotiates variations; reviews performance standards and takes action to address performance issues; reports on contract performance; prepares tender documentation; assesses tenders and develops contract documentation. This role works closely with the Contract and Procurement Manager for Roads ACT.

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

Eligibility/Other requirements:

Permanent resident of Australia

Temporary Traffic Management Card desirable

Relevant Industry Induction Certificate desirable

Driver's licence (C-Class) is essential.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check

Notes: This is a temporary position available from 11 December 2023 until 12 March 2024 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only.

Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements in the Selection Criteria section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

*Applications should be sent to the Contact Officer.*

Contact Officer: Pawel Potapowicz (02) 6205 0946 Pawel.Potapowicz@act.gov.au

## **Transport Canberra and Business Services**

### **Libraries ACT**

#### **Engagement**

#### **Director, Engagement**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 35356)**

Gazetted: 14 November 2023

Closing Date: 28 November 2023

Details: As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a Director of Engagement to coordinate, communicate and promote Library outreach and engagement services to the people of Canberra.

Reporting to the Senior Director, the Director of Engagement manages the outreach, digital and communication teams as they promote a wide range library outreach services and learning programs with a goal of engaging with users and non-users alike to encourage ongoing learning within the community.

With a knack for managing multiple teams and projects, a flair for stakeholder engagement and a persuasive way with words, the ideal candidate has strong people focus and can inspire and energise team and individual outcomes. Effective people leadership and employee engagement skills are critical to success in this role as is a values-based leadership style.

As an ACT Public Servant, the position has access to a competitive salary and a range of other benefits designed to help employees find the best work-life balance for them.

It can be pretty full-on, but the reward you get from stretching yourself and realising the impact you make has value. You're not just working in an office...you're contributing to making Canberra a better place.

Note: This is a temporary position available December 2023 for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill full time and part time vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In 750 words or less, tell us why you're the people-focused leader we need on our team, addressing the selection criteria outlined in the Position Description. Your pitch must be accompanied by a curriculum vitae of no more than three pages, including the contact details of two (2) referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

## **Territory and Business Services**

### **Libraries ACT**

## Service Delivery

### Library Assistant

#### **Administrative Services Officer Class 2 \$62,994 - \$69,376, Canberra (PN: 46094)**

Gazetted: 14 November 2023

Closing Date: 12 December 2023

Details: Once upon a time, Libraries were a place for quiet reflection, studious research and silence.

Oh how times have changed!

The ACT's public library branches are a growing, vibrant community service, encouraging storytelling, learning, sharing and fun. Your local library is a gateway to the wider world where you can lose yourself in stories, get your 'giggle and wiggle' on, make your own podcast, get help with technology and meet like-minded people. Did you know you can even read stories to dogs??

We are looking for new characters to add to the Libraries ACT story. Library Assistants support the community to access services and materials, keeping the library service moving. Active participants in service delivery they assist and talk to the community throughout the day, providing exceptional customer service.

Join us to work with great people in rewarding careers that shape our city's future.

Eligibility/ Other requirements:

This position requires a pre-employment medical.

This position is required to work evening and weekend shifts as part of a roster across a local area and the wider service if required.

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

Note: This is a temporary position available 1 February 2024 to 15 January 2025 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill full time and part time vacancies over the next 12 months.

How to Apply: To apply for this role, please provide a curriculum vitae with the details of two referees, and a one-page pitch responding to the following questions.

Question 1: How have you gone above and beyond for a customer?

Question 2: Why are you the best person to work with Libraries ACT?

Applications should be submitted via the Apply Now button.

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

## Territory and Business Services

### Domestic Animal Services

#### **Director - Domestic Animal Services**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 50057)**

Gazetted: 10 November 2023

Closing Date: 17 November 2023

Details: The Director plays a critical role in Domestic Animal Services' enforcement of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*. Based at the Domestic Animal Services facility in Symonston, they are responsible for leading case management, investigations, and prosecutions of the service, facilitating formal investigations with complainants and others in serious/complex dog attack matters and other animal welfare incidents.

As a senior leader within Transport Canberra and City Services, the ideal candidate has excellent interpersonal and organisational skills, demonstrates initiative, and can manage competing priorities. They will give high priority to building and maintaining a safety and animal welfare-focused culture and will work closely with other DAS staff to meet workforce needs. They motivate positively influences team and individual outcomes, providing ongoing support and guidance to foster an environment of continuous learning.

This position is appointed as a Deputy Registrar and Inspector under the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*. This position involves direct supervision of the Field Operations Manager and a small investigations team.

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

How to apply: Applicants must address each Selection Criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the “Apply Now” button below.  
Contact Officer: Daniel Childs (02) 6213 3204 [Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)



## APPOINTMENTS

### ACT Health

#### **Senior Officer Grade C \$117,845 - \$126,715**

Natania Copp, Section 68(1), 13 November 2023

### Canberra Health Services

#### **Registered Nurse 1 \$72,698 - \$97,112**

Elyssa Smith, Section 68 (1), 5 February 2024

#### **Registered Nurse 1 \$72,698 - \$97,112**

Kate Scanlon, Section 68 (1), 5 February 2024

#### **Registered Nurse 1 \$72,698 - \$97,112**

Erin Griffin-Danby, Section 68 (1), 5 February 2024

#### **Senior Staff Specialist \$254,198**

Dr Murad Al-Aker, Section 68(1) 1 December 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Shreya Aryal, Section 68(1), 23 November 2023

#### **Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Janine Chan, Section 68(1), 20 November 2023

#### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Claudia Dunn-Palmer, Section 68(1), 25 November 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Wei-Hsin Ho, Section 68(1), 22 November 2023

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427**

Zhang Hongsuo, Section 68(1), 6 November 2023

#### **Health Professional Level 1 \$66,285 - \$86,842**

Shukriya Karimi, Section 68(1), 31 October 2023

#### **Technical Officer Level 1 \$62,599 - \$65,631**

Harshdeep Kaur, Section 68(1), 10 November 2023

#### **Radiation Therapist Level 2 \$73,662 - \$101,811**

Evgeniy Konash, Section 68(1), 29 November 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Payal Kumar, Section 68(1), 13 November 2023

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Haofan Li, Section 68(1), 13 November 2023

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

**Registered Nurse Level 1 \$72,698 - \$97,112**

Lily Mitchell, Section 68(1), 23 November 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Monsurat Olaniyan-Salami, Section 68(1), 23 November 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Luzia Puteho, Section 68(1), 23 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Sonu Rizal, Section 68(1), 22 November 2023

**Medical Imaging Level 2 \$70,679 - \$97,028**

Josephine Lucy Rudzki, Section 68(1), 14 November 2023

**Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Ashley Snare, Section 68(1), 20 November 2023

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Sandra Vasilic, Section 68(1), 6 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Natasha Venables, Section 68(1), 9 November 2023

**Canberra Institute of Technology**

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Emmanuel Ametowanou, Section 68(1), 14 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Elise Ewing, Section 68(1), 9 November 2023

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Jessica Millard, Section 68(1), 9 November 2023

**City Renewal Authority**

**There were no appointments this week for City Renewal Authority**

**Community Services**

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Grace Anderson, Section 68(1), 9 November 2023

**Youth Worker 1 \$68,685 - \$73,920**

Rodolfo Caivano, Section 68(1), 8 November 2023

**Child and Youth Protection Professional Level 2 \$78,014 - \$105,024**

Daniel Cheer, Section 68(1), 13 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Jayde Dowhy, Section 68(1), 9 November 2023

**Youth Worker 1 \$68,685 - \$73,920**

Linitoni Fifita, Section 68(1), 8 November 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Satu-Helena Helske, Section 68(1), 14 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Anthony Kerns, Section 68(1), 9 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Rourke O'Doherty, Section 68(1), 9 November 2023

**Youth Worker 1 \$68,685 - \$73,920**

Benjamin Reid, Section 68(1), 8 November 2023

**Senior Officer Grade A \$160,541**

Shantha Siva, Section 68(1), 7 November 2023

**Education**

**Classroom Teacher \$75,004 - \$117,538**

Leanne Evans, Section 68(1), 09 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Alex Keech, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Michael Hardy, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Martyn Stile, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Maya Downs, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Katrina Reyes, Section 68(1), 13 November 2023

**Classroom Teacher \$75,004 - \$117,538**

Raven Leatherby-Ford, Section 68(1), 16 January 2024

**Experienced School Psychologist 2 \$123,408 - \$130,270**

Philippa Scott, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Iona Stenhouse, Section 68(1), 16 January 2024

**School Assistant 2/3 \$53,566 - \$64,989**

Jessebelle Chapman, Section 68(1), 13 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Maddison Holland, Section 68(1), 10 November 2023

**ASO6/HP3 \$ (up to \$110,398 on achieving a personal upgrade)**

Kirsten O'Neill, Section 68(1), 6 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Paul Smith, Section 68(1), 9 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Jarod Wagg, Section 68(1), 14 November 2023

**Justice and Community Safety**

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Sarah Allen, Section 68(1), 13 November 2023

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Sarah Barnier, Section 68(1), 13 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Scott Channon, Section 68(1), 13 November 2023

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Bethany Colquhoun, Section 68(1), 13 November 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Bridget Nixon, Section 68(1), 10 November 2023

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Ian Roebuck, Section 68(1), 13 November 2023

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Dean Salisbury, Section 68(1), 13 November 2023

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Rebecca Stephens, Section 68(1), 13 November 2023

**Major Projects Canberra**

**Senior Officer Grade C \$117,845 - \$126,715**

Penelope Scholtens, Section 68(1), 16 November 2023

**Transport Canberra and City Services**

**Bus Operator - Training \$74,582**

Raffaello DIBLASIO, Section 68(1), 11 November 2023

**Bus Operator - Training \$74,582**

Michael Frend, Section 68(1), 3 November 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Daniel Garner-Browne, Section 68(1), 8 November 2023

**Bus Operator - Training \$74,582**

Matthew Hinchcliffe, Section 68(1), 3 November 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Keat Kua, Section 68(1), 13 November 2023

**Bus Operator - Training \$74,582**

LOVEDEEP SINGH, Section 68(1), 3 November 2023

**General Service Officer Level 5/6 \$62,078 - \$68,143**

Julene Young, Section 68(1), 8 November 2023

## TRANSFERS

### Canberra Health Services

#### **Claudia Corradini**

From: Registered Nurse Level 2 \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 60297) (Gazetted 19 September 2023)

#### **Nancy Rubendra**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 29159) (Gazetted)

### Director of Public Prosecutions

#### **Patty Ng**

From: Administrative Services Officer Class 5 92,370

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Director of Public Prosecutions, Canberra (PN. 50729) (Gazetted 14 September 2023)

### Worksafe ACT

#### **Julian Hicks**

From: Administrative Services Officer Class 6 \$103,489

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Worksafe ACT, Canberra (PN. 62617) (Gazetted 24 August 2023)

## PROMOTIONS

### ACT Health

**Population Health Division  
Research, Programs and Services  
ACT Government Analytical Laboratories  
Markus Froehlich**

From: Health Professional Level 2 \$70,679 - \$97,028  
ACT Health  
To: †Health Professional Level 4 \$114,928 - \$123,710  
ACT Health, Canberra (PN. 30721) (Gazetted 22 September 2023)

**Policy, Partnerships and Programs  
Data Analytics Branch  
Health System and Services Data  
Prathima Karri**

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377  
ACT Health  
To: †Senior Officer Grade A \$160,541  
ACT Health, Canberra (PN. 61036) (Gazetted 18 September 2023)

### Canberra Health Services

**North Canberra Hospital  
Women and Children  
Maternity**

Telicia Short  
From: Registered Midwife Level 2 \$100,957 - \$107,000  
North Canberra Hospital  
To: Registered Midwife Level 2 \$100,957 - \$107,000  
North Canberra Hospital, Canberra LP7933, 3 October 2023

**North Canberra Hospital  
6 West**

**Registered Nurse**

Pauline Martinez  
From: Registered Nurse 1 Year 8 \$72,698 - \$97,112  
North Canberra Hospital  
To: Registered Nurse Level 2 Year 2 \$100,957 - \$107,000  
North Canberra Hospital, Canberra PN. LP8941 Gazette 16th November 2023

**Clinical Services**

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

**Adult Acute Mental Health**

**Maxwell Adjei-Ameyaw**

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. 63591) (Gazetted 28 September 2023)

**Medical Services**

**Imaging**

**Emily Clout**

From: Medical Imaging Level 2 \$70,679 - \$97,028  
Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 63405) (Gazetted 28 February 2023)

**Tracy-Jayne Fletcher**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 57410) (Gazetted 24 August 2023)

**Clinical Services**

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

**Child and Adolescent Mental Health**

**Cassandra Ollerhead**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 29896) (Gazetted 14 September 2023)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Health Centres**

**Ado Ortiz**

From: Health Service Officer Level 4 \$57,149 - \$59,336

Canberra Health Services

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services, Canberra (PN. 40669) (Gazetted 26 September 2023)

**CHS Medical Services**

**Imaging**

**Nicholas Orr**

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 63406) (Gazetted 28 February 2023)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Oral Health Services**

**Tina Scholes**

From: Dental Assistant Level 2 \$60,626 - \$70,887

Canberra Health Services

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services, Canberra (PN. 60829) (Gazetted 14 September 2023)

**Canberra Institute of Technology**

**Industry Engagement and Strategic Relations**

**Industry Engagement**

**Chimwemwe Mpaso**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Canberra Institute of Technology, Canberra (PN. 57240) (Gazetted 16 August 2023)



**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Projects, Governance & Support**

**Customer Experience and Design.**

**Patrick McPhan**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 23990) (Gazetted 20 March 2023)

**Office of Industrial Relations and Workforce Strategy**

**Property and Government Insourcing Group**

**ACT Property Group**

**Grant Voysey**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Chief Minister, Treasury and Economic Development, Canberra (PN. 62392) (Gazetted 4 September 2023)

**City Renewal Authority**

**There were no promotions this week for City Renewal Authority**

**Community Services**

**Children, Youth and Families**

**Business Support**

**Business and Systems Development Team**

**Ewan McArthur**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Community Services, Canberra (PN. 59037) (Gazetted 26 October 2022)

**Education**

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Kenneth Dodds**

From: Senior Officer Grade C \$117,845 - \$126,715

Education

To: †Senior Officer Grade B \$138,476 - \$155,668

Education, Canberra (PN. 42892) (Gazetted 18 October 2023)

**Business Services**

**Infrastructure & Capital Works**

**Capital Upgrades**

**Utthavaro Douk**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education

To: Infrastructure Officer 2 \$91,428 - \$105,186

Education, Canberra (PN. 27494) (Gazetted 22 November 2022)

**Business Services**

**People and Performance**

**People and Conduct**

**Anna Karpantais**

From: School Assistant 3 \$60,493 - \$64,989

Education

To: School Assistant 4 \$72,353 - \$78,207

Education, Canberra (PN. 32522) (Gazetted 27 March 2023)

**School Performance and Improvement**

**North and Gungahlin**

**Harrison School**

**Brooke Kennedy**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Education

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 33599) (Gazetted 19 October 2023)

**School Performance and Improvement**

**North Canberra and Gungahlin Network**

**Shirley Smith High School**

**Lauren Samson**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Education

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education, Canberra (PN. 62438) (Gazetted 5 October 2023)

**System Policy and Reform**

**Strategic Policy**

**Early Childhood Policy**

**Emmalene Sculthorpe**

From: Senior Officer Grade C \$117,845 - \$126,715

Education

To: †Senior Officer Grade B \$138,476 - \$155,668

Education, Canberra (PN. 38555) (Gazetted 20 October 2023)

**Justice and Community Safety**

**Security and Emergency Management**

**Emergency Management**

**David Bremers**

From: FB6 (Station Officer) \$117,069

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN. 62400) (Gazetted 2 August 2023)

**Legislation, Policy and Programs**

**Civil and Regulatory Law**

**Liquor, Racing and Gaming Policy**

**Lara O'Neill**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety, Canberra (PN. 63613) (Gazetted 28 April 2023)

**Emergency Services Agency**

**Corporate**

**ESA Training**

**Helen Roach**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Justice and Community Safety, Canberra (PN. 07907) (Gazetted 9 October 2023)

**Transport Canberra and City Services**

**Territory and Business Services**

**Yarralumla Nursery**

**Ismail Hussaini**

From: General Service Officer Level 3/4 \$56,173 - \$61,181  
Transport Canberra and City Services  
To: †General Service Officer Level 5/6 \$62,078 - \$68,143  
Transport Canberra and City Services, Canberra (PN. 41057) (Gazetted 5 October 2023)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Chief Operating Officer**

**Safety and Wellbeing**

**Safety and Wellbeing**

**Louise Kenna**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Transport Canberra and City Services, Canberra (PN. 36340) (Gazetted 16 August 2023)

**Transport Canberra and City Services**

**Transport Canberra**

**Planning and Delivery - Procurement & Strategic Assets**

**Kylie-Anne Smith**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Transport Canberra and City Services, Canberra (PN. 49309) (Gazetted 15 September 2023)