



ACT Government Gazette
Gazetted Notices for the week beginning 16 November 2023

VACANCIES**ACT Audit Office**

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

Professional Services**Executive Officer, Professional Services****Auditor Band 2 \$94,910 - \$115,197, Canberra (PN: 63690)**

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: The ACT Audit Office is seeking someone with excellent organisational, administrative and stakeholder management skills for the role of Executive Officer, Professional Services.

As the Executive Officer, you will be primarily responsible for providing executive support to the Auditor-General, Assistant Auditor-Generals and Chief Operating Officer Professional Services whilst also contributing to the effective administration of the ACT Audit Office through a range of corporate and administrative tasks.

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

Eligibility/Other requirements:

To be successful in this position you will need to have minimum three years' experience in providing executive and administrative support.

Qualifications in business administration/management, communications and human resources are highly desirable. All applicants must be fluent in English.

This position is a Position of Trust 1 and therefore, if you are selected for this position, you will have Australian Government Security Vetting Agency clearance at 'Baseline' level. If you do not have Baseline security clearance, and you are not a citizen or a permanent resident, the Office will undertake an internal security assessment to assess against this criterion.

Note: This is a temporary position for four months from December 2023 to April 2024 with the possibility of extension up to 12 months and/or permanency.

Selection will be based on a written application, an interview and referee reports. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two single sided A4 pages) addressing the Selection Criteria and listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taylah Commisso (02) 6207 4280 Taylah.Commisso@act.gov.au

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**

Information and Engagement Officer**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 36555)**

Gazetted: 17 November 2023

Closing Date: 24 November 2023

Details: Elections ACT is seeking an enthusiastic and motivated person to join our small team. This person will be responsible for engaging the ACT community and stakeholders to promote electoral awareness, participation and compliance in preparation for the 2024 Legislative Assembly election.

The successful applicant will assist in the planning, design and delivery of Elections ACT's communication and engagement programs to improve understanding and trust of electoral processes and promote public participation in elections and confidence in electoral outcomes.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They will be willing to continuously improve, be outcome focused and accountable for their actions.

It is important for the successful applicants to understand and work within the ACTPS Code of Conduct and model our values of respect, integrity, collaboration, innovation, independence, impartiality and accountability, 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 weekend.

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

How to Apply: Please submit a one to 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

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>

Executive Group Manager, Population Health

Temporary Vacancy (three months, with the possibility of extension up to nine months)

ACT Health Directorate

Population Health Division

Position: E1249

(Remuneration equivalent to Executive Level 2.1)

Circulated to: ACTPS Senior Executive List

Date circulated: 17 November 2023

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Group Manager, Population Health Division. The occupant must have the ability to influence and lead population health policy for the ACT. In addition, this role will have strategic management of the provision and commissioning of a range of services and programs aimed at improving the health of the ACT population through interventions which:

- promote behaviour changes to reduce susceptibility to illness;
- alter the ACT environment to promote the health of the population; and
- promote interventions that remove or mitigate population health hazards.

We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

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 \$291,412 - \$303,072 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$259,114.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Laura McNeill via email, laura.mcneill@act.gov.au by COB Thursday 23 November 2023.

Contact Officer: Laura McNeill (02) 5124 9605 laura.mcneill@act.gov.au

Policy, Partnerships and Programs**Health Policy and Strategy Branch****End of Life Policy - Voluntary Assisted Dying & Palliative Care****Assistant Director, Communication and Engagement****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57838)**

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: With the ACT Government expected to soon enact new laws to implement its own Voluntary Assisted Dying scheme, the project team is seeking the services of a dynamic, self-driven communication professional who can design and implement a communication and engagement strategy over the next 12 months. The successful candidate will understand the sensitivities and people-centric approach that needs to be taken to deliver such a strategy. You will be confident enough to work with a wide range of invested stakeholders – either via the community or through the people who will help to deliver the service.

Once on board, you will work as an integral member of the committed and focused project team, who will take the idea and turn it into a well-developed and functional scheme. Experience working on a similar human services project or on topics requiring a high level of sensitivity will be a great advantage. You will have the support and channels of a fully centralised communication team to help you in all areas of your job.

Previous applicants need not reapply, your applications will still be considered as part of this expanded process.

Eligibility/Other requirements: Relevant tertiary qualifications or a minimum of five years experience working professionally in the fields of communication, community engagement, public participation, or marketing.

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 will be used to fill vacancies over the next 12 months.

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.

The names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Infrastructure, Communication and Engagement**Strategic Infrastructure Branch****Strategic Infrastructure Branch****Senior Director, Infrastructure Delivery****Senior Officer Grade A \$160,541, Canberra (PN: 60434)**

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Infrastructure Delivery Team with the ACT Health Directorate Strategic Infrastructure Branch, you will have the opportunity to be involved in the development and delivery of Health Infrastructure.

ACT Health is looking for talented, dedicated and highly motivated professional who want the opportunity to apply infrastructure project management, stakeholder engagement and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. We are looking for team players to come and be part of the future of health care delivery in the ACT.

This challenging role will require a skilled individual who can work through competing priorities and various challenges concurrently, to delivery outcomes. The ideal candidate will have a strong work ethic and be highly skilled in working in fast-paced environments, with a diverse range of stakeholders and people. If this sounds like you, we would love to hear from you.

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

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

Note: This is a temporary position available immediately up to two years with the possibility of extension and/or permanency.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

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:

your 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 below.

Contact Officer: Susu El Husseini (02) 6207 9120 Susu.ElHusseini@act.gov.au

Corporate and Governance

Governance and Risk

Legal Policy

Assistant Director Legal Policy, Voluntary Assisted Dying

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63186)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Are you a solution 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 an enthusiastic individual who can hit the ground running.

The ACT Government is committed to promoting the autonomy and dignity of eligible people and will introduce legislation in late 2023 to legalise access to Voluntary Assisted Dying in the ACT.

Subject to passage of legislation, the Policy, Partnerships and Programs Division will lead the implementation of Voluntary Assisted Dying within ACT Health Directorate. The Assistant Director of Legal Policy will work collaboratively with the Policy, Partnerships and Programs Division prior to the passage of the Voluntary Assisted Dying legislation and throughout the implementation period.

To be successful in this role, you will be able to work collaboratively and compose and edit complex written material. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

Qualification in law is highly desirable.

Note: This is a temporary position available from January 2024 for a period 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.

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.

The names and contact details of two referees.

Applications should be submitted via the Apply Now button.

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

Infrastructure, Communication and Engagement

Strategic Infrastructure Branch and Policy and Planning

Infrastructure Officer 5

Infrastructure Officer 5 \$163,315, Canberra (PN: 36711)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Infrastructure Delivery Team with the ACT Health Directorate, Strategic Infrastructure Branch, you will have the opportunity to be involved in the development and delivery of Health Infrastructure.

ACT Health Directorate is looking for talented, dedicated and highly motivated professional who want the opportunity to apply infrastructure project management, stakeholder engagement and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. We are looking for team players to come and be part of the future of health care delivery in the ACT.

This challenging role will require a skilled individual who can work through competing priorities and various challenges concurrently, to delivery outcomes. The ideal candidate will have a strong work ethic and be highly skilled in working in fast-paced environments, with a diverse range of stakeholders and people. If this sounds like you, we would love to hear from you.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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

How to Apply: Please submit a two page expression of interest addressing selection criteria located in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susu El Husseini (02) 6207 9120 Susu.ElHusseini@act.gov.au

Digital Solutions Division

Technology Operations

Digital Solutions Support

Support Analyst

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 57370, several)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: If you enjoy troubleshooting and investigating ICT solutions for end users and have good communication skills, then apply now to join a team that's part of a large and exciting division with a contemporary digital health strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are of a 24 x 7 Service Desk managed through rotating shifts roster.

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

Eligibility/other requirements:

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

The Support Analyst, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

Note: There are several temporary positions for up to 12 months possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the apply now button below.

Contact Officer: Zoe Allen (02) 5124 4777 Zoe.Allen@act.gov.au

Digital Solutions Division**Office of the Chief Information Officer****Executive Assistant****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 33930)**

Gazetted: 17 November 2023

Closing Date: 1 December 2023

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

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential, and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills.

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

the implementation and support of the Digital Health Strategy,
management of technology services and projects,
management of the relationship and services delivery by technology vendors
development, implementation and maintenance of technology policies and procedures, and
information management and protective security.

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.

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

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

Applications should be submitted via the apply now button below.

Contact Officer: Dylan Atkinson (02) 5124 6399 Dylan.Atkinson@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

Corporate, Prevention and Communication**Assistant Director Governance and Compliance****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61181)**

Gazetted: 21 November 2023

Closing Date: 12 December 2023

Details: This position is responsible for establishing and maintaining the Commission's corporate governance arrangements, including in relation to risk management, fraud and corruption control, internal audit, business continuity, records management, property management and protective security.

This position is also responsible for ensuring the Commission complies with all mandatory reporting requirements under the *IC Act*, the *PID Act*, and any other Territory or Commonwealth legislation which imposes a reporting obligation on the Commission as a law enforcement agency and public sector entity. This includes reporting to the Inspector of the Commission and preparation of the Commission's annual report.

The position may also manage a small team responsible for providing office management, and executive and administrative support for the Commission.

What you will do:

Operating under broad direction, and working with a high degree of independence and leadership:

Develop, implement and manage the Commission's policies and systems covering risk management, fraud and corruption control, corporate governance, internal audit and business continuity.

Perform the functions of agency security advisor and manage the Commission's compliance with the mandatory requirements of the Protective Security Policy Framework (PSPF).

Oversee the management of the Commission's property, including facilities maintenance and upgrades, and asset management, including any associated procurement and contract management activities.

Oversee and maintain the Commission's information and records management program and systems in accordance with the *Territory Records Act 2002*.

Manage delivery of the Commission's full suite of statutory reporting obligations, including delivery of the Commission's annual report in conjunction with the Assistant Director, Communications and Engagement.

Assist with the Commission's internal budget and financial processes in accordance with the *Finance Management Act 1994* and other relevant legislation.

Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication styles to present messages in a clear and concise manner.

Other functions as required to ensure the effective and efficient operation of the Commission.

This position is being advertised for either permanent appointment or fixed term non-ongoing employment, depending on the preferences of the selected candidate. Part time arrangements, with a minimum three days per week, may be considered.

Secondment arrangements may also be considered if you are currently employed in Federal public service agencies.

Note for ACT public servants - The ACT Integrity Commission (ACTIC) is prohibited from appointing people who have been ACT Public Servants within the last five years. However, the services of ACT public servants can be provided to ACTIC, with the approval of the Head of Service, under *section 54* of the *Integrity Commission Act 2018*. If you are currently employed by the ACT public service and/or have been in the past five years, you can lodge an application on the basis that, if you are the preferred candidate, approval to second your services will be required from your Directorate and the Head of Service.

Eligibility/Other requirements:

Essential criteria

A proven ability to achieve results

Excellent written and verbal communication skills

Demonstrated analytical skills and sound judgement

Demonstrated personal drive and integrity

Excellent interpersonal skills, and a proven track record developing productive working relationships.

Substantial experience delivering a broad range of corporate governance and compliance functions, preferably in a public sector agency or law enforcement agency.

Desirable criteria

Tertiary or vocational qualifications in a discipline relevant to the requirements of the position.

Other requirements of the position

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

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

ACT current or former public servants should note the eligibility conditions set out in the details section of this advertisement.

How to apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than two A4 pages which:

Demonstrates how your skills, knowledge and experience address the selection criteria outlined in the 'What you require' section of the Position Description, and

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at jeff.smith@integrity.act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Smith (02) 6205 9551 Jeff.Smith@integrity.act.gov.au

Investigations

Investigator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62049)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Investigators will undertake investigations using conventional investigation methodologies and the use of covert and coercive investigation powers available to the ACTIC. Investigators will prepare examination briefs for use in Commission examinations, and where appropriate, briefs of evidence for referral to the ACT Director of Public Prosecutions.

What you will do:

Conduct investigations into allegations of corrupt conduct ensuring;

Investigation standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny;

Investigation plans, activities and results are appropriately maintained so that information about operational progress and outcomes is readily available to others; and

Operational and organisational risks are effectively managed and reported to the Director Investigations as required.

Where necessary, prepare evidentiary material for Commission Examinations or for referral to prosecution entities ensuring evidentiary material is professionally presented in accordance with legislative requirements, internal policies and the requirements of the Office of the ACT Director of Public Prosecutions.

Communicate within and external to the Commission in a professional, timely, clear and relevant way.

Contribute to a positive culture of continuous personal and organisational improvement by ensuring appropriate personal behaviours and recognising 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. Provide assistance to other business units within the Commission if and when required.

This position is being advertised for either permanent appointment or fixed term non-ongoing employment, depending on the preferences of the selected candidate. Part time arrangements, with a minimum three days per week, may be considered.

Secondment arrangements may also be considered if you are currently employed in Federal public service agencies.

Note for ACT public servants - The ACT Integrity Commission (ACTIC) is prohibited from appointing people who have been ACT Public Servants within the last five years. However, the services of ACT public servants can be provided to ACTIC, with the approval of the Head of Service, under *section 54 of the Integrity Commission Act 2018*. If you are currently employed by the ACT public service and/or have been in the past five years, you can lodge an application on the basis that, if you are the preferred candidate, approval to second your services will be required from your Directorate and the Head of Service.

Eligibility/Other requirements:

Essential criteria

Demonstrated experience in investigations, law enforcement, regulatory review, compliance or audit environments.

Demonstrated knowledge of the law and/or the rule of law as it applies to oversight or regulatory environments.

Proven organisational abilities, problem solving, analytical skills, policy and process identification, development, modification and implementation.

Ability to write well and communicate effectively with a wide range of people both within and external to the Commission.

An enquiring mind and the ability to work effectively in a multi-disciplinary team-based environment.

Professional / Technical Skills and Knowledge

A Certificate IV Government (Investigations).

Diploma or higher-level qualification in investigations or a related field is highly desirable.

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

The position may involve some domestic travel.

Compliance Requirements / Qualifications

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

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

How to apply: Applications must include:

A current curriculum vitae, and

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 0418173464 or at jeff.smith@integrity.act.gov.au.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Smith (02) 6205 9551 Jeff.Smith@integrity.act.gov.au

Legal

Principal Lawyer

Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 53531)

Gazetted: 17 November 2023

Closing Date: 8 December 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 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, 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.

Working at the Commission is an opportunity to do challenging but rewarding work and make a meaningful contribution to the ACT and the broader community.

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

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 PIDs

Our People

Working at an anti-corruption agency is unique and not for everyone. The Commission is looking for people who are:

courageous and ready for a challenge;

professional and committed;

agile, measured and fair; and

trustworthy, with a sense of duty.

BUSINESS UNIT OVERVIEW

The position sits in the Commission's Legal Team.

The Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. In doing so, the Legal Team works collaboratively with the Commissioner, the CEO, the Investigations and Assessments Team, and the Corruption Prevention and Education Team.

Commission lawyers assist in the planning and conduct of all investigations, and provide advice, as required, to other sections of the Commission. They act as Counsel Assisting in private examinations, and prepare briefs for and instruct Counsel Assisting (or appear as Counsel Assisting) at public examinations. They also assist with the preparation of investigation reports, oversee the preparation of briefs of evidence for submission to the Director of Public Prosecutions ('DPP'), and liaise with DPP lawyers in relation to answering requisitions for further evidence and the conduct of any prosecutions.

The Legal Team also assists by providing advice to the Commission on policy and other organisational matters relevant to the establishment and operation of the Commission.

POSITION OVERVIEW

The Principal Lawyer will be responsible for the provision of high quality legal advice and legal services to the Commission.

In this role, the Principal Lawyer is expected to:

Work as a member of a multi-disciplinary investigation team to plan and conduct investigations while ensuring relevant statutory powers are exercised lawfully and in accordance with Commission policies and procedures. Prepare for and work in private and public examinations, including working with investigators to prepare hearing briefs, act as Counsel Assisting in selected private examinations and instruct Counsel Assisting (or appear as Counsel Assisting) in public examinations.

Assist in the drafting of corruption exposure chapters for investigation reports.

Work with investigators to identify criminal offences to be included in briefs for furnishing to the DPP (or other prosecution authorities), prepare prosecution briefs and liaise with relevant prosecution authorities.

Provide legal and policy advice on matters as required.

Assess and respond to Freedom of Information requests in accordance with applicable legislation.

Facilitate compliance with legislated reporting requirements.

Contribute to legal knowledge within the Commission through a commitment to continued legal education and training.

As a representative of the Commission, you will be a role model for professionalism and integrity within the ACT public sector, the broader ACT community, and the legal profession.

This position may involve the direct supervision of staff.

WHAT YOU WILL DO

Provide high quality legal services to the Commission through ensuring:

all applications for the exercise of statutory powers are assessed to ensure they are appropriate, effective to meet the Commission's needs and comply with relevant legal and Commission requirements;

potential sources of evidence are identified to facilitate Commission investigations, private examinations, public examinations and brief preparation;

evidence is thoroughly analysed to ensure all relevant evidence is taken into account in Commission investigations (including public examinations) and reports;

draft corruption exposure chapters of investigation reports are clear, concise, logically set out, factually accurate, meet procedural fairness requirements, and there is a sound legal and evidentiary basis for all proposed findings; and

briefs of evidence are complete and fit for purpose.

Engage in operational effectiveness through:

using initiative to identify problems and issues and effective responses;

effectively prioritising work;

assessing relevant information to identify and evaluate options to ensure high quality decision making;

ensuring Counsel Assisting is fully briefed in a timely manner; and

ensuring examinations are conducted effectively, efficiently, in accordance with Commission and legal requirements.

Demonstrate excellent interpersonal and communication skills, through ensuring:

information is clearly and effectively presented through oral and written means;

relevant people are kept informed of decisions, changes and relevant information in a timely manner;

effective teamwork is fostered across the Commission; and

records are maintained in accordance with legislative requirements and Commission policies.

Demonstrate a commitment to growth, through:

promptly responding to and addressing performance issues raised;

mentoring other lawyers and members of the legal team as required;

contributing to legal knowledge within the Commission through a commitment to continued legal education and training and maintaining an awareness of relevant legal developments;

identifying experiences relevant to the performance of the Legal Team and sharing them within the Legal Team;
and

identifying personal developmental needs and communicating them to the Solicitor to the Commission.

Make a positive contribution to the Commission's culture by:

supporting the development and implementation of the Commission's business and strategic planning objectives including through providing recommendations and advice to senior managers to inform decision making;

promoting 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; and

at all times, acting in an ethical and respectful manner, consistent with Work Health and Safety ('WHS'), Equal

Employment Opportunity ('EEO'), diversity and employee well-being requirements.

Eligibility/Other Requirements:

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 five years immediately before the day of the proposed appointment, been an ACT public servant.

Note: employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

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

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

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

How to Apply:

Applications for the position(s) should be submitted online via the jobs.act.gov.au website.

Applications must include:

A current resume; and

A written response (a pitch) of 750 words or less that:

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you are the best person for the position(s).

If you are unable to submit your application online, please contact the Solicitor to the Commission at legal@integrity.act.gov.au.

Applications should be submitted via the Apply Now button.

Contact Officer: Gina Nott (02) 6207 8233 Gina.Nott@integrity.act.gov.au

Canberra Health Services

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

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

CHS University of Canberra Hospital

UCH Rehabilitation

UCH Brindabella Rehab Services - Allied Health

Physiotherapist - Community Care Program / University Canberra Hospital

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 25539, Several - 02ETT)

Gazetted: 16 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:

Several opportunities for HP2 physiotherapists with at least 12 months of experience (commencing February 2024) to join the RACS Physiotherapy services. Positions are available in the Community Care Program and UCH based Physiotherapy services.

The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community-based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and health centre-based community musculoskeletal physiotherapy services.

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

Note: This recruitment is to fill position across services and suitability will be assessed in consideration of the different requirements of these services. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (of a duration up to 12 months with a possibility of extension) in a full time or part time capacity.

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 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.

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

Contact Officer: Megan Sullivan (02) 5124 0079 Megan.Sullivan@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Territory Wide Mental Health Services

Psychologist, Occupational Therapist or Social Worker (HPO2) - Access Mental Health Team

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40898 - 02ERY)

Gazetted: 16 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.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams.

The successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift.

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: Jodie Russell 02-6207-2570 Jodie.Russell@act.gov.au.

Staff Specialist / Senior Specialist in General Paediatrics

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63084 - 02EMQ)

Gazetted: 16 November 2023

Closing Date: 13 December 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](#)

Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the Royal College of Physicians (RACP) for paediatric basic training and Australasian College of Emergency Medicine (ACEM) training.

The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the Sydney Child Health Program (SCHP) in preparation for RACP or Royal Australasian College of General Practitioners (RACGP) training. There is an active junior doctor teaching program which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

The Staff Specialist will work alongside the paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services.

Duties:

Under limited direction of the Unit Director, you will perform the following:

Manage inpatients and outpatients referred to the General Paediatric Service and in doing so, promote a commitment to high quality, customer service principles, practices and attributes.

Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients.

Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics.

Undertake other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes.

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

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

Contact Officer: Dr Blessy Charles 51247607 Blessy.charles@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Paediatric Physiotherapist - Health Professional Level 3 - Acute Allied Health

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 17272 - 02ESP)

Gazetted: 17 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.

VISA/Sponsorship for eligible candidates.

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

About the Role: We are seeking a Paediatric Physiotherapist who is available on a part time basis for 20.05 hours per week. The Division of Allied Health provides a range of allied health services across clinical Divisions based at 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.

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings, including but not limited to paediatric inpatient wards, neonatal intensive care and special care nursery, physiotherapy-led outpatient services and multidisciplinary paediatric clinics including Cystic Fibrosis, Hip Dysplasia, and Growth and Development Clinics. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams locally and interstate, to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of paediatric patients across the care continuum.

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

Note: This position is part-time at 22.05 hours per week and the full-time salary noted above will be pro-rata.

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

CHS Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

High School Immunisation Coordinator - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16260 - 02EUQ)

Gazetted: 17 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: An exciting opportunity has arisen to join the Child and Adolescent Immunisation Team (CAIT) who provide the high school immunisation program, kindergarten health check program, early childhood immunisation clinics and the seasonal influenza program for under 5's.

Both full time and part time hours (job share) will be considered for this position to start in January 2024. The team are based at 1 Moore Street, Monday-Friday, 0800-1630.

There is an opportunity to take accrued leave during school holidays and you will be well supported by the CAIT Manager.

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

Note: This is a temporary position available for 6 to 12 months with the possibility of extension and/or permanency at either full time or part time hours. Part-time hours per week and the full-time salary noted above will be pro-rata.

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

Allied Health & Palliative Care

Physiotherapist - Health Professional Level 1

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: LP7896 - 02EYN)

Gazetted: 17 November 2023

Closing Date: 8 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 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.

Physiotherapists play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. You will be required to participate in an overtime, restricted on-call and shift rosters.

Under limited direction of the Director of Physiotherapy you will be required to perform the following clinical and non-clinical duties:

- Provide appropriate physiotherapy assessment and intervention to patients, using established principles, techniques and methods under supervision.
- Facilitate effective communication and work collaboratively with the patients, families, carers, healthcare and service providers to ensure quality service delivery across the continuum of care.
- Complete clinical and administrative data collection and evaluation to standards.
- Participate in clinical supervision, continuing professional development and performance planning and review processes.
- Participate in team and program related service activities as required.
- Participate in the implementation of clinical governance activities, research programs, health promotion and quality improvement projects in areas relevant to service.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:**Requirements/Qualifications:****Mandatory**

- Relevant Tertiary qualifications or equivalent in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend/public holiday 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.

Highly Desirable

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

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: Sandra Holdom 02 6201 6111 Sandra.Holdom@calvary-act.com.au

CHS Chief Executive Officer**CHS Allied Health****Casual Audiologists – Allied Health**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C08882, Several - 02EX5)

Gazetted: 17 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.

About the Role:

This round will be used to recruit to two casual Audiologist positions at the Canberra Hospital. These positions will take part in a rotational roster working in Auditory-Brainstem Response (ABR) clinics, working roughly two full-day shifts every six weeks in tandem with another Audiologist. On the job training in ABR testing will be provided to the successful applicants.

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 position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Tim Tooke (02) 5124 2045 Timothy.Tooke@act.gov.au.

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Social Worker - Acute Allied Health Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63627 - 02ETR)

Gazetted: 17 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.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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.

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

Contact Officer: Patrice Higgins (02) 5124 2316 patrice.higgins@act.gov.au

Immunology

Staff Specialist / Senior Specialist in Immunology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 36092 - 02EVT)

Gazetted: 17 November 2023

Closing Date: 4 January 2024

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](#)

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The Immunology Department is based at the Canberra Region Cancer Centre (CRCC). There are 2.2 FTE Staff Specialists and one clinical and one laboratory registrar. Immunologists may admit patients to the Canberra Hospital.

Hospital based day therapy and outpatient clinics are provided at the CRCC. The Department has a strong track record of research. There are dedicated immunology nursing staff to support the immunodeficiency service and allergy testing.

Duties:

Under limited direction of the Unit Director you will:

Conduct outpatient clinics at the Canberra Hospital, participate in on-call rosters and provide inpatient care as directed.

In consultation with the Unit Director and Clinical Director, develop a specific area of interest or expertise within the Department of Clinical Immunology and participate in research relevant to same.

Contribute to the clinical governance of the unit by actively participating in clinical audit, morbidity and mortality review and by practicing evidence-based medicine including ensuring services meet the National Safety and Quality Health Service (NSQHS) Standards.

Strive for continuous professional development both in theoretical knowledge and practical skills. You will contribute to the education and training of all members of the team, including the training of junior medical staff and the teaching of medical students.

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.

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

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

Note: This is a part-time temporary position available at 16 hours per week for a period of 36 months. The full-time salary noted above will be paid pro-rata.

Contact Officer: Paul Craft 51248502 Paul.Craft@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Executive

Departmental Office Manager - Rehabilitation, Aged and Community Services

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 61568 - 02EZ0)

Gazetted: 17 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:

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

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

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: Haider Rana (02) 5124 8303 Haider.Rana@act.gov.au

Adult Community Mental Health Services

Allied Health Assistant 3 - Adult Community Mental Health Services

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37818 - 02EU3)

Gazetted: 17 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:

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services**Alcohol & Drug Services****Justice Health Services****Child & Adolescent Mental Health Services (CAMHS)****Rehabilitation and Specialty Mental Health Services**

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

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

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

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

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

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

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

This recruitment is for the Community Recovery Service. CRS provide a recovery-focused, strengths-based approach to clinical case management to improve wellbeing and enhance functioning in the community for adults who:

Are experiencing complex mental illness/disorder or psychological distress which is associated with significant functional impairment and/or significant risks

May be subject to a Psychiatric Treatment Order under the Mental Health Act 2015

Have multidisciplinary treatment needs that cannot be met elsewhere in the community or less intensive service

Require regular service contact over a medium to longer-term episode of care

Where this is a temporary position, it may lead to extension or permanency. Selection may be appointed using the written application alone.

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.

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

Contact Officer: Prasanth Divikar (02) 5124 1269 Prasanth.Divikar@act.gov.au

CHS Clinical Services**Women, Youth and Children's Health****Women, Youth and Children Community Health Programs****Clinical Development Nurse/Midwife RN2 - MACH****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22763 - 02ELM)**

Gazetted: 20 November 2023

Closing Date: 4 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:

An exciting opportunity has become available for an experienced Clinical Development Registered Nurses and /or Midwives, with Child and Family health qualifications, to join our Maternal, Child and Family team.

Joining our team you will become a part of our family-friendly and supportive culture and part of an organisation that values your skills and expertise, which supports your personal and professional growth. You'll have access to ongoing training and development opportunities, as well as the chance to work in a leadership team who are committed to providing the highest quality of care to mothers, babies and their family.

If you are an registered nurse and/or midwife, that holds a certificate/diploma in Child and Family Health qualifications, who is passionate about providing clinical teaching and assessment of nurses/midwives, graduate and postgraduate child and family health nurses/ midwives utilising adult learning principles and following practice standards and policies and looking for an exciting opportunity to develop your career further, we encourage you to apply to join our team at Maternal and Child Health in the ACT.

The position is full-time however part-time hours 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.
- 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: Sally Haseler (02) 5124-1701 Sally.Haseler@act.gov.au

eHealth and Informatics

Project Manager - Rostering Right for Demand

Senior Officer Grade A \$160,541, Canberra (PN: 63645 - 02EVB)

Gazetted: 17 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.

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 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 position will be supported directly by the Chief Information Officer on day-to-day matters and is part of the eHealth and Informatics Division.

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: Narelle Macgregor (02) 5124 9332 Narelle.Macgregor@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Health Professional Level 4/Registered Nurse 4.1 Team Leader - Custodial Mental Health

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 33369, Several - 02EW3)

Gazetted: 20 November 2023

Closing Date: 4 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:

This is an exciting opportunity to join the collegial Forensic Mental Health Service (FMHS) as the Team Leader of Custodial Mental Health. FMHS core business is to deliver high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. As part of FMHS, Custodial Mental Health (CMH) is responsible for the delivery of high-quality mental health care to adults and young people experiencing moderate to severe mental health concerns while in the criminal justice system.

You will be provided with specialist training and specialist clinical supervision, and supported to lead a collaborative and multidisciplinary team environment. You will be supported to maintain any continuing professional development requirements, appropriate to area of service provision, such as attendance to group supervision, research groups, and/or in-services.

This position is based at the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

Note: This position is full time and temporary for 8 months with the possibility of extension. The role is a co-classified position for HPO4 or RN4.1.

For more information about the role, please view the relevant position description:

Health Professional Officer Level 4

Registered Nurse Level 4, Grade 1

*Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement.

*Note: Nurses working within the Custodial Environment are entitled to a custodial and laundry allowance. Eligible applicants may also apply for post-graduate qualification allowance ((Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement for a full account of employment conditions).

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.

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

Contact Officer: Lauren Hendry 51241813 Lauren.J.Hendry@act.gov.au

Executive Suite

Clinical Improvement Project Officer - Senior Officer Grade C

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 602548 - 02EVN)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

North Canberra Hospital is committed to ongoing improvement and innovation in healthcare. The Clinical Improvement Project Officer will report to the General Manager North Canberra Hospital and will support the development and implementation of key clinical projects in response to areas of demand, including but not limited to a new General Medicine Model of Care, Escalation Procedures and Outpatient Department redesign.

Guided by the North Canberra Hospital Clinical Governance Framework, Quality Improvement methodology and Clinical Services Profile, the Project Officer will support a number of specific clinical projects and work alongside relevant stakeholders to facilitate their contributions to enable evidence based, innovative and effective project redesign and change management activities.

Under limited direction of the General Manager, you will be responsible for providing leadership, liaison and project management to clinical projects. You will be required to undertake the following duties: Support the development and implementation of Clinical projects, in line with key organisational strategic and operational priorities. Including the identification of systems and structures to support them and continued support and monitoring of progress.

Collaborate and effectively communicate with project sponsors, governance bodies and a diverse range of internal and external stakeholders in the establishment and implementation of Clinical projects and associated project deliverables.

Build capacity within clinical teams to undertake improvement projects by supporting implementation and providing periodic oversight and troubleshooting.

Ensure key performance indicators, key deliverables are measured and reported in a structured way.

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

About you:

Requirements/Qualifications

Relevant experience in managing quality and safety projects in a health setting is 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.

ICU/HDU/CCU

Transition to Critical Care (ICU/HDU/CCU) - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP7999, several - 02EU0)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Registered Nurse is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with the multidisciplinary team and provide support, guidance and education to patients and their families.

The transition program is a structured 1 year program aimed at registered nurses with at least 1 year's post registration experience who are looking for a supported move into critical care.

The ICU CCU comprises a 10 bed medical/surgical ICU/HDU and a 6 bed non-interventional CCU providing care for approximately 1500 patients per year.

Under limited direction of the Clinical Nurse Consultant you will deliver high quality, evidence based, patient centred care, to our critically ill patients and their families. You will:

Provide direct patient care, utilising the nursing process while working within the prescribed legislation.

Provide patient information and education throughout the continuum of care.

Use computerised patient information and other PC based systems to obtain patient and other general information. Take responsibility for own continuing professional development, competency assessment and appraisal.

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

About you:

Requirements/Qualifications:

Mandatory

A minimum of one years' experience working professionally as a registered nurse.

Registered as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Able to work a full rotating roster

Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse

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

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 position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Executive Suite

Information Manager- Senior Officer Grade B

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 602546 - 02EU9)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

North Canberra Hospital is committed to ensuring the organisation and staff comply with obligations under the *Territory Records Act 2002*. This includes the implementation of the CHS Records Management Program for Corporate Records.

The Information Manager will support the identification, development, implementation, management and review of corporate records and technical resources.

The position will be report to the Senior Director of Records and Information Governance on day-to-day matters and will work with key stakeholders across North Canberra Hospital to ensure education, support and compliance monitoring is provided to all staff to effectively manage information.

The role will support information governance and privacy service for North Canberra Hospital.

Under limited direction of the Senior Director, Records and Information Governance you will be responsible for supporting North Canberra Hospital to effectively manage corporate records, information and technical resources.

You will:

Provide leadership, strategic direction and specialist advice on best practice records and information management of physical and electronic records in accordance with the CHS Corporate Records Management Program, and Commonwealth and ACT Territory legislation.

Lead and manage the identification, design, implementation, monitoring and review of information and related services as well as information governance policies and procedures for North Canberra Hospital, including privacy services to meet the obligations under Freedom of information Act 2016.

Coordinate and support training in records management and records management tools to all North Canberra Hospital staff as required, to ensure currency and consistency of record keeping.

Over time, conduct random audits of the North Canberra Hospital corporate records to ensure compliance with ACT records management legislation, policies and programs, and assist with privacy breach notifications.

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

About you:

Requirements/Qualifications:

A tertiary qualification in Records and Information Management, Knowledge Management, Public or Business Administration, Law or other related discipline is highly desirable.

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

Have an understanding of how the National 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.

CHS Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

Registered Nurse Level 2: Antenatal/Gynaecology and Postnatal Units

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: P63055, Several - 02EGE)

Gazetted: 16 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.
- 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 Antenatal/ Gynaecological or Postnatal Registered Nurse looking for your next challenge?

Are you ready to jump into clinical leadership? Then we are looking for you!

Reporting to the Clinical Midwife Manager, the Level 2 Registered Nurse will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

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: Helen Perkins 02 5124 7535 Helen.Perkins@act.gov.au.

CHS People & Culture

Early Intervention Physiotherapist - Work Health Safety

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: P18678 - 02EYF)

Gazetted: 16 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Work Health Safety (WHS) provides strategic leadership, advice and effective coordination and implementation of WHS management strategies, frameworks, and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

The Early Intervention Physiotherapy (EIP) position is based within WHS. There are 2 physiotherapists in the team who provide injury prevention and management services to staff within CHS and ACT Health Directorate. This is a stimulating and challenging role utilising expertise drawn from multiple disciplines including Physiotherapy, Work Health and Safety, Ergonomics, Exercise Prescription and Education. Applicants should be experienced and highly capable in Musculoskeletal Physiotherapy and at least one other discipline mentioned above. This position would suit an experienced Musculoskeletal Physiotherapist who is enthusiastic about this unique opportunity to take clinical physiotherapy beyond the clinic and into the workplace for advanced problem solving to enhance clinical outcomes.

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.
- Be registered with AHPRA.

Possess a current driver's licence.

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

CHS Clinical Services

Medicine

Clinical Services

Nurse Level 1 - Registered

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 52077 - 02EN1)

Gazetted: 16 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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Division of Medicine consists of Coronary Care Unit, Gastro Ward, Cardiac Catheter Lab; Respiratory, Cardiac, Rheumatology & Endocrine ward; Neurology and Infectious Diseases ward incorporating a 4 bed Acute Stroke Unit; Renal ward and Haemodialysis 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: Jo Lewis 02 5124 4214 Jo.Lewis@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Senior Occupational Therapist - Rehabilitation, Aged and Community Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57688, several - 02ERL)

Gazetted: 16 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.

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

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

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

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

These position/s will be based within the Rehabilitation, Aged and Community Services (RACS) division, primarily located at the University of Canberra Hospital.

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. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

This recruitment will be used to fill temporary vacancies- 12 months+ in CCOT. The results of this recruitment round may be used to fill any similar temporary or permanent additional vacancies as they occur. This position(s) maybe also be required to participate in overtime, on call and/or rotation roster throughout RACS or other CHS services.

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

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

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

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: Emily Peelgrane 0408974091 Emily.Peelgrane@act.gov.au

CHS Infrastructure Management and Maintenance
Infrastructure and Health Support Services Recurrent
Facilities Management
Facilities Operations Manager - Facilities Management
Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 10563 - 02ESW)

Gazetted: 16 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: Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

Facilities Management (FM) Branch is part of IHSS and, is responsible for planned and reactive asset maintenance, asset management, and management of utilities, contracts, and leasing for the CHS property portfolio across the ACT.

The Facilities Operations Manager will work collaboratively with a range of areas in CHS. The role will be responsible for managing maintenance activities across the Canberra Hospital Campus, managing internal trade persons and contractors within a selected area, ensuring a healthy, safe, and productive workplace.

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.

Undergo a pre-employment medical examination.

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

Contact Officer: Bibiana Uzabeaga (02) 5124 8363 Bibiana.Uzabeaga@act.gov.au

CHS Chief Executive Officer
CHS Allied Health
Allied Health Business and Capability Support Officer
Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 29144 - 02EST)

Gazetted: 16 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 Acute Allied Health Services is based within the Division of Allied Health and provides access to Allied Health services including assessments, interventions, and therapies to a range of inpatient and outpatient settings at the Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal & Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology & Audiology, Occupational Therapy, Physiotherapy, Nutrition & Dietetics and Exercise Physiology. Acute Allied Health Services provides an on-call and after-hours service on weekends and public holidays.

This position reports directly to the Director of Allied Health. Under general direction you will be required to provide administrative support to the Division of Allied Health leadership team including the Acute Allied Health Services and the Allied Health Clinical Education Unit. You will be responsible for providing a high level of secretarial duties whilst managing the Directors calendar. Duties include supporting the Director and Allied Health leadership team with producing and analysing performance activity reports. You will also be required to develop and maintain professional relationships with internal and external consumers. You will be responsible for the administration of rosters within the Division of Allied Health including acting as a key contact for casual pool Allied Health staff. You will be required to provide administrative support for the Allied Health Professional Development and Credentialing projects which includes reporting and analysis.

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: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

North Canberra Hospital

Women and Children

Registered Nurse / Midwife Level 1 Special Care Nursery

Registered Nurse Level 1/Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: L1420 , several - 02EMW)

Gazetted: 17 November 2023

Closing Date: 23 November 2024

About the Role:

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

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

Under limited direction of the Clinical Midwife Consultant you will:

Accept responsibility for own actions in midwifery practice.

Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.

Participate in the delivery of woman-centred care.

Demonstrated ability in planning, coordinating and providing midwifery and care.

Participate in clinical auditing and quality improvement activities.

Communicate positively with families, members of the public, public stakeholders, executive, management and staff.

Provide preceptorship and mentoring to less experienced staff.

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

What you require:

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

Demonstrated ability to provide comprehensive safe neonatal care.

Demonstrated commitment to ongoing professional development of self and others.

Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.

Demonstrated high level of interpersonal and communication skills.

Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.

Demonstrated computer literacy skills.

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

Be registered as a Registered Nurse and/or Midwife (Division 1) or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

Undergo a pre-employment National Police Check.

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

Note: There are several permanent and temporary position available.

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

Contact Officer: Julie Parducci n/a julie.parducci@calvary-act.com.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Clinical Support

Nursing and Midwifery Talent Acquisition Officer - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 02805 - 02EYJ)

Gazetted: 21 November 2023

Closing Date: 8 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:

Does recruiting the right person to the right job excite you? Do you want to support your organisation to grow its nursing and midwifery workforce?

You will play a vital role in attracting and selecting high calibre talent to strengthen our nursing and midwifery workforce.

You will gain experience that will help you in any role, duties include:

- Managing centralised recruitment, including shortlisting and interviews
- Collaborate and work with managers across the entire organisation.
- Develop and implement effective recruitment strategies to attract qualified candidates.

If you are a motivated, kind and enthusiastic person with great communication skills, we encourage you to apply.

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 the Working for Vulnerable People Act 2011.

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

Contact Officer: Cate Makings 02-51240996 catherine.makings@act.gov.au.

CHS Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Program

Operational Manager (Health Professional 4) Women's Health Service

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 26575 - 02EYH)

Gazetted: 22 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.

VISA/Sponsorship for eligible candidates

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

About the Role:

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

Women's Health Service:

The Women's Health Service provides nursing, medical, counselling, and nutrition services for women who have significant difficulty accessing mainstream health services. Registered Nurses within WHS provide short to medium term, comprehensive care to assist women to organise their health needs and link them with a general practitioner in the community. Nursing outreach is provided at Community Health Centres, Child and Family Centres and various women's refuges to support access to health care for vulnerable women escaping family violence.

This is a rewarding position. The successful applicant will enjoy a varied role and join a passionate and empathic service that is committed to the delivery of high quality, trauma-informed and holistic care with an understanding of delivering services to women from a feminist perspective.

What's it like working in the Women's Health Service?

Team cohesion and collegiality.

Supportive team culture.

Autonomy.

Opportunity to shape the future service.

Having an office with a window.

Massage chair available for staff use.

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 15 months with the possibility of extension and/or permanency. This position is part-time at 18.3 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: Vanessa Bakker (02) 5124 3267 vanessa.bakker@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Director of Acute Allied Health

Health Professional Level 6 \$157,201, Canberra (PN: 28425 - 02EZD)

Gazetted: 22 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.

VISA/Sponsorship for eligible candidates

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

About the Role:

A great opportunity has arisen for a senior allied health professional to lead the Acute Allied Health Services based within the Division of Allied Health. Acute Allied Health provide services and interventions to a range of patient in an inpatient and outpatient setting at Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal & Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology & Audiology, Occupational Therapy, Physiotherapy, Nutrition & Dietetics and Exercise Physiology.

Acute Allied Health Services provide vital Allied Health Services across all the clinical areas on the wards and in the Out-Patient departments. Acute Allied Health Services provides an on-call and after- hours service on weekends and public holidays for Physiotherapy, Social Work, and Dietetics departments.

This position is responsible for the strategic direction, planning, and leadership of the Allied Health services to inpatients and out-patients of the Canberra Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge &

Skills in contemporary Models of Health Care, Clinical Governance, Quality & Safety framework issues and influencing factors in Allied Health.

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 four months with the possibility of extension.

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

Contact Officer: Jo Morris (02) 5124 0004 jo.morris@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Manager - Medical Training and Wellness

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63719 - 02F1A)

Gazetted: 22 November 2023

Closing Date: 5 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:

The EDMS is the executive lead of the Medical Services Group, which draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pharmacy, medical officers credentialing support, education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, and the ACT Blood Counts program.

Reporting to the Business Manager, the role will provide high level administrative support and advice to the Director of Clinical Training and Clinical Medical Wellness Officer, which are two senior medical leadership roles whose work will be closely linked. The Manager will be responsible for developing, leading, and co-ordinating projects to gain oversight of, and provide high-level support to medical officer training programs across CHS as well as supporting and developing wellness initiatives for the medical workforce. The role requires highly developed written and oral communication skills, ability to be adaptable and responsive, and to quickly acquire knowledge and understanding of situations and subject matter.

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.

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

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

Contact Officer: Melanie Taylor (02) 5124 2885 Melaniep.Taylor@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Aboriginal and Torres Strait Islander Liaison Officer (ASO5) Administration Services Officer Level 5

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 45169 - 02EUA)

Gazetted: 22 November 2023

Closing Date: 1 December 2023

Details: What can we offer you:

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 position of Aboriginal and Torres Strait Liaison Officer (ALO), will work collaboratively in a team to provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHADS services.

The ALO will provide support to the participants, their family and carers, through providing cultural assessment, ongoing liaison and collaboration, including with external service providers. All team members are required to undertake professional development, cultural supervision and participate in quality improvement initiatives.

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

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 the Working for Vulnerable People Act 2011.
- 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: Kristie Simpson 02-51244137 Kristie.J.Simpson@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Team Leader - Registered Nurse 4.1 - Adult Community Mental Health Services

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 54353 - 02EZ3)

Gazetted: 22 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.

VISA/Sponsorship for eligible candidates

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

About the Role:

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

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

This position is located at City Mental Health Team. It is an expected vacancy for three months with a possibility of extension or permanency.

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: Kylie Henson (02) 5124 1705 kylie.henson@act.gov.au

School Services Team

School Youth Health Nurse - School Services Team

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 17044, several - 02EXF)

Gazetted: 22 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 School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools.

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

Adolescent focused individual consultations.

Small group health promoting work.

Support for teachers to deliver the health curriculum.

Support for health promotion activities within the school.

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

Note: This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022.

Note: There are three temporary positions available. Two full time and one three days per week. Wednesdays are a required workday. There is the possibility of extension, increased hours and/or permanent appointment.

Position to commence week of the 15th of January 2024.

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.

Contact Officer: Philippa Kim (02) 5124 1790 Philippa.Kim@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Future Clinical Leaders - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 14846, several - 02EPG)

Gazetted: 22 November 2023

Closing Date: 4 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:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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.

Note: This is a temporary position available for 3 to 6 months with the possibility of extension.

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

Contact Officer: Naomi Hughes (02) 5124 5856 Naomi.hughes@act.gov.au

CHS Infrastructure Management and Maintenance**Infrastructure and Health Support Services Recurrent****Operational Support Services****Assistant Manager - Fire Safety and Transport****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 12817 - 02EXJ)**

Gazetted: 22 November 2023

Closing Date: 6 December 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:

Infrastructure and Health Support Services are responsible for:

Facilities Management

Project Delivery

Infrastructure Safety and Risk

Strategic Workspace Planning

Operational Support Services

Fire Safety and Emergency Response

Mail Room Services

Parking

Residential Accommodation Services

Security

Switchboard

Patient Enquires

Vehicle Fleet Management

Volunteer Services

Logistic Support Services

Food Services

Sterilising Services

Contract Management

University Canberra Hospital

Domestic, Environmental and Linen Services

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

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.

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

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

Contact Officer: Ally Jordan (02) 5124 9760 Ally.M.Jordan@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

CSB Operating Commissioning

Transition Manager - Campus Modernisation

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63119 - 02EUJ)

Gazetted: 21 November 2023

Closing Date: 8 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:

The Canberra Hospital Expansion Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital.

Building 5 will integrate with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of Building 5 includes:

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

Building 5 is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

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

The Transition Manager will manage the implementation of the workforce orientation and training program; plan and co-ordinate service relocation activities.

The Manager will report to the Executive Group Manager (EGM) Campus Modernisation and work closely with the team and more broadly across CHS.

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: Vanessa Brady 0404 364 949 Vanessa.Brady@act.gov.au.

North Canberra Hospital Medical & Mental Health

GRACE Clinical Manager, Nurse Level 3 Grade 1 - Registered

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 600785 - 02DCB)

Gazetted: 20 November 2023

Closing Date: 4 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 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 Registered Nurse level 3.1 Clinical Manager is clinically and operationally responsible for the provision of care under the North Canberra Hospital Geriatric Rapid Acute Care Evaluation (GRACE) Model of Care (MoC) to residents of participating Residential Aged Care Facilities (RACFs).

The role assists the CNC in leading a team of level 2 Registered Nurses (RNs) to liaise between RACF residents, their family and carers, RACF's, GPs, Emergency Department (ED) staff, inpatient units of hospitals and ACT Ambulance Service (ACTAS), for improved care delivery to acutely unwell residents.

Operationally, the role will report through the Ambulatory Care stream.

GRACE services include:

- An outreach service including advice / support / education resource to RACF staff,
- Acute assessment and clinical support to acutely unwell RACF residents at their place of residence,
- A co-ordinated single-entry point for those residents requiring transfer for acute care to an ACT public hospital,
- Case management and advocacy for RACF residents within the ED, with post-discharge support, and
- Case management and advocacy for RACF residents admitted to hospital, with post-discharge support.
- Formal and informal education for RACF staff to empower and support them in caring for residents in RACF's

Under limited direction of the GRACE CNC in the Clinical Manager role you will:

- Assist with the management of the GRACE team in the delivery of high quality, evidence based clinical care,
- Manage portfolios and support other members of the team in managing and contributing to portfolio work relevant to GRACE
- Participate in stakeholder support, education and engagement
- Manage, develop and participate in the delivery of the educational program for RACFs based on needs,
- Comply with and contribute to operational reporting requirements, including data entry and evaluation
- Participate in the provision of direct clinical care
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- A registered nurse with relevant post graduate qualifications and a minimum of 5 years' experience working professionally in acute nursing
- Hold a current drivers licence without restrictions
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience in leadership and/or management relevant to acute care/aged care teams
- A comprehensive understanding of the residential aged care system and associated stakeholders
- Experience in providing high quality formal and informal education to a broad audience
- 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: Louise Roberts 62016511 Louise.Roberts@calvary-act.com.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Facilities Management

Compliance Officer - Facilities Management

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 63629 - 02EWO)

Gazetted: 21 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.

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

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

Capital project delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

Infrastructure and Health Support Services (IHSS), Facilities Management division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the CHS property portfolio across the ACT.

The Compliance Officer will be responsible for managing compliance across the CHS asset portfolio which includes the Canberra Hospital and off-site health facilities, ensuring that Facilities Management adheres to all relevant regulations, codes and standards governing facility operations.

The Compliance Officer will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The Compliance Officer will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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: John Kilday (02) 5124 8033 John.Kilday@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Clinical Psychologist - Adult Mental Health Unit

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41241 - 02EYA)

Gazetted: 22 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 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 HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will 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).

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.

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

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

CHS Clinical Services

Cancer and Ambulatory Services

Ambulatory Care

Operations Manager - Central Health Intake

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 40942 - 02EV9)

Gazetted: 21 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.

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

About the Role: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region.

Canberra Health Services is committed to the delivery of person and family centred, safe and quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities and aligning them with Canberra Health Services' Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical, and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery, and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth, and women's health; dental services, rehabilitation, and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University.

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

CHS Central Health Intake is responsible for the intake, assessment, and referral management for access to CHS community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake and the Central Outpatient's Booking Service. The two services are co-located at the City Health Centre in Moore St and are managed under the single management structure of Central Health Intake.

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

Note: This is a temporary position available for seven weeks with the possibility of extensions.

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: Melissa O'Brien (02) 5124 2738 Melissa.O'Brien@act.gov.au

CHS Clinical Services

Chief Operating Officer

Registered Nurse Level 3 Grade 2 - Donation Specialist Nursing Coordinator

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 27028, Several - 02FOZ)

Gazetted: 21 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:

A Donation Specialist Nursing Coordinator (DSNC) works at DonateLife ACT to optimise organ and tissue donation for transplantation.

The DSNC will work in collaboration with the Clinical Manager, Agency Manager and other Donation Specialist Nursing Coordinators. They will work on a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols. They will work collaboratively with the DonateLife ACT multidisciplinary team to optimise organ and tissue donation within the ACT.

The nursing team at DLACT is small. While working in a small team has many benefits, a high degree of flexibility and compassion towards others is required due to the nature of working in a small, highly qualified team with a need for 24/7 roster coverage.

The DonateLife team works under flexible work arrangements (on and off campus). This flexibility can be favourable. It can also be challenging. DSNCs require skills including adaptability and excellent communication to ensure they look after themselves whilst teamwork remains a priority in this environment.

A DSNC is involved in the promotion of a continuous improvement and outcome-based nursing culture for DonateLife ACT.

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

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

Contact Officer: Narelle Comer 0400 340 653 narelle.comer@act.gov.au

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Justice health Services****Senior Clinician, Health Professional Level 3 - Forensic Mental Health Services****Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25508, several - 02EVL)**

Gazetted: 20 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:

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

across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services, and is guided by Principles of Recovery, with the aim to provide collaborative care with the consumer, their carers and other key services.

Senior clinicians working within FMHS are provided with specialist training and specialist clinical supervision, and are consistently encouraged to be involved in a collaborative and multidisciplinary team environment. Senior clinicians are supported to maintain any continuing professional development requirements, appropriate to area of service provision, such as attendance to group supervision, research groups, and/or in- services.

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the [Health Professionals Enterprise Agreement](#):

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: There is one temporary position available for seven months with the possibility of extension and or/permanency and one full time permanent position available.

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

Contact Officer: Sarah Gosper (02) 5124 1813 Sarah.Gosper@act.gov.au

North Canberra Hospital

Surgical Division

Cardiology Outpatient Nurse - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 602538 - 02EUM)

Gazetted: 20 November 2023

Closing Date: 4 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 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 Cardiology Outpatient Level 2 Registered Nurse will be required to coordinate and supervise specialised cardiology outpatient services, procedures and clinics.

The RN2 will assist the Cardiology medical team to prepare and deliver the outpatient cardiology services listed below and contribute to associated administrative duties, including but not limited to working with the Cardiologist and NAPs clerks to ensure smooth booking of patients.

Services may include but are not limited to:

CT Coronary Angiography (CTCA)

Exercise stress test (EST)

Dobutamine Stress Echocardiogram (DSE)

Cardioversion

Trans-oesophageal echocardiogram (TOE)

Clinically, this role will be responsible for undertaking advanced patient assessment, conducting ECGs, cannulation, venepuncture, administration of oral and IV medication, and to manage any unexpected situations as required (i.e. management of deterioration and initiation of MET calls and advanced life support).

There will also be a non-clinical component to the role to ensure the smooth and safe running of the service including, but not limited to, administration tasks, policy and procedure development, consumer information development, quality improvement and project work.

Under the indirect supervision of the clinical nurse consultant you will deliver high quality, evidence based, patient centred care, to patients accessing our cardiology outpatient services. You will:

Act in accordance with the professions' and organisations' policies, procedures, values standards and codes.

Assesses the health care needs of patients and be responsible for formulating, implementing and evaluating a plan of care for the critical care patient, in partnership with the patient and family where possible

Systematically assesses the patient, analyse data and identify the patient's nursing needs.

Apply knowledge and skills, develop and document a plan of care that reflects the identified needs of the patient.

Implement the plan of care by providing direct care to patients

Recognise changes in the patient's condition, take necessary action and document variations in the plan of care.

Develop and maintain collaborative relationships within the multidisciplinary team

Respect decisions and actions of other staff; collaborate with team members to achieve desired patient outcomes.

Support and participate in evidence-based programs to evaluate and improve the quality of nursing care and patient outcomes

Actively participate in identifying areas of nursing practice where improvements can be made to the quality of nursing care.

Commitment to ongoing professional development of self, other staff and the profession.

Use computerised patient information and other PC based systems to obtain patient and other general information.

About you: Requirements/Qualifications:

Mandatory

Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Post Graduate qualification in Critical Care or Cardiology Nursing or working towards the same.

Minimum of 3 years post registration nursing experience.

Hold a current ALS qualification (or be in the process of obtaining one).

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. 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 20 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: Rachel Longhurst 62016099 Rachel.Longhurst@calvary-act.com.au

CHS Clinical Services

Women, Youth and Children's Health

WCH Operational

Director of Midwifery - Women, Youth and Children

Registered Midwife Level 5.5 \$178,535, Canberra (PN: 15570 - 02EZO)

Gazetted: 21 November 2023

Closing Date: 11 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 Centenary Hospital for Women, Youth and Children is a level 6 tertiary centre providing specialised maternity care to Canberra and the surrounding regions. As the Director of Midwifery, you will lead in a growing health care service in strategic direction and governance. You will play a critical role in professional leadership and policy planning to ensure exceptional, secure, and progressive midwifery practice across the territory.

The Division of Women, Youth and Children offers a range of primary, secondary, and tertiary services across the acute and community-based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing, and postnatal care for low-risk women, and women requiring complex care.

The Director of Midwifery, as a member of the senior leadership within the Division of Women, Youth and Children (WY&C) will work in consultation with the Executive Director Nursing & Midwifery and Patient Support Services, as professional lead.

Experience or qualifications in midwifery and a tertiary qualification are essential.

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

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

Contact Officer: Chris Mead (02) 5124 3642 christine.mead@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Facilities Management

Senior Building Trade Electrician

Senior Building Trade \$86,200 - \$92,059, Canberra (PN: 20050 - 02FOB)

Gazetted: 20 November 2023

Closing Date: 8 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:

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

- Capital project delivery
- Facilities Management
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services
- Fleet Management

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

The Electrician will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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: Bibiana Uzabeaga 0403 103 292. Bibiana.Uzabeaga@act.gov.au

CHS Clinical Services

Medicine

Infectious Diseases

Clinical Nurse Consultant - Canberra Sexual Health Centre - Registered Nurse Level 3 Grade 2 Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22387 - 02EWB)

Gazetted: 20 November 2023

Closing Date: 4 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:

Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients from across the ACT and regional areas, along with assessment, screening, information, education, and referral of patients accessing services in outreach settings. Our clinic runs using an electronic medical record (EMR) and a booked appointment system.

We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

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: Alison Winsbury (02) 5124-8366. alison.winsbury@act.gov.au

CHS Clinical Services

Medicine

Emergency

Fundamentals of Emergency - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: P24971 - 02ESG)

Gazetted: 20 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:

We have an exciting opportunity for registered nurses with no prior emergency experience, to join ED, as permanent members of staff and be supported in a 12-month Fundamentals of Emergency Nursing Program. We have an exciting opportunity for registered nurses with no prior emergency experience, to join ED, as permanent members of staff and be supported in a 12-month Fundamentals of Emergency Nursing Program. Intakes will commence in Feb 2024 with further intakes throughout the year. You will be assisted by a team of highly experienced emergency staff, as you adjust to the interesting and fast paced environment. Your 12 months will consist of orientation, supported supervised practice, study days and more while you progress through the different areas of ED. Many of these study days include you gaining new knowledge in mental health, paediatric care, and advanced clinical and leadership skills. After the program, there are opportunities for you to also partner with our affiliated tertiary organisations for Post graduate studies in Emergency Nursing.

If you are interested in expanding your clinical and assessment skills, within a supportive multi-disciplinary team in a fast-paced environment, we encourage you to apply.

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: Miriam Attard (02) 5124-3080. miriam.attard@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Aboriginal and Torres Strait Islander Liaison Officer - (ASO 6) Administrative Service Officer 6

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37327 - 02EU4)

Gazetted: 20 November 2023

Closing Date: 11 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:

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

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

CSS 'walk with' health care consumers, their family, carers, and community organisations to ensure their patient journey is positive, that their voices are heard and they receive the best possible care during their treatment, healing, and recovery journeys.

All care provided by CSS staff is driven by our Teams values of;

- Healing & Empowerment,
- Respect for Community & Culture,
- Self-determination & Leadership.

Along with CHS values of kind, reliable, respectful, and progressive.

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

An exciting opportunity exists for an Aboriginal and Torres Strait Islander Specialist who is empathetic, enthusiastic, and compassionate, to join our dynamic and evolving team. The successful applicant will be expected to provide high-quality customer service to Aboriginal and Torres Strait Islander consumers as well as staff of CHS.

This role is responsible for establishing and embedding positive relationships with Aboriginal and Torres Strait Islander consumers, their families and community.

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

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 the Working for Vulnerable People Act 2011.
- 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: Kristie Simpson 51244137 Kristie.J.Simpson@act.gov.au.

Community Health Program, Women Youth and Children

Physiotherapist Clinical Lead - Early Family Support Service

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63626 - 02EUF)

Gazetted: 21 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.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Physiotherapists provide services for women three to twelve months postnatally, as well as to infants under twelve months of age for a range of concerns including torticollis, neck issues and positional talipes. Services are evidence based, collaborative, holistic and trauma informed.

This is a rewarding and exciting clinical leadership position that is suitable for a dynamic, flexible, and skilled physiotherapist with a solid background in musculoskeletal physiotherapy, women's health, and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Staff wellbeing is a high priority, and the Early Family Support Service Physiotherapy team is a small collegial team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

This position is available on a permanent, part time basis. This position is available on a permanent, part-time basis. We are able to consider candidates who are available for a minimum of 22.5 hours per 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.

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

Contact Officer: Vanessa Bakker 0432 851 559 vanessa.bakker@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Health Community and Science**CIT Science****Senior Educator****Teacher Level 2 \$114,979, Canberra (PN: 36473)**

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: CIT Science is seeking an experienced Senior Teacher to provide educational leadership, support and guidance to the staff in the department. Under the general direction of the Head of Department, Human Services, the Senior Educator will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals.

Working at CIT: With an impressive 95-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest vocational education and training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit & Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking

The successful candidate will:

Provide educational guidance to students within the department programs.

Be willing to support student progression and provide a quality student experience.

Demonstrate an understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrate capacity in the use of technology and be willing to further develop digital literacy to a high level.

Have current knowledge of the VET sector.

Have experience in working collaboratively and effectively with teams with minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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:

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*.

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

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.

DESIRABLE

Prior leadership experience in a teaching department.

Note: Selection may 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: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and contact details of two referees. You may be asked to provide referee reports on short-listing.

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: Nicole Costigan (02) 6207 5515 Nicole.Costigan@cit.edu.au

Education Futures and Students**Health Community and Science**

Human Services**Senior Educator- Nursing Program Coordinator****Teacher Level 2 \$114,979, Canberra (PN: 54340)**

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: CIT Human Services Department is seeking to permanently employ a Team Leader for the Diploma of Nursing program. Under the general direction of the Head of Department, Human Services, the Senior Educator will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals. This position will take the lead role in coordinating the delivery of the course content, development and delivery of the Diploma of Nursing program according to the accreditation standards of both the Australian Nursing and Midwifery Accreditation Council (ANMAC) and the Australian Standards and Quality Authority (ASQA).

Working at CIT: With an impressive 95-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest vocational education and training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit & Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking

The successful candidate will:

Provide educational guidance to students within the Nursing program.

Be willing to support student progression and provide a quality student experience.

Demonstrate an understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrate capacity in the use of technology and be willing to further develop digital literacy to a high level.

Have current knowledge of the VET sector.

Have experience in working collaboratively and effectively with teams with minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40*.

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

In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021*.

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.

All teachers who deliver into the Diploma of Nursing program are required to:

Have AQF level nursing qualifications of at least 7.

Be a Registered General Nurse with a current registration with the Australian Health Professionals Regulation Agency (AHPRA) (this registration needs to be maintained with no conditions imposed).

DESIRABLE

Qualifications and experience in the fields of Nursing, Aged Care and/or Disability

Hold a current driver's licence

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

How to apply: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Dunstan (02) 6207 3491 James.Dunstan@cit.edu.au

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

CIT Corporate Services

CIT Corporate Services

Campus Renewal

CIT Campus Renewal, Project Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 41447)

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Are you an experienced Project Manager with a passion for future focused solutions?

Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

Or are you a little curious?

Canberra Institute of Technology (CIT) are seeking a motivated Manager, Campus Renewal to deliver our ambitious campus renewal agenda.

WHAT DO WE WANT

The Project Manager, Campus Renewal is responsible for working with CIT stakeholders and Major Projects Canberra to work on key Campus Renewal projects - including the CIT Woden Campus and CIT Yurauna projects, as well as driving CIT's reform agenda across its other campuses. We are seeking an experienced leader who can inspire, energise, and positively influence team and individual outcomes.

WHAT WILL YOU DO?

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to the increasing use of vertical, digitally enabled Cloud Campuses, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. Working closely with stakeholders, a key function of this role is to implement a project management framework that underpins the stages, critical elements and provides coordination of the different stages across CIT.

Utilising your exceptional written communication skills you will lead the development of briefs and relevant project papers to management, support the communications team with key project messages for internal and external stakeholders and manage the development of resources to enable the use of the new campus.

WHAT DO I NEED?

To be successful in this position you will have experience in project management, be able to work collaboratively and possess exceptional communication skills. You will be required to liaise with and understand the needs of various internal and external stakeholders, whilst working to tight deadlines and budgetary restraints. This position requires forward thinking individual with a strong, considered and engaging people focus to successfully deliver best practice project management outcomes across the institute.

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

Eligibility/Other requirements:

Experience and/or qualifications in project or change management would be highly advantageous.

A strong understanding of the administrative, regulatory and policy issues associated with the vocational education sector will be highly advantageous.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rikki Norris (02) 6207 4877 Rikki.Norris@cit.edu.au

Education & Training Services

CIT Health, Community & Science

CIT Community Work

Head of Department, Community Work

Manager Education Level 1 \$133,267, Canberra (PN: 51877)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: The Health, Community and Science (HCS) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT Community Work Department who, through quality leadership and management of education and related activities, will contribute to the achievement of the department, college and organisational goals.

The CIT Community Work Department delivers training in the areas of Alcohol and Other Drugs, Community Development, Community Services, Mental Health, and Youth Work. The department also delivers a range of industry specific programs including non-accredited courses for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community and Science and CIT to create unique innovative learning opportunities for students.

The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high-quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining collaborative relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model the CIT cultural traits is critical.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma of Vocational Education and Training (or equivalent).

For managers at or above Manager Education – Level 1:

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

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: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and details of two referees. Your application should also include two referee reports.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Sam Mills (02) 6207 3251 Sam.Mills@cit.edu.au

Education and Training Services

CIT Trade Skills

Trade Skills Management

Business Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 60868)

Gazetted: 20 November 2023

Closing Date: 27 November 2023

Details: Are you an experienced manager who is great at communicating with influence?

Have you got skills in researching and writing for government?

CIT Trade Skills Management is looking for a professional individual to support the College on the achievement of strategic priorities and business improvement.

Reporting to the Director, this position will work with the College leadership team across a number of areas, including government priorities, procurement, people, risk management and business processes.

This position works mainly at the Fyshwick campus, with the ability to work across Bruce and Reid campus's with hybrid working arrangements included.

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

How to Apply: Please provide a maximum of two page pitch addressing the requirements of the role, including the professional skills and behavioural capabilities in the attached Position Description. Please also provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Patricia Collins (02) 6205 5491 Patricia.Collins@cit.edu.au

Education Futures and Students

Education Services

Manager - Awards and Programs

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63686)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Manager – Awards and Programs

Do you want to be actively involved in improving CIT's performance and institutional quality?

Do you have a passion for analysing policies, systems and data integrity?

Are you curious and ready for a new challenge?

The Canberra Institute of Technology (CIT) is currently seeking someone with a wealth of knowledge in Vocational Education and Training (VET) compliance to join our team in the position of Manager Awards and Programs for an initial period of 6 months with the possibility of extension and or permanency.

WHAT DO WE WANT:

The Canberra Institute of Technology (CIT) is currently seeking an individual with a wealth of knowledge in VET compliance to join our team in the position of Manager Awards and Programs.

This position will oversee CIT's own Scope Delegation Agreement with Australian Skills Quality Authority (ASQA) and manage the status of training products on the organisations scope of registration.

WHAT WILL YOU DO?

Reporting to the Senior Manager, Academic Governance the position will lead the data management for information in CIT's systems relating to program information, completion requirements and other associated functions. Ensuring compliance with our academic governance policies and legislation are a key performance indicator of this position and as such you will have an in depth understanding of the inner workings of the VET landscape and regulatory requirements.

WHAT DO I NEED?

As a leader within CIT, this role requires a person who can engage, analyse and positively influence institute-wide processes, systems and individual practices, while using metrics to determine their effectiveness and efficiency. This role facilitates CIT Program development and requires strong stakeholder management and communication skills as you will be required to obtain information and details of programs to be built on the system. A key output of this position is to ensure that all CIT curriculum is compliant and maintained according to ASQA and AQF requirements and in accordance to CIT policies and procedures. As such the ability to understand governance structures and compliance obligations and how to apply them practically in an operational setting are key success measures of this position.

Eligibility/Other Requirements:

Supervisory administration or management experience in VET or higher education

Qualifications in information technology, education, business or project management are highly desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bryan (02) 6205 9866 Sarah.Bryan@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

Date Advertised Gazette: 23/11/2023

Vacancy Number: 59235

Chief Minister, Treasury and Economic Development

Office of Industrial Relations and Workforce Strategy

Deputy Director-General, Office of Industrial Relations and Workforce Strategy

Executive Level 3.4 \$423,201 - \$440,180 depending on current superannuation arrangements, Canberra (PN: E812)

Closing Date: 21 January 2024

Weeks to Close: 8

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS). It provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, financial and economic matters, service delivery, whole of government and public service issues. Within CMTEDD, the Office of Industrial Relations and Workforce Strategy (OIRWS) is responsible for advising the Chief Minister, Ministers, the Head of Service and Directors-General on policies and initiatives that will underpin and enhance the current and future workforce capabilities of the ACTPS.

Reporting to the Head of Service, you will work closely and collaboratively with all Directors-General, agency heads and senior executives to ensure that the ACTPS is at the forefront of industrial relations and workforce policy and strategy and acknowledged as a national leader in this field. You will assume responsibility for ACTPS employment legislation, conditions and programs, Service-wide recruitment policies and strategies, industrial relations, WHS and employment policy and governance, and the ACTPS Respect, Equity and Diversity and Performance Frameworks. You will also be expected to develop strong and enduring relationships with key stakeholders and provide support for the statutory offices of the Public Sector Standards Commissioner and the ACT Remuneration Tribunal.

Eligibility/Other Requirements: To be a strong contender, you will need to have an outstanding record of achievement in strategic policy development and implementation, preferably gained in a complex, politically sensitive and operationally diverse public sector organisation. You will also have a good understanding of contemporary and emerging industrial relations and workforce capability issues and an established record of ethical leadership and accountability in public administration. Your collegiate approach, well-honed leadership and stakeholder management skills and sound judgement will be complemented by an interpersonal style that engenders trust and respect. Relevant tertiary level qualifications will be well regarded.

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

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: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au. If additional information is required, please contact Ian Hansen on 0408 306 769.

Contact Officer: Ian Hansen 0408 306 769 admin@ianhansen.com.au

Executive Branch Manager, Payroll and HR Systems, Shared Services

Temporary Vacancy (3 January 2024 to 26 January 2024)

Chief Minister, Treasury and Economic Development Directorate

Office of Industrial Relations and Workforce Strategy

Position: E1084

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 20 November 2023

Office of Industrial Relations and Workforce Strategy (OIRWS) within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Payroll & HR Systems, Shared Services.

The Executive Branch Manager, Payroll & HR Systems is a dynamic position that leads, contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government while leading a large team of Payroll and HR systems employees to deliver the ongoing

pays to around 29,000 employees per fortnight. The position is also responsible for the Human Resource Service Desk, Kronos Services, the Learning Management System and the Salary Packaging service.

The successful candidate will require knowledge and experience in managing and leading a large team, including understanding complexity associated with a diverse workforce governed by 18 enterprise agreements and legislation. A sound understanding of payroll role and systems is highly desirable with an ability to be hands on with Directorates and to maintain relationships with those directorates maintaining high level stakeholder relations.

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 \$269,201 - \$258,855 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Martin Bolton via email, martin.bolton@act.gov.au by COB Monday 27 November 2023.

Contact Officer: Martin Bolton 6205 8700 martin.bolton@act.gov.au

Policy and Cabinet Division

Regional, Infrastructure, Planning and Transport Branch

Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 60592, several)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: This is a great opportunity for a motivated, high-performing policy analyst to join the central Policy and Cabinet Division of Government.

Primarily we are looking for a person to join the Regional, Infrastructure, Planning and Transport Branch, however this recruitment process will also be used to fill other similar opportunities within Policy and Cabinet Division.

The Regional, Infrastructure, Planning and Transport Branch provides advice to the Chief Minister, Cabinet and Head of Service on a wide range of policy issues including planning and development, infrastructure, transport, municipal services, the environment and economic development. The Branch also has responsibility for updating the ACT Infrastructure Plan; provides strategic advice in relation to Auditor General matters; leads the ACT Government's regional and cross-border engagement and policy development; and coordinates ACT Government services in Jervis Bay Territory.

The position will involve providing high-quality evidence-based strategic policy advice and analysis on a variety of policy projects from a whole of government perspective, including to Ministers and on Cabinet matters. The role collaborates with a range of teams across Directorates to deliver projects, advice on the development of legislation, and to implement government priorities.

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

Eligibility/Other requirements: Qualification/s in relevant subject area including but not limited to economics, law, public policy, and social sciences are desirable.

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

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the Selection Criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Carmody (02) 6205 7377 Sophie.Carmody@act.gov.au

Revenue Management

ACT Valuation Office (ACTVO)

Senior Valuer

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63666, several)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: The ACT Valuation Office operates as an in-house provider of valuation and advisory services to the Revenue Management Group. Our primary function is to deliver annual statutory valuation advice for use in the calculation of rates and taxes.

We have several senior positions available.

To be successful you will have broad experience in managing small teams in a rapidly changing environment. You will be able to demonstrate a broad range of valuation skills which would include statutory valuation experience.

An understanding of working within Government would be highly regarded.

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

Eligibility/Other requirements: Relevant tertiary qualifications and current Certified Practising Valuer (CPV) status with a recognised professional valuation institute or equivalent will be highly regarded.

Current driver's licence.

Notes: Selection will be based on the quality of the application, interview, and referee reports.

How to apply: If you are interested in this position, please submit a maximum two-page pitch outlining your knowledge, skills and capabilities against the selection criteria along with a copy of your current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carlo King (02) 6205 4863 Carlo.King@act.gov.au

Access Canberra**Corporate Support and Capability****Digital Design and Delivery****Governance Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 33547)**

Gazetted: 16 November 2023

Closing Date: 7 December 2023

Details:

The Access Canberra Digital Design and Delivery section enables Access Canberra's effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section plays a lead role in designing and delivering digital solutions as well as supporting and maintaining the agency's critical business systems. The section provides services such as ICT project/program management, solution architecture, service design, business and systems analysis, software development and testing, business information and security in ensuring digital solutions are fit-for-purpose, support the legislative requirements, and serve our customer's needs.

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

We are looking for someone with strong analytical and reporting skills to join our team to help coordinate ICT governance activities.

To be successful you will be someone with:

Well-developed organisational skills including the ability to manage changing priorities.

Demonstrated communication skills including relationship management, written and verbal communication skills.

A working knowledge of project methodologies

An understanding of ACTPS values and a proven commitment to the ongoing integration of workplace respect, equity, and diversity principles

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

Eligibility/Other Requirements:

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

Relevant tertiary qualifications and/or industry recognised certificates in project management are highly desirable. Competency in the use of Microsoft Office 365 applications and project management tools would be an advantage.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Please attach the following to your application:

Your curriculum vitae

Names and contact details of two professional referees

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

Applications should be submitted via the Apply Now button.

Contact Officer: Samantha Cleary (02) 6207 9131 Samantha.Cleary@act.gov.au

Policy and Cabinet

Executive Support

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 33711)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and across-government regulatory reform.

Under limited direction, the Executive Assistant's primary role is to provide high level strategic, operational and administrative support to the Senior Executive in the Policy and Cabinet Division and their associated business units. This position will also provide administrative and coordination support to the Cabinet and Government Business (CAGB) branch during peak periods.

Our ideal candidate will have a positive can-do approach as well as exceptional collaboration and communication skills. You will be highly skilled at prioritising and structuring your time and workload as well as being meticulously organised.

The ACT Public Service is an inclusive employer which will make physical or cultural adjustments to support staff achieve their best. As a service we are also focused on outcomes and we want to continue to work flexibly in a way that drives both the business of the government of the day and our growing reputation as a flexible employer of choice.

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:

Professional / Technical Skills and Knowledge

Demonstrated organisational skills of a high order, focusing on the ability to plan and

Prioritise an Executive's work activities. Being able and willing to manage competing priorities to meet timeframes in a fast-paced and busy environment.

Demonstrated experience in managing the administrative functions of a Senior Executive's office, including calendar, email and travel bookings, and basic financial processing including Credit Card reconciliations via the Expense Management System (EMS).

Excellent written communication skills including the ability to draft less-complex responses to correspondence and communications material.

Behavioural Capabilities

Willingness to work flexibly, including demonstrated ability to work collegially as a team, assisting others where necessary and contributing to wider team goals.

Relationship management skills, including liaison and interpersonal skills that facilitate establishment and maintenance of relationships with people at all levels.

Demonstrated ability to consistently deliver high quality customer service practices and attributes.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position currently operates in a hybrid capacity which includes working from home and in office under an activity-based working environment with unallocated desks when in the office.

Here is further information on [working at CMTEDD](#), the current [Enterprise Agreement](#) and [Activity-based working in the ACT Government](#).

Policy and Cabinet is committed to the ACT Government's [Respect, Equity and Diversity Framework](#) and CMTEDD's [Reconciliation Action Plan](#).

How to apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the Selection Criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumati Mahajan (02) 6207 8612 Sumati.Mahajan@act.gov.au

Policy and Cabinet

Territory Records Office

Physical Records Operations

Operations Team Leader

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 46739)

Gazetted: 16 November 2023

Closing Date: 23 November 2023

Details: Territory Records Office / Physical Records Operations is seeking an experienced team leader to join the team as Operations Team Leader.

The successful applicant will be responsible for managing the day-to-day operations of the Physical Record Operations team (PRO) team. This role includes providing high level customer service, leading and monitoring team's performance and the performance of individuals. Assists in the development and implementation of procedures, identifies training requirements and delivers training to ensure a well-skilled and high performing team. Further to this, manages the team's workload through the customer management system and ensures KPI's are met across the field of operations.

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

Eligibility/Other requirements: This position requires the ability to work in a manual handling environment.

Notes: This is a temporary position available for a period of eight weeks with the possibility of extension up to 12 months and/or permanency.

How to Apply: If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill this role, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Walshe (02) 6207 2016 Daniel.Walshe@act.gov.au

Office of Industrial Relations and Workforce Strategy

Property and Government Insourcing Group

Executive

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 04437)

Gazetted: 17 November 2023

Closing Date: 24 November 2023

Details: The Executive Assistant (EA) to the Executive Group Manager of Property and Government Insourcing will proactively take lead of operational tasks within the office with minimal supervision. An integral part of this role is the ability to take ownership of office administration and complete tasks in a timely manner, with a keen eye for detail.

In the fast-paced environment, the EA will be able to prioritise workload appropriately to support the Executive Group Manager to ensure work commitments are delivered.

The EA will assist with developing shared knowledge across the Property and Government Insourcing EA network that will contribute to effective coordination, improved team performance and enhanced service outcomes. This position reports directly to the Property and Government Insourcing Executive Officer.

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

Note: This is a temporary position available immediately for three months. Selection may be based on application and referee reports only.

How to Apply: Please submit A one page pitch addressing the Selection Criteria along with a current curriculum vitae and the contact detail of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: LucyX Marchant (02) 6207 7649 LucyX.Marchant@act.gov.au

Digital, Data and Technology Solutions

Technical Services

Cloud and Platform Systems

Senior Microsoft 365 Exchange Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33688)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: The role of the Microsoft 365 Exchange Specialist is to act as a subject matter expert for the ACT Government Microsoft Exchange and 365 environment. You will provide technical leadership for the platform in both the Project and BAU space, helping to identify where adoption of new or existing cloud services can be used to better meet the needs of the ACT Government. You will provide high-level technical support for the platform, dealing with the more complex technical problems, you will provide Microsoft M365 technical support, on-line maintenance, fault diagnosis and the identification and implementation of remedial action including monitoring and reporting as required.

Please see Position Description for more detailed job requirements.

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

Eligibility/Other Requirements:

This role requires an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's license.

Note:

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)

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

Applications should be submitted via the Apply Now button.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Revenue Management

Compliance**Debt Management****Assistant Director****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 03822)**

Gazetted: 21 November 2023

Closing Date: 28 November 2023

Details: The ACT Revenue Office is seeking a motivated and capable individual to lead our debt collection team. The role provides a high degree of autonomy in managing the day-to-day operations of the debt team against a background of continuous improvement. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, enforce debt collection and taxpayer engagement and education.

Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and part of a team.

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

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

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

How to apply: Please provide a maximum two-page response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the apply now button below.

Contact Officer: Paul Amalos (02) 6207 0100 Paul.Amalos@act.gov.au

Digital, Data and Technology Solutions**Design and Strategy****Investment Strategy and Governance****Assistant Director - Investment Strategy and Governance****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62890)**

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Design and Strategy Branch (DSB) provides strategic guidance on digital data and technology investment and is responsible for the development and maintenance of the whole of government technology roadmap, architecture and design practice, including principles, standards and methods.

The Design and Strategy Branch are looking for an Assistant Director Investment Strategy and Governance who has experience in developing strategic digital investment portfolio capability. The Assistant Director will support the development of enterprise prioritisation of investment, demands and resources that best support government priorities. The role requires providing strategic analysis and advice on digital and technology investment opportunities which add value to ACT Government. Strong data and analytics skills and the ability to manage strategic portfolio management applications will also support future technology investment decisions. The Assistant Director will also provide advice and support on digital investment governance arrangements and requirements.

In addition, the Assistant Director Investment Strategy and Governance will support and collaborate with the senior leadership team within the Design and Strategy branch.

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

Notes: This is a temporary position available from 22 January 2024 for a period of five months with the possibility of extension up to 12 months and/or permanency.

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be submitted via the Apply Now button below.

Contact Officer: Donald Hage (02) 6205 4597 Donald.Hage@act.gov.au

Access Canberra

Environment Protection Authority

Environment Protection

Environment Protection Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 58653)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

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

In this role you will apply the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses.

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

Eligibility/Other Requirements:

Current ACT or equivalent Driver's licence.

Relevant technical training or experience.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This is an Identified position for Aboriginal and Torres Strait Islanders. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement of no more than two pages addressing the Selection Criteria described in the Position Description, along with details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Dix (02) 6207 2586 Rodney.Dix@act.gov.au

Economic , Revenue and Insurance (ERI)

ACT Insurance Authority

Assistant Director, ICT Project Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62250)

Gazetted: 20 November 2023

Closing Date: 27 November 2023

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

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

Reporting to the Director, Governance, Analytics and Relationships, the Assistant Director ICT Project Manager will be responsible for project managing ICT projects, focussed on providing high-value, quality data for both internal and external stakeholders.

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

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

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

Notes: This is a temporary position available immediately until 30 September 2024 with the possibility of extension up to 12 months.

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 pitch is to be provided that responds to the Selection Criteria that is outlined in the Position Description. The pitch to the Selection Criteria should be no more than two pages in length. Applications should be accompanied by an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Senior Radio Engineer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14926, Several)

Gazetted: 20 November 2023

Closing Date: 27 November 2023

Details: The Emergency Service Agency (ESA) Information Communications Technology (ICT) Team is seeking a suitably skilled and qualified Radio Engineer. You'll be required to hit the ground running for the replacement, rollout and installation of new radios to use LTE (mobile data) and GPS location services for ESA and ACT Government agencies.

Who we're looking for:

Are you a collaborative, highly organised, person with an eye for detail looking for a change?

Can you multitask, determine priorities and thrive on being in the pressure cooker?

The successful applicant will become an integral part of the small team delivering technical support for the ESA's radio communications infrastructure, particularly handheld, vehicle and fixed radios within a P25 trunk radio network. Working closely with the vendor, ICT and ESA teams, you will be performing technical testing, troubleshooting and programming of the new capability within Harris radios and supporting systems, and maintaining the radio fleet and ID management databases. 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:

Technical knowledge and demonstrated experience in the management and support of trunked radio networks, radio communications and radio terminals, preferably within an emergency management environment.

Installation and removal of trunked radio networks, radio communications equipment and radio terminals

Demonstrate the ability to investigate and resolves radio network fault conditions using a wide range of diagnostic tools and techniques, including reconfiguring devices and software to optimise performance.

Relevant tertiary qualifications in ICT are 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.

Driver's license class C is essential.

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:

A two page response to the following questions:

How you meet the technical requirements of the role as described in the Position Description.

Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.

Responses should consider the requirements as described in the Position Description.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Nicole Duffy (02) 6207 6176 Nicole.Duffy@act.gov.au

Finance and Budget Group

Various

Various

Policy Analyst

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 33098, several)

Gazetted: 21 November 2023

Closing Date: 4 December 2023

Details: Are you looking for an exciting opportunity to work across a wide range of policy issues in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication, and critical analysis skills to achieve outcomes?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to join various policy teams. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities impacting our community.

Successful applicants will obtain:

Central agency experience, including building your understanding of how the Government's strategic policy priorities are developed and implemented;

A sophisticated understanding of the Machinery of Government, the Budget process and Government decision-making and policy implementation;

Effective stakeholder management and negotiation skills; and

Access to diverse career advancement pathways both in the private and public sector.

We are looking for people who are team players and strong communicators that can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues.

There are several positions permanent and temporary positions up to 12 months available across our two policy branches.

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

Eligibility/other requirements:

Tertiary qualifications in any field combined with strong numeracy skills are highly desirable.

Note: A merit pool may be formed from this process and used to fill other permanent and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency.

If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

These positions are based in a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers do not have a designated workstation/desk. Flexible working arrangements are supported including working from home or across various ACT Government office locations.

How to apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Sarah Christian (02) 6205 2389 Sarah.Christian@act.gov.au

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 59250, several)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: We are looking for several finance professionals to join high-performing teams in Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Strategic Finance. Our ideal candidates will bring with them experience in financial or management accounting, asset management and capital works reporting, or internal and external budget development. As a Senior Finance Officer, you will have an eye for detail, well developed analytical skills, the ability to work with stakeholders and great time management skills.

We are passionate about growing our people and will support your ongoing professional development by providing financial and study leave support for a range of courses, and reimbursement of costs for your professional memberships. We are a national leader in the adoption of flexible work arrangements, with several options available to staff including flexible working hours, work from home arrangements, and recovery leave options. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements:

Tertiary qualification in an accounting/finance discipline and CAANZ or CPA Australia professional membership is desirable.

Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage.

Note: There is a permanent position available and a 10 month temporary position with a possibility of extension and/or permanency.

Selection will be based on the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

How to Apply: Interested candidates are requested to submit a response of no more than two pages addressing the professional and behavioural 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: Yuliani Tan (02) 6207 0964 Yuliani.Tan@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Website Developer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 11609)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Customer Engagement Services Branch are seeking Web Developers with experience working within an online content management system or service management platform (such as ServiceNow). We are looking for applicants that are well versed in frontend web development components including HTML, CSS, JavaScript and AngularJS, as well as having a keen interest in ServiceNow development.

Our team is passionate about innovation and improving the delivery of ACT Government services for approximately 22,000 internal customers. These services cover multiple functions including Finance, Human Resources and Information Communication Technologies.

The Website Developer will use the ServiceNow platform to develop, maintain and improve websites (service portals) that fall within the responsibility of Customer Engagement Services Branch.

If you're seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now.

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

Eligibility/Other requirements: Experience with ServiceNow and experience in the development of forms and workflows is highly desirable. Experience with CSS, HTML and JavaScript is essential.

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

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviours in relation to the duties/responsibilities detailed in the Position Description. If you think you're up for it, please send us your curriculum vitae and a two page pitch. Your pitch should include your greatest achievement(s) in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Bartle (02) 6205 4715 Michael.Bartle@act.gov.au

ACT Property Group

Integrated Facilities Management

Intake and Works Allocation and Compliance

Intake and Works Allocation Officer

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 22584)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis.

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: 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.

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: Alicia Spindler (02) 620500969 ACTPGcorporate@act.gov.au

Economic Development

artsACT

Director, Arts Program

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 43586)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: artsACT is seeking a Director, Arts Programs commencing in February 2024. The successful applicant will be responsible for the management of arts programs and projects, and collaboratively developing and implementing high-quality, evidence-based arts policy to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, and to create a vibrant community for Canberrans and for people visiting Canberra. In particular, they will manage the delivery of the ACT Arts Fund and contribute to the strategic, program, and policy development activities of artsACT, including delivery of the Arts, Culture and Creative Policy 2022-2026.

The successful applicant will have excellent analytical and conceptual skills and high-level management skills including financial, project and program management. They will have high-level communication skills, including the ability to provide strategic advice, develop high-quality policy and ministerial documents, undertake public presentations, negotiate persuasively and represent effectively. They will have experience in building and maintaining strategic relationships, undertaking cross-government collaborations and working across state/territory governments and the ability to lead, manage and develop a client focused team and foster a positive and productive 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officer do not have a designated workstation/desk.

How to Apply: Please include a two-page Expression of Interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton 0481 059 623 CarolineM.Fulton@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management

Assistant Director Injury Management

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 08594, several)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Work Safety Group is seeking two highly motivated and suitably experienced persons to fill the positions of Assistant Director, Injury Management. The successful applicants will manage and support small teams of Rehabilitation Case Managers in the delivery of tailored case management and return to work services to a diverse range of operational areas across the ACT Public Service (ACTPS). To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in addition to demonstrating strong leadership and management qualities. This is a fast-paced, highly complex operational environment and the ability to meet tight deadlines while managing competing priorities 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 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: Educational and professional qualification checks may be undertaken prior to employment. Qualifications in Work Health and Safety, Human Resources, Allied Health or other related disciplines will be well regarded.

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

How to Apply: Please 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 below.

Contact Officer: Rachel Hughes (02) 6207 8322 Rachel.Hughes@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS) / Property and Government Group**ACT Property Group****Corporate Governance****Senior Director, Corporate Governance****Senior Officer Grade A \$160,541, Canberra (PN: 16580)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: ACT Property Group are looking for someone with strong experience in managing at a senior level government corporate function with the ability to provide business unit coordination of these activities in a highly operational business unit. This role drives the corporate governance, communications, human resources, strategic policy and business improvement aspects of the business. This person ensures ACT Property Group meets its legal and corporate responsibilities, coordinates the corporate and office matters, and operates in a safe and compliant manner. The person in this role needs a good eye for detail, and the ability to work with others to write or contribute to key strategic and operational documents/reports and develop or input to corporate documents in a timely manner.

Key areas of responsibility of the role and team the role leads include recruitment, human resources, records management, training and development, web page management, government and business reporting and coordination, and ICT and business specific systems coordination and authorisation. Workplace health and safety, risk and quality may be part of the role's responsibility during the advertised period.

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

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 in Property, Business Management, Building Management, Procurement, Project Management, or related areas are highly desirable.

A current driver's licence (car)

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

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 Resume/Curriculum Vitae (CV) 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.

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: Tania Shaw 0417207990 actpgcorporate@act.gov.au

Revenue Management**Business Systems****Security Liaison and Reporting Analyst****Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 01263)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: The ACT Revenue Office (ACTRO) is pleased to advertise an exciting opportunity as Security Liaison and Reporting Analyst amongst the Business Systems Team.

Some responsibilities of the role include serving ACTRO as the main liaison officer for all matters relating to the security of ACTRO's information systems, provide advice and guidance to a range of stakeholders relating to cyber and IT security, initiate and implement security plans and risk management.

The successful candidate will acquire a wide set of different professional skills, including experience in cyber security, high level liaison and communication skills and ability to establish and implement frameworks and policies in line with current legislation.

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

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

How to Apply: Please provide a maximum two pages response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Tonna (02) 6207 0293 Joseph.Tonna@act.gov.au

Economic , Revenue and Insurance (ERI)**ACT Insurance Authority****Data and Analytics Specialist****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 55787)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

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

The ACT Insurance Authority is looking for an enthusiastic, positive, and motivated individual who has a passion for systems administration, data integrity, and utilising reporting to achieve operational and strategic objectives.

Reporting to the Director, Governance, Analytics and Relationships, the Data and Analytics Specialist is responsible for assisting with the development, implementation, and delivery of a suite of reporting for internal and external stakeholders, using analysis and synthesis of complex data to identify trends and patterns.

We are looking for an individual with excellent attention to detail and a demonstrated ability to meet deadlines, who can communicate clearly and effectively with a wide range of stakeholders. This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness, in line with the ACT Public Service values.

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

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

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

Applications should be submitted via the Apply Now button below.

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

Office of Industrial Relations and Workforce Strategy

Professional Standards Unit

Senior Legal Policy Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 52134)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Working in a small and collaborative team environment the Senior Legal Policy Officer reports directly to the Strategic Director and liaises closely with the Executive Branch Manager, PSU.

The Senior Legal Policy Officer is responsible for providing robust, effective, and sound legal policy advice to support the work of the PSU and the PSSC in relation to misconduct, administrative investigations and other integrity related matters.

The role performs key legal policy support across the PSU, including the provision of advice to the Executive, senior leadership and investigators on the operational requirements arising from the relevant legislation. A key component of this role is maintaining contemporary knowledge of case-law in relation to misconduct and workplace investigations.

The Senior Legal Policy Officer is responsible for managing the referral of issues for formal legal advice to the ACT Government Solicitor. This includes the assessment of questions to determine whether legal advice is warranted and the review of questions to ensure they are clear and relevant, as well as maintaining the PSU's register of requests for legal advice.

The Senior Legal Policy Officer will possess high-level policy management expertise, excellent analytical and research skills in relation to policy and legislation and be self-motivated. The successful applicant will be an experienced leader and strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders, delivering information and education to support the work of the PSU and the PSSC.

Successful performance in the role requires the ability to respond quickly to changing priorities and show initiative and sound judgement while adhering to tight timeframes.

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

Eligibility/ Other Requirements:

Relevant tertiary qualifications in law, policy or a related field, or significant study towards gaining such qualifications, would be highly desirable.

Experience in industrial relations or employment law would be highly regarded.

Note: This is a temporary position available immediately until 26 May 2024 with the possibility of extension up to 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please reference a two page pitch style application that responds to the required skills, knowledge and behavioural capabilities outlined in the position description and a curriculum vita of no more than five pages.

Applications should be submitted via the Apply Now button.

Contact Officer: LisaM Murphy (02) 6205 4657 LisaM.Murphy@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities/ICT Fibre Networks

Fibre Network Manager

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 62911)

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Digital Data and Technology Solutions are seeking an experienced, committed and enthusiastic leader to join the ICT Fibre Networks Team. The Fibre Network Manager provides technical and managerial leadership of a small team of specialists to support and manage the ACT Government private fibre optic network at several key primary locations and hundreds of secondary locations across the territory.

The ACT Government owns an extensive private fibre optic network, connecting over 250 sites across the Territory. This position is responsible for the design, management, expansion and ongoing maintenance of the fibre network asset. This requires a collaborative approach with a strong focus on implementing effective ICT fibre infrastructure

and supporting existing fibre infrastructure to underpin the territories ICT services for delivering government and community 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:

Current Australian Government Security Vetting Agency (AGSVA) Negative Vetting level 1 (NV1) security clearance or ability to obtain and hold a NV1 security clearance is mandatory.

Relevant degree, diploma, certificate, vocational or industry certificate in the Telecommunications field and/or relevant work experience is highly desirable.

Class C driver licence is essential.

Notes: This is a permanent position, currently based in Gungahlin at Winyu House.

The ACT government is transitioning to Activity Based Work (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may also form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If you are interested in applying for this position, please provide a written statement, maximum three pages total, responding separately to each of the ten capabilities in the 'What You Require' section of the Position Description. As well as a copy of your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Butcher (02) 6207 6840 Nathan.Butcher@act.gov.au

Corporate

People and Capability

Learning and Development

eLearning and Media Specialist

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 41617)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Are you creative? Do you love learning, and helping others to learn? Want to use your design and technical skills to help build the capability of our workforce?

CMTEDD People and Capability are looking for an eLearning and Media Specialist. This opportunity offers varied and interesting work in a great team environment. You will use your technical and creative skills along with your understanding of learning and development principles to create engaging resources, working with subject matter experts to build the capability of CMTEDD staff. You will also plan, create, and edit video and audio of live and virtual events, as well as creating multimedia promotional content for a range of people-related campaigns and initiatives.

You will also manage the regular review, edit, version control, evaluations and completions of existing program content and the associated updates within the Learning Management System; all with an innovative approach to design, development, accessibility, and user experience.

If you like to work collaboratively, achieving outcomes which make a difference, we would like to hear from you.

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

Eligibility/Other requirements: A Certificate IV in Training and Assessment; media design and production or other relevant qualification is highly desirable.

Notes: This position will operate in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and work flexibly. Arrangements such as working from home or other ACT Government flexi-spaces are available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months

How to apply: Please provide a two-page written response demonstrating your capabilities for the position (see 'What you require' on the Position Description), along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Morris (02) 6205 8414 Catherine.Morris@act.gov.au

Treasury, Economic and Financial Group
Economic Policy and Commercial Branch
Various

Assistant Director, Economic Policy and Commercial Branch

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 04346, several)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: We are looking for talented, capable and driven individuals to play key roles in providing economic policy and commercial advice on the wide range of opportunities and challenges facing the ACT Government.

To be a strong contender for this role you will be a strong written and oral communicator, bring demonstrated experience working as part of a team, and be a strategic thinker who can take the initiative in analysing and advising on complex issues.

The successful applicant(s) will work in a small dynamic team environment, where multi-tasking is necessary. They will be required to undertake detailed analysis of information and apply judgment and communication skills in developing clear advice to senior executives and Government. They will need to exercise resilience, initiative and flexibility, have excellent attention to detail.

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

Duties may include:

Overseeing and developing high quality written materials, including briefs, policy papers, Cabinet submissions, Budget business cases and responses to ministerial correspondence.

Providing expert advice to Ministers and other ACTPS agencies to ensure high quality, evidenced-based policy proposals.

Developing and shepherding new policy proposals through the full policy cycle, from early-stage research and analysis, through to business cases, announcement and implementation, and post-implementation review and evaluation.

Analysing Cabinet submissions and Budget business cases and advising the Treasurer in the context of government priorities and fiscal sustainability.

Participating in and representing the Branch at meetings.

Assisting with the leadership and management of a small team, including supervising, and mentoring junior staff; and

Working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect, Equity and Diversity Framework.

The selection criteria for the position, which must be addressed in your application, are:

Criterion 1 – Well-developed written and oral communication skills, including a demonstrated ability to present confidently and concisely to a variety of audiences, and draft high-quality briefing on complex matters.

Criterion 2 – Demonstrated ability to research and analyse information and make sound judgements and recommendations to influence decision making on economic and commercial policy matters.

Criterion 3 – Demonstrated experience in planning, prioritising and organising work schedules to deliver high quality outputs to meet deadlines under limited direction.

Criterion 4 – Demonstrated ability to work collaboratively and to assist peers and junior staff to achieve positive outcomes and shared goals.

Eligibility/ Other Requirements:

Tertiary or post-graduate qualifications in a relevant field, such as public policy, economics, finance, law, business administration, science are highly desirable.

Further information on working in the ACT Government can be found at: <https://www.jobs.act.gov.au/work-with-us>.

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

How to Apply: Applicants are required to submit:

A two-page pitch (maximum) outlining their suitability for the position, including direct claims and evidence in response to each of the Selection Criteria. Each selection criteria can be addressed either in individual sections or dispersed throughout the pitch.

A current Curriculum Vitae.

Contact details of two referees who can verify your claims for the position.

Applications should be submitted via the Apply Now button.
Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Economic, Revenue and Insurance

ACT Insurance Authority

Assistant Finance Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63664)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Do you have experience in delivering financial services support in private or public sector environments or are you a recent graduate who is looking for kicking off your professional career? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this job may well be the perfect for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for numbers and financial processing to assist with Authority to deliver broader organisational objectives to join us as the Assistant Finance Officer on a temporary and part-time basis. The contract period is a six month temporary contract with a possibility of extension or permanency.

Reporting to the Director of Finance, the Assistant Finance Officer is responsible for but not limited to completing Accounts Payable (AP), Accounts Receivable (AR), banking transactions and financial reconciliations functions, ensuring effective financial record keeping.

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

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

Note: This is a temporary position available immediately until 15 July 2024 with the possibility of permanency. This position is part-time at 22 hours per week and the full-time salary noted above will be pro-rata.

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

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the skills, knowledge, and behavioural capabilities in the position description, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralph Guo (02) 6205 9812 Ralph.Guo@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

Senior Network Engineer

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 18349)

Gazetted: 21 November 2023

Closing Date: 28 November 2023

Details: Networks, Communications Services, and ICT Facilities (NCS) is seeking a senior network engineer with extensive experience in managing enterprise network infrastructure and providing good outcomes to customers. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base.

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:

An Australian Government Security Vetting Agency (AGSVA) Negative Vetting 1 (NV1) clearance is required.

A Working with Vulnerable People Check may be required in the course of this position.

A Class C driver licence is essential.

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

How to apply: Please submit a personal pitch of no more than two pages, addressing the “What You Require” section of the Position Description, and taking into account the items in the “What You Will Do” section. Please provide a current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Duckworth (02) 6205 9510 Alex.Duckworth@act.gov.au

Community Services

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

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

Communities

Community Relations Funding Support

Relationship and Contract Management

Relationship Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 07322)

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Community Relations and Funding Support are looking for a Relationship Manager to join our team. Our Relationship Management team is responsible for establishing and fostering a partnership relationship with Community Services Directorate (CSD) funded community partners. This includes being a key contact for communication with CSD; working collaboratively with government and community partners assessing performance reports, including drafting performance letters, taking initiative and working autonomously. Our Relationship Managers are hardworking individuals who understand human services program delivery and contract management, including performance monitoring and compliance.

If this sounds like you, we would like to see an application from you. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available immediately with the possibility of extension up to 12 months and/or permanency. A merit pool may be established from this selection process to 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 curriculum vitae and 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: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Housing Assistance

Infrastructure and Contracts

Executive Support

Executive Assistant

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 10984)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Executive Assistant to join our busy team.

Housing ACT is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. The major form of housing assistance is the provision of rental accommodation at a discounted rent. In addition to the tenancy management services, Housing ACT provides housing policy and asset management services, including the sale, purchase, construction, and redevelopment of properties. The Infrastructure and Contracts is a branch within Housing ACT. It is responsible for

the management and maintenance of the public housing portfolio. This includes the delivery of the annual capital program, consistent with the ACT Housing Strategy and the Public Housing Asset Management Strategy.

Under general direction, the Executive Assistant will:

Provide efficient and confidential executive support to the Executive Branch Manager, including the collation and delivery of relevant information and executive correspondence.

Maintain Executive diary, including research, preparation and dissemination of information for meetings, organisation of meetings, appointments and conferences.

Oversee the management of administrative process including support for human resources, finance and procurement functions.

Improve and streamline administrative processes as required, to enhance efficiencies.

Perform secretariat functions for the branch and across the directorate as required.

More details can be found in the Position Description.

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

How to Apply: Application is to be written as if writing to an expression of interest, no more than two x A4 pages long, plus curriculum vitae and references

Applications should be submitted via the Apply Now button.

Contact Officer: Kali King (02) 6207 4692 Kali.King@act.gov.au

Communities

Communications and Engagement

Strategic Communications

Assistant Director, Communications and Engagement

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 24305)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Are you passionate about community engagement and keen to demonstrate your excellent communication skills? The Community Services Directorate (CSD) Communications and Engagement branch has a rare permanent vacancy in our Strategic Communications team to lead community engagement communications with the Canberra community.

Under limited direction you will develop, deliver and evaluate best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified CSD priorities.

You will deliver effective, evidence-based and targeted community and stakeholder engagement activities and work collaboratively with the team to develop and deliver the right information to the right audience at the right time.

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

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

How to apply: To apply please provide your curriculum vitae and a two-page pitch describing why you are suitable for the role addressing the professional/technical skills and knowledge and behavioural capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Milsom (02) 6207 9000 Melanie.Milsom@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Assistant Director

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 37714)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: The Domestic, Family and Sexual Violence Office is seeking high performing Assistant Directors to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for people

with a strong sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes.

To be successful in these roles you will be a great team player; self-motivated; and able to turn your hand to many different tasks including policy/project development and stakeholder engagement. You must be able to deliver high quality written documents to, or on behalf of, executives and government.

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

Note: This is a temporary position available for up to 12 months with the possibility of permanency. Part time and full-time applications are welcome. Selection may be based on application and referees only. A merit pool may be established from this selection process for opportunities over the next 12 months.

How to Apply: Please submit an application of no more than two pages that tells the selection committee about your capacity to perform the duties and responsibilities of the advertised role.

Your application may be in the form of a pitch but should clearly outline your capabilities against the "What you Require" (Professional/Technical Skills and Knowledge, and Behavioural Capabilities) section of the Position Description and include 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.

Please include a current curriculum vitae with 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.

Contact Officer: Emma Lewis (02) 6207 6450 Emma.Lewis@act.gov.au

Communities

Women, Youth and Multicultural Affairs

National Multicultural Festival

Director, National Multicultural Festival

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63392)

Gazetted: 16 November 2023

Closing Date: 23 November 2023

Details: Communities Division is seeking a motivated, collaborative, and experienced candidate to join a small and dedicated team to lead the business operations for the much-loved, community led National Multicultural Festival. Reporting to the Senior Director, the Director (SOGB) will utilise their comprehensive outdoor event experience and project management skills to oversee the operational planning for the festival including risk, emergency, staff and compliance management; lead the procurement and contract management of major suppliers; utilise their high level skills in stakeholder engagement and relationship building to achieve business outcomes including sponsorships; and work closely with and support our wonderful culturally and linguistically diverse communities. 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:

Tertiary qualifications in event management, project management or a related field are highly desirable. The ability to work flexible hours including outside core business hours, extended hours and weekends during event delivery periods is required.

Note: This is a temporary position available from 1 January 2024 to 30 June 2024 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 may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply:

Please provide a two-page pitch addressing the Selection Criteria, together with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Jayne Simon (02) 6207 3919 Jayne.Simon@act.gov.au

Housing Assistance

Infrastructure and Contracts**Infrastructure Delivery****Senior Project Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 53314)**

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Working within the Community Services Directorate (CSD) represents a fantastic opportunity to do meaningful work and have a positive impact in the local Canberra community. CSD currently has vacancy for a Senior Project Officer in the Infrastructure Delivery team.

The Senior Project Officer is responsible for project management of properties marked for redevelopment as part of the Growing and Renewing Public Housing program. It supports the Assistant Director, Director and Senior Director, Infrastructure Delivery, by engaging and collaborating within the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community. Depending on work allocation the Senior Project Officer may be responsible for managing projects in either design and/or construction phases. The position works closely with various teams throughout Housing ACT to share information, ensuring the project designs meet the changing needs of Housing ACT tenants.

Building and maintaining relationships, both within Government and outside, especially with the design industry, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. Applying strategic engagement principles when consulting and informing the community is a key part of this role.

Further information can be found in 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.

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

How to apply: Applications are to be written as an expression of interest of no more than two pages, addressing the Selection Criteria ('What You Require' section of the Position Description), plus curriculum vitae and referees. *Applications should be submitted via the Apply Now button below.*

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

Cultural Facilities Corporation**ACT Galleries, Museum and Heritage****Exhibitions Officer****General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 43545)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: ACT Galleries, Museums and Heritage is looking for a highly motivated Exhibitions Officer to work at the Canberra Museum and Gallery, Lanyon Homestead, Mugga Mugga Cottage and Calthorpes House. This role is part of the Exhibitions and Collections team that is responsible for the care, conservation and exhibition development of the collections at Canberra Museum and Gallery and the ACT Historic Places.

The role would suit a practical, multi-tasker who enjoys supporting high-performing staff as well as being involved in a creative, dynamic environment. You will have experience working in a museum or gallery with an understanding of best practice and health and safety issues for the security, installation, and movement of cultural material. You will have skills in the installation of a wide variety of objects as well as construction and carpentry, audio visual and computer literacy skills.

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.

Experience working in ACT Government would be welcome but not essential.

The position is a full-time position located at Canberra Museum and Gallery, and includes work at our historic sites as required.

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: Antonia Ross 02 6207 2182 antonia.ross@act.gov.au

Education

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

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

School Improvement

South Weston

Narrabundah College

School Leader - English/Humanities-Narrabundah College

School Leader C \$135,383, Canberra (PN: 02677)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Narrabundah College is a large, international college with approximately 980 year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the IB Diploma Programme, the French Baccalaureate and a range of nationally recognised vocational education and training qualifications. Narrabundah College is seeking a dynamic and motivated school leader to lead the English/Humanities team of the college. With a particular focus on students, the successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school 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:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Relevant whole school skills and experience will be assessed to enable suitable whole school roles and responsibilities. Please ensure these are highlighted in your application.

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

How to apply: Applicants are to provide a curriculum vitae (no more than two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

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

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

School Improvement

North Canberra/Gungahlin School Network

Gungahlin College

Library Assistant

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 63508)

Gazetted: 21 November 2023

Closing Date: 8 December 2023

Details: Gungahlin College library facilities consist of 4 Resource Nodes within the teaching and learning hubs and a joint use community library which serves as the College library, public library and CIT Flexible Learning Centre.

Working as part of a team and with both administrative and supervision duties, to support all library functions as per key responsibilities and activities.

KEY RESPONSIBILITIES

To support the efficient operation of the library and delivery of library services to teaching staff and students.

Your major activities include but not limited to:

Assist in the operations of a school library including the cataloguing of hardcopy and electronic resources; prepare; work area materials and equipment to support practical lessons/delivery of curriculum.

Demonstrate duty of care whilst supervising student use of the library space.

Apply technical knowledge to support teachers and students in the implementation of educational programs.

Provide assistance to students and staff to access information and/or resources in support of educational programs.

Support teachers in monitoring students and in addressing student behavioural issues in learning environments.

Provide general administrative support such as preparing standard correspondence, data entry, records management, student reporting, photocopying and secretariat support.

Participate in meetings and other forums which contribute to the operation of the immediate work area and the school.

Monitor, order and replenish consumables, equipment and resources; obtain quotes and/or make purchases as required; monitor expenditure against work area budget.

Operate work area equipment, assist others in the routine use of equipment and organise or undertake routine maintenance and repair of equipment as required.

Maintain a clean and safe working environment for students and staff in accordance with workplace health and safety standards and procedures.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE-

Previous experience in a similar role

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g. Information and Cultural Services, Education Support etc.

How to Apply: Supporting statement addressing the relevant skills and abilities listed below:

Current curriculum vitae.

Name and contact details for two referees.

RELEVANT KNOWLEDGE

Knowledge of library practices and procedures and automated resource management systems.

RELEVANT SKILLS AND ABILITIES

Ability to work with, relate to and supervise students.

Communication and interpersonal skills; ability to communicate effectively with staff, students and parents/carers.

Organisational skills including the ability to set priorities and meet deadlines.

Administrative skills including keyboard skills and the ability to operate a variety of computer programs.

Ability to use own initiative and work independently when necessary.

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 below.

Contact Officer: Grant Hall (02)614 21001 Grant.Hall@ed.act.edu.au

Education

Office for Schools

North Gungahlin

Black Mountain School

School Leader C - Black Mountain School

School Leader C \$135,383 , Canberra (PN: 53030, several)

Gazetted: 20 November 2023

Closing Date: 27 November 2023

Weeks to Close: 1

Details: Black Mountain School caters for students with a moderate to severe intellectual disability in years 7-12.

We are a centre for excellence in special education and take pride in providing deeply personalised, student-centred learning for all students. Black Mountain School is seeking a motivated School Leader C to join our

leadership team. Our staff are central to an improvement focused culture, and we are committed to providing an environment where staff are inspired to learn and supported to grow as a part of an interprofessional team. Black Mountain School provides a framework of observations and development for all staff within an innovative interprofessional model of practice.

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

Notes: This is a temporary position available from 26 January 2024 for a period of 12 months.

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

How to apply: Please complete a curriculum vitae and two page response to the leadership capabilities: leading teaching and learning, developing self and others and engaging and working with the community.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

School Operations

Belconnen Network

Melba Copland Secondary School

SLC Arts, Languages and Library (7 - 9) - Melba Copland Secondary School

School Leader C \$135,383, Canberra (PN: 60906)

Gazetted: 20 November 2023

Closing Date: 27 November 2023

Details: Melba Copland Secondary School is a 7-12 school located across two campuses in the Belconnen Network. The High School is 7-9 and the college is 10-12. This school leader position will operate on the high school campus and lead the 7- 9 Arts, Languages and Library faculties.

The ideal candidate will work as part of a large executive team to enact the school's strategic agenda. As an instructional leader, they will foster respectful, and meaningful connections with our school community, while offering strategic guidance and mentoring to enable the successful execution of school programs and initiatives. These include:

Leading the implementation and quality assurance of the Australian Curriculum.

Implementing an effective, results oriented PLT model.

Building teacher and LSA capacity through effective coaching, mentoring and instructional leadership.

Providing management over the library.

Leading whole school events.

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)

How to apply: Submit a statement of claims based on the school leadership capability framework outlined in the Application Package (maximum six 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.

Contact Officer: Adriano Di Crescenzo (02) 6142 0333 Adriano.diCrescenzo@ed.act.edu.au

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

Service Design & Delivery

Student Engagement

Clinical Practice - Allied Health Service

Clinical Leader, Speech Language Pathology**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 38175)**

Gazetted: 20 November 2023

Closing Date: 17 January 2024

Details: This clinical leadership position will contribute to the leadership of the Allied Health Service (AHS). The AHS includes Occupational Therapists, Physiotherapists, Social Workers, Speech Pathologists and Allied Health Assistants. The AHS works with schools to deliver quality services to benefit students who are experiencing difficulty connecting to school and engaging with education.

The clinical leader will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are accessing and participating in learning activities around Speech and Language Pathology.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Speech Language Pathology

Eligibility to be registered with Speech Pathology Australia

ACT driver's license and use of own vehicle for work purposes

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

Note: Relocation reimbursement will be available for applicants outside the ACT inline with Clause C18 in the ACT Public Sector Health Professional Enterprise Agreement. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kristy Ward 0435 088 897 Kristy.Ward@act.gov.au

Service Design and Delivery**Digital Strategy, Services and Transformation****Strategy, Applications and Transformation****IT Asset Manager - Digital Access and Equity****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 44266)**

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Our ideal candidate has experience in ICT Asset management and strong ITIL service delivery skills. They will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have a demonstrated knowledge and understanding of the IT Asset lifecycle.

You will have strong organisation skills, with an ability to quickly understanding and resolve complex management and operational issues in a service delivery capacity. Ideally you will be familiar with ICT Asset Management in an education setting and can develop and promote Asset Management policies and procedures. You will demonstrate initiative in making a positive impact on the business and its long-term ICT Asset needs. Through efficiency and communication, you will develop a better understanding of your user's needs and championing the Directorate's commitments to continuous improvement. Your problem-solving and customer service skills should be some of your core professional strengths.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You will have highly developed stakeholder engagement skills and a demonstrated capacity to identify with user groups. You will consistently deliver a strong commitment to excellent customer service principles, practices, and attributes.

Eligibility/Other Requirements:

Highly Desirable

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

This position may require a Working with Vulnerable People Check.

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: Provide two documents that demonstrate your ability to undertake the duties/responsibilities.

A response to the Selection Criteria, no more than two pages

A current curriculum vitae, that includes:

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. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button.

Contact Officer: Ken Dodds (02) 6205 1310 Ken.Dodds@act.gov.au

Service Design and Delivery

Student Engagement

Inclusion Coach

School Leader C \$135,383, Canberra (PN: 36373, Several)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Executive Teachers –Inclusion Coaches (Disability) Tuggeranong Network – Teach in Canberra

Nation leading public school pay and conditions.

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

We are seeking a School Leaders who are passionate about inclusion for students with disability to join us in the ACT. School Leader C salary is \$135,383 (plus up to \$12K relocation reimbursement offered for interstate teachers). About us

Join a leading learning organisation where *you* matter. By leading teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers. We'll also help with your relocation expenses (up to \$12K).

Benefits of working in ACT public schools:

Better workloads that prioritise developing educational leadership and innovative teaching and learning.

4 staff development days a year (student free), held at the beginning of each term.

The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.

Position Overview

School based disability Inclusion Coaches will be allocated to support one or more Tuggeranong Schools and be part of the school community. They will provide coaching and support to school staff to strengthen inclusive education practice. They will be part of a small group of Inclusion Coaches within the Tuggeranong Network. These are new positions and appropriate workload considerations will be made to ensure the intended focus on coaching and leadership of inclusive education practices remains the core focus of these roles. School-based conditions apply to these roles.

Why Canberra?

Enjoy a work/life balance in a progressive city where everything is a 30-minute or less drive away!

Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts. Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why Canberra is a great place to live and work.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people

(WWVP) registration (act.gov.au) Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

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

How to Apply: Applicants need to submit their Expression of Interest including:

- Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position. (Please write maximum six pages)
- Current curriculum vitae and
- Name and contact details for two referees

Contact Officer: Anita Wesney on Anita.wesney@act.gov.au or (02) 6207 3593

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/Weston Network

Lyons Early Childhood

Business Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 00610)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Lyons Early Childhood School is in search of a Business Manager to join our school leadership team. 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.

The duties will include offering guidance and support to the principal on school-related business matters, as well as day-to-day and long-term operational strategies to enhance service delivery. You will also lead and manage support and administrative staff, aligning their efforts with our business objectives, establishing priorities, monitoring workflow, and refining school-specific procedures and work practices.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance.

Given the dynamic and ever-changing nature of school environments, the selected applicant must possess the capacity to prioritise and oversee workflows and procedures in accordance with Directorate policy and protocols. Exceptional communication and liaison skills are essential for effective interaction with a diverse range of clients. If you believe you have the qualifications required for this dynamic leadership role, we eagerly await your application.

Eligibility/Other requirements:

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

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Note: This is a temporary position available from 8 January 2024 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.

How to Apply: Please submit a written response to the Selection Criteria, please limit your response to no more than half a page per criteria, along with a current curriculum vitae with contact details for two referees.

Applicants are strongly encouraged to call the contact officer prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Strangward (02) 6142 0044 Robyn.Strangward@ed.act.edu.au

Service Design and Delivery

Universal School Support

Inclusion Transitions and Careers Coach

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63637)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Transitions and Careers Practitioner – Inclusion Coach (Disability) Tuggeranong Network

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

We are seeking a Transitions and Careers practitioner who is passionate about inclusion for students with disability to join us in the ACT. Senior Officer Grade B salary is \$138,476 - \$155,668 (plus up to \$12K relocation reimbursement offered for interstate teachers).

About us

Join a leading learning organisation where *you* matter. By leading teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person.

Position Overview

The Inclusion Transition and Careers Coach will primarily support school transitions and career pathways for students with disability attending or planning to attend Tuggeranong Colleges. They will provide coaching, mentoring and support to staff, including teaching staff and Transitions and Careers Officers, to strengthen inclusive transitions and post school pathways. The successful applicant will build positive relationships with a range of stakeholders both internally and external to these school communities. They will work closely with the Senior Inclusion Coach (disability) and network of Inclusion Coaches within the Tuggeranong Network.

Why Canberra?

Enjoy a work/life balance in a progressive city where everything is a 30-minute or less drive away!

Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts. Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why [Canberra](#) is a great place to live and work.

Eligibility/Other Requirements:

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

Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

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: Please provide a response to the Selection Criteria (max four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice-E Clements (02) 6207 9873 Alice-E.Clements@act.gov.au

School Improvement

South Weston

Narrabundah College

School Leader C - Student Services Narrabundah College

School Leader C \$135,383, Canberra (PN: 02712)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: Narrabundah College is a large, international college with approximately 980 year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the IB Diploma Programme, the French Baccalaureate and a range of nationally recognised vocational education and training qualifications. Narrabundah College is seeking a dynamic and motivated school leader to lead the Student Services team of the college, which includes oversight of Inclusion Support and Careers. With a particular focus on students, the successful applicant will lead and oversee student wellbeing, engagement, case management and pastoral care across the school. The successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school 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:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

The successful applicant will have careers qualifications or a willingness to complete the relevant qualifications.

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

How to apply: Applicants are to provide a curriculum vitae (no more than two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

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

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

School Performance and Improvement

North Canberra and Gungahlin Network

Shirley Smith High School

Administration Assistant

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 62448)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs. Shirley Smith High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

We are seeking a highly motivated person to undertake the role of Administration assistant as part of our team.

The position will play a vital role in providing services and support to our students and the school community.

Eligibility/Other requirements:

RELEVANT KNOWLEDGE

Knowledge of administrative practices and procedures and/or office management

RELEVANT SKILLS AND ABILITIES

Ability to work with and relate to students.

Communication, interpersonal and liaison skills; ability to communicate effectively with staff, students and parents/carers.

Organisational skills including the ability to organise own work, set priorities and meet deadlines.

Administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Ability to handle confidential and sensitive information in accordance with relevant legislation and policy.

Proven capacity to work as part of a team, to use own initiative and to work independently when necessary.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

MANDATORY

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

HIGHLY DESIRABLE

Experience with the School Administrative System (SAS)

Experience managing student absences in a high school environment

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services).

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

How to Apply: Please submit your response of up to two pages addressing each of the Selection Criteria as outlined in the Position Description. Please provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0004 Sumana.Sen@ed.act.edu.au

School Improvement

South Weston Network

South Weston Network

Enrolments Officer - Canberra College

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 18030)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1178 students. The successful applicant will be required to carry out effective enrolment processes and practices, working closely within the administration team.

The Enrolments Officer will (but is not limited to):

Provide high level support to the community regarding enrolments information and processes, student IDs and assist with class selection visits during the year.

Provide advice and assistance to families/carers, students and staff relating to enrolments processes and procedures.

Provide and maintain accurate and up-to-date record management.

Collate, update and present enrolment data to the senior executive team for strategic planning purposes.

Eligibility/Other requirements:

MANDATORY

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

HIGHLY DESIRABLE

Experience working as an Administration and/or Enrolments Officer and working in a school setting with knowledge of Sentral and admissions software.

Notes: 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.

How to apply: Please provide a response, of no more than three pages, against each of the selection criteria. In addition, please include a copy of your curriculum vitae and a written reference.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02) 6142 3288 Claire.Clode@ed.act.edu.au

North/Gungahlin

Franklin School

School Leader C - Franklin School

School Leader C \$135,383, Canberra (PN: 30930)

Gazetted: 16 November 2023

Closing Date: 23 November 2023

Details:

Franklin School is a place where everyone matters. At Franklin, we believe that high levels of wellbeing and connection. Lead to opportunities where children can achieve their personal best and we are seeking a high-performing and dynamic school leader to join our team.

The school utilises a collaborative approach to designing data informed learning experiences through Spirals of Inquiry and a Professional Learning Team/Community (PLT/PLC) approach. Teaching teams have a strong focus on collaboration when using the Australian Curriculum and evidence-based pedagogies and practices, as outlined in our Pedagogical Framework.

We are seeking a school leader who can build on and maintain positive, strengths- based relationships with all stakeholders within the school community. The school has an embedded approach to student wellbeing and Positive Behaviours for Learning (PBL).

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through 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. 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:

Supporting statement addressing all five capabilities listed below and be written with a focus on the job description specified for the position. (Please write five pages in total);

- Current curriculum vitae
- Name and contact details for two referees.

School Leader Capabilities

- Leading learning and teaching.
- Developing self and others.
- Leading improvement innovation and change.
- Leading management of the school.
- Engaging and working with community.

Applications should be submitted via the Apply Now button.

Contact Officer: Kate Flynn (02) 6142 1440 Kate.Flynn@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.

Business Services

School Facilities Management

Centralised Building Services Taskforce

Assistant Director - Centralised Building Services Taskforce

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63653)

Gazetted: 16 November 2023

Closing Date: 23 November 2023

Details: The Education Directorate is seeking an enthusiastic Assistant Director that is ready to support the delivery of the centralisation of public school building services. This initiative supports the Government commitment to reduce workloads within public schools, improve outcomes for our employees (including building service officers) and improve the risk management, asset management and service quality for schools.

The Assistant Director will play a key role in the Taskforce within the Education Directorate that will consult, scope and ultimately deliver a centralised public school building services team.

The Taskforce will confirm current responsibilities and functions that can shift from schools and into the Directorate through significant consultation with stakeholders - including relevant staff, unions and Executive.

Please refer to Position Description attached for further information.

Eligibility/Other requirements:

Compliance Requirement /Qualifications

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

An understanding of facilities management and the role that building services officers play in schools.

Knowledge of ACT Government objectives and organisational strategy and structure.

Notes: This is a temporary position available immediately 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 a current curriculum vitae along with a three-page pitch responding to the professional skills and knowledge and the behavioural capabilities outlined in the attached position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Foote (02) 6207 6632 Robert.Foote@act.gov.au

Business Services

School Facilities Management

Centralised Building Services Taskforce

Project Support Officer - Centralised Building Services Taskforce

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63654)

Gazetted: 16 November 2023

Closing Date: 23 November 2023

Details: The Education Directorate is seeking an enthusiastic project officer that is ready to support the delivery of the centralisation of public school building services. This initiative supports the Government commitment to reduce workloads within public schools, improve outcomes for our employees (including building service officers) and improve the risk management, asset management and service quality for schools.

This is an important role supporting the Taskforce within the Education Directorate that will consult, scope and ultimately deliver a centralised public school building services team.

The Taskforce will consider the current responsibilities and functions that can shift from schools and into the Directorate through significant consultation with stakeholders - including relevant staff, unions and Executive. Please refer to Position Description attached for further information.

Eligibility/Other requirements:

Compliance Requirement /Qualifications

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

An understanding of facilities management and the role that building services officers play in schools.

Knowledge of ACT Government objectives and organisational strategy and structure.

Notes: This is a temporary position available immediately 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 a current curriculum vitae along with a two-page pitch responding to the professional skills and knowledge and the behavioural capabilities outlined in the attached position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Foote (02) 6207 6632 Robert.Foote@act.gov.au

School improvement

Belconnen

Macquarie Primary School

Preschool Support Assistant-Macquarie Primary School

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 03242)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Macquarie Primary School is a small, community focused school in Belconnen, with 330 enrolments across preschool to year 6. We are seeking an enthusiastic Preschool Support Assistant to join our team in 2024.

This position requires an experienced educator with high levels of initiative and a proven ability to work as part of a team and with minimal supervision. We are seeking a person who can work as a member of a collaborative team of three to support children's individual needs, including a range of physical, social emotional and cognitive disabilities.

This is a full-time position. The successful applicant will work with two preschool groups across the week. Applicants are encouraged to contact the school before applying to learn more about the school and the specific role of Preschool Support Assistant.

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

Eligibility/other requirements:

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

Certificate III in Education and Care or equivalent

Highly Desirable:

- First Aid Certificate or a willingness to undertake appropriate training

Further specialised training will be provided on commencement of this position.

Note: This is a full-time temporary position commencing on 29 January 2024 for eight months.

How to apply: Please provide a written response to the Selection Criteria (maximum three pages) and a copy of your current curriculum vitae, including the names of at least two referees.

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

Contact Officer: Stacey Naden (02) 6142 1550 Stacey.Naden@ed.act.edu.au

School Performance & Improvement

South Weston Network

Evelyn Scott School

Wellbeing and Careers Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 59690)

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Evelyn Scott School is seeking a dynamic and diligent Wellbeing and Careers Officer to join our Senior Campus Wellbeing Team. The Wellbeing and Careers Officer position is an important role within the Wellbeing Hub and liaises with a range of stakeholders, including staff, students and the school community. The successful candidate is required to demonstrate high level communication skills and work closely with the Senior Campus Wellbeing Coach and Wellbeing Team. Additionally, the successful candidate needs to be proficient in delivering careers and transition support and education to students and families.

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

How to Apply: All interested candidates are invited to submit a curriculum vitae and Statement of Claims addressing each of the Selection Criteria. Please provide two referee reports. The statement of claims should be no longer than three pages. Applicants are encouraged to contact the school's Wellbeing Coach prior to submitting an application to learn more about the school and the specific role of Wellbeing and Careers Officer (WACO).

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Hilton (02)6142 3491 Michael.Hilton@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Deputy Principal

School Leader B \$157,341, Canberra (PN: 63438)

Gazetted: 22 November 2023

Closing Date: 30 November 2023

Details: Lake Tuggeranong College is seeking an educational leader with the drive, energy and capability to take the college into the future. The successful applicant will demonstrate the capacity to foster a culture of collaboration and high expectations. A strong commitment to continuing to advance educational performance and opportunities for young people in Tuggeranong will be essential.

Job Description:

In line with the Future of Education Strategy and LTC improvement planning, lead whole school evidence based strategies to impact student outcomes.

Lead the use of evidence based practices to enhance student wellbeing and academic engagement.

Leadership of a multidisciplinary College Life team including teaching, administrative and allied health professionals.

Build the capability and effectiveness of the leadership and teaching teams.

Lead in the ongoing development of community, stakeholder and agency relations to enhance student learning and wellbeing.

Systems based implementation of certification, policy and procedure as set down by the Board of Senior Secondary Studies.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Applicants need to submit an expression of interest comprising a current CV, supporting statement (up to five pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Leading teaching and learning

Developing self and others

Leading improvement, innovation, and change

Leading the management of the school

Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3660 David.Briggs@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

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Curriculum and Quality Assurance Officer

School Leader C \$135,383, Canberra (PN: 60309)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic school leader seeking to join the Curriculum and Quality Assurance team of the Board of Senior Secondary Studies and to work within a culture of high performance, collaboration, and innovation.

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 (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available 29 January 2024 until 28 January 2025 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future vacancies that may become available within the next 12 months.

How to Apply: Applicants need to submit the Application Coversheet including referees, statement of claims, and a current CV. The statement of claims should address the capabilities and be written with a focus on the job description specified for the position. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

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: Kristofer Feodoroff (02) 6205 7180 Kristofer.Feodoroff@act.gov.au

School Operations**Belconnen****Melba Copland Secondary School****Wellbeing SLC Melba Copland Secondary School****School Leader C \$135,383, Canberra (PN: 02195, Several)**

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details:

Melba Copland Secondary School is a 7-12 school located across two campuses in the Belconnen Network. The High School is 7-9 and the college is 10-12. The priorities at MCSS are Wellbeing, Learning and Engagement.

Meeting the needs of students through Future Focussed learning programs, flexible education options, Trauma Informed Practice and Positive Behaviour for Learning are the strategic focus of Wellbeing at MCSS.

In 2024, MCSS are recruiting two permanent SLC positions on the High School campus under the new permanent wellbeing structure. Each SLC will take charge of one cohort between 7 and 9 working alongside a Youth Support Worker. In this role you will lead the wellbeing, behavioural supports, attendance, transitions, and Flexible Learning options for one year group. You will work alongside an expert and highly functioning teaching and allied health professional team, to lead student behaviour, wellbeing and engagement priorities on the high school campus. You will also, contribute your expertise, passion, and experience in a negotiated schoolwide responsibility.

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

Eligibility/ Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with 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: Tiffany Mahon 0400443357 tiffany.mahon@ed.act.edu.au

School Improvement**Belconnen Network****Charnwood Dunlop School****Business Manager - Charnwood Dunlop School****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 39721)**

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Charnwood Dunlop School is in search of an energetic Business Manager to join our school leadership team. This role involves overseeing the school's business operations and being accountable to the ACT Education Directorate to ensure compliance with relevant legislation. The Business Manager is a vital part of our school community and contributes to our continuous improvement efforts, making sure that our school is a safe and nurturing environment where students thrive.

In this position, the selected candidate will be responsible for providing advice and guidance to the principal on school-related business matters. They will lead and manage both the day-to-day and long-term strategic operations, fostering a culture of continuous improvement. Furthermore, they will take the lead in managing the support and administration staff, ensuring that business objectives are met, priorities are set and achieved, workflows are monitored, and school-specific procedures and practices are developed.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance.

Given the fast-paced and ever-changing nature of schools, the successful candidate will also need to possess the ability to prioritise and monitor workflows and practices in alignment with Directorate policies and procedures.

Exceptional communication and liaison skills, with the capacity to engage with a diverse range of clients, are essential qualities for this position.

If you believe you have the qualifications and skills required for this dynamic leadership role, we eagerly await your application.

Eligibility/Other requirements:

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

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

Desirables

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

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

How to apply: Please submit a written response to the selection criteria, please limit your response to no more than half a page per criteria, along with a current curriculum vitae with contact details for two referees.

Applicants are strongly encouraged to call the contact officer prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Porter (02) 6142 2681 Danielle.Porter@ed.act.edu.au

Office for Schools

Belconnen

Melba Copland Secondary School

Inclusion Specialist SLC Melba Copland Secondary School

School Leader C \$135,383, Canberra (PN: 13070, Several)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details:

Melba Copland Secondary School is a 7-12 school located across two campuses in the Belconnen Network. The High School is 7-9 and the college is 10-12. The priorities at MCSS are Wellbeing, Learning and Engagement. Meeting the needs of students through Future Focussed learning programs, flexible education options, Trauma Informed Practice and Positive Behaviour for Learning are the strategic focus of Wellbeing at MCSS.

In 2024, MCSS are recruiting one permanent SLC on the high school campus under the new wellbeing structure. This SLC will lead the engagement, learning and behavioural support of students with complex and challenging behaviours. You will work alongside a DECO to ensure high quality programming and operation of Disability Education classes, Nationally Consistent Collection of Data (NCCD) processes and procedures and SCAN meetings. You will also work within an expert and highly functioning teaching and allied health professional team, to lead ILP and PBSP development on the high school campus and contribute your expertise, passion, and experience in a negotiated schoolwide responsibility.

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: 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.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with 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: Tiffany Mahon 0400443357 tiffany.mahon@ed.act.edu.au

System Policy & Reform

Strategic Policy**Education Strategy****Assistant Director****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 43174)**

Gazetted: 20 November 2023

Closing Date: 27 November 2023

Details: The Assistant Director, Education Strategy, will be responsible for supporting the implementation of projects, preparation of briefings and policy analysis, centred around achieving the Education Directorate's priorities and strategic vision and related administrative duties.

We are looking for someone with strong communication, administration and collaboration skills and experience in a public sector human services context.

An understanding of the Education sector and a demonstrated commitment to placing the wellbeing of children and young people at the centre of policy design is highly desirable.

Note: This is a temporary position available from 8 January 2024 until 10 June 2024

How to Apply: Applications should respond to each of the Selection Criteria in no more than three pages in total.

Please include a curriculum vitae identifying two referees who can speak to your suitability for the role, one of which 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

Office for Schools**South Weston School Coombs****Charles Weston School Coombs****Facilities and Work Health Safety Manager****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 46524)**

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Charles Weston School Coombs is seeking a collaborative, organised and self-motivated team member for the position of Facility and Health and Safety Manager. The position holder is an active member of the school business and administration team reporting to the Business Manager and assisting with the management of facilities, assets and Health and Safety.

The applicant must show initiative and be able to work independently and within a team.

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

Eligibility/ Other Requirements:

Highly Desirable

Working With Vulnerable People card

Experience in Facility Management

Desirable

First Aid Certificate or willingness to obtain.

Health Safety Representative training or willingness to obtain.

Note: This is a temporary position available immediately for 3 months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria together with your curriculum vitae and the name of two referees. Provide evidence of your suitability to the role by including examples that clearly demonstrate your relevant skills, professional/technical skills and knowledge and behavioural capabilities as required.

Applicants must attach their Working With Vulnerable People Card

Applications should be submitted via the Apply Now button.

Contact Officer: Virginia Morcos (02)6142 0404 Virginia.Morcos@ed.act.edu.au

School Performance and Improvement**Tuggeranong Network**

Lake Tuggeranong College**Executive Teacher STEM****School Leader C \$135,383, Canberra (PN: 12753)**

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Lake Tuggeranong College is centrally located in the Tuggeranong Town Centre and provides high quality education pathways for senior secondary students in Years 11 and 12. The College is a UC Affiliated School and as part of the Tuggeranong Network of schools is a key site for the network RTO. In line with the Future of Education Strategy and College values of Learn, Thrive and Connect, the improvement agenda is focussed on our graduate profile through equipping young people with the capabilities essential to a meaningful life.

In line with Future of Education Phase 2 and the LTC Strategic Plan the School Leader C STEM will:

Work within the leadership team to initiate and implement strategies designed to maximise educational outcomes for young people in Tuggeranong

Provide instructional leadership to classroom teachers and support staff in the delivery of high-quality courses, aligned to requirements of the BSSS, and in accordance with vocational education and training requirements as prescribed by the Australian Skills Quality Authority (ASQA)

Lead an expanded STEM faculty incorporating Maths, ICT, Applied, Physical and Social Sciences, including teacher learning and development processes

Lead a culture of innovation through future focussed and high impact learning and teaching

Work with the college Executive to implement a professional learning communities model, where evidence is used to show impact and inform instructional strategies

Develop and oversight college ICT plan

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Applicants need to submit an expression of interest comprising a current CV, supporting statement (up to five pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Leading teaching and learning

Developing self and others

Leading improvement, innovation, and change

Leading the management of the school

Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3666 David.Briggs@ed.act.edu.au

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

Service Design & Delivery**Student Engagement****Clinical Practice - Allied Health Service****Clinical Leader Social Work****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 31019)**

Gazetted: 22 November 2023

Closing Date: 17 January 2024

Details: This clinical leadership position will contribute to the leadership of the Allied Health Service (AHS). The AHS includes Occupational Therapists, Physiotherapists, Social Workers, Speech Pathologists and Allied Health Assistants. The AHS works with schools, to deliver quality services to benefit students who are experiencing difficulty connecting to school and engaging with education.

The clinical leader will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are accessing and participating in learning activities with reference to Social Work.

Eligibility/Other requirements:

Relevant tertiary qualifications in Social Work

Eligibility to be registered with Australian Association of Social Workers

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)

ACT driver's license and use of own vehicle for work purposes

Notes: This is a temporary position available from February 2024 for a period of 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: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Ward 0435 088 897 Kristy.ward@act.gov.au

Business Services Group

Governance

Literacy and Numeracy Inquiry Secretariat

Director, Literacy and Numeracy Inquiry

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63741)

Gazetted: 21 November 2023

Closing Date: 29 November 2023

Details: The Director, Literacy and Numeracy Inquiry will work within a secretariat supporting a panel of experts who are providing advice regarding ACT public schools literacy and numeracy supports and outcomes. The successful applicant will support the panel to deliver a high-quality final report with recommendations to the minister. As Director, you will support the Senior Director to provide strong project management practices and facilitate good project/program management outcomes for the inquiry.

The ideal candidate will be a strategic, motivated, and effective policy leader with high level interpersonal and communication skills. They will be a critical thinker, with strong consultation, research, writing and data analysis skills. They will require resilience, tact, and empathy in managing multiple stakeholders and have the ability to work to tight time frames and be responsive to emerging work pressures of the inquiry.

Note: This is a temporary position available immediately 10 December 2023 until 28 June 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A two-page pitch style response to the Selection Criteria.

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Ben Duggan (02) 6207 7060 Ben.Duggan@act.gov.au

Service Design and Delivery

Student Engagement

Inclusive Education

Senior Inclusion Coach

School Leader B \$157,341, Canberra (PN: 63672)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Director – Senior Inclusion Coach (Disability) – Teach in Canberra

Nation leading public school pay and conditions.

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

We are seeking a School Leader who is passionate about inclusion for students with disability to join us in the ACT.

School Leader B salary is \$157,341 (plus up to a \$12K relocation reimbursement offered for interstate teachers).

About us

Join a leading learning organisation where *you* matter. By leading teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers. We'll also help with your relocation expenses (up to \$12K).

Benefits of working in ACT public schools:

Better workloads that prioritise developing educational leadership and innovative teaching and learning.

4 staff development days a year (student free), held at the beginning of each term.

The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.

Position Overview

The Senior Inclusion Coach will lead the establishment and development of the disability Inclusion Coach team.

Based in schools, the coaches will commence initially in the Tuggeranong Network and will focus on strengthening inclusion in schools. The successful applicant will provide strategic and operational leadership and contribute to supervision and the professional development of the Inclusion Coaches. This new position, aligning with the Future of Education foundations and principles, takes a student focused and evidence-based approach to inclusive education and student engagement in ACT public schools. Office-based conditions apply to this role.

Why Canberra?

Enjoy a work/life balance in a progressive city where everything is a 30-minute or less drive away!

Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts. Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why [Canberra](#) is a great place to live and work.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

How to Apply: Applicants need to submit their Expression of Interest including:

- Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position. (Please write maximum six pages)
- Current curriculum vitae and
- Name and contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Murray McKay (02) 6205 9756 Murray.McKay@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.

Business Services Group**Governance****Literacy and Numeracy Inquiry Secretariat****Assistant Director, Literacy and Numeracy Inquiry****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63742)**

Gazetted: 21 November 2023

Closing Date: 29 November 2023

Details: The Assistant Director, Literacy and Numeracy Inquiry will work within a secretariat supporting a panel of experts who are providing advice regarding ACT public schools literacy and numeracy supports and outcomes. The successful applicant will support the panel to deliver a high-quality final report with recommendations to the

minister. As Assistant Director, you will support the Senior Director to provide high quality logistical and administrative support for the inquiry.

The Secretariat is a dynamic environment and Assistant Director will need to manage workload based on shifting priorities within challenging timelines to ensure that the DGO operations is run effectively and efficiently. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

Note: This is a temporary position available immediately 10 December 2023 until 28 June 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A two-page pitch style response to the Selection Criteria.

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Ben Duggan (02) 6207 7060 Ben.Duggan@act.gov.au

Business Services Group

Governance

Literacy and Numeracy Inquiry Secretariat

Senior Director - Literacy and Numeracy Inquiry

Senior Officer Grade A \$160,541, Canberra (PN: 63740)

Gazetted: 21 November 2023

Closing Date: 28 November 2023

Details: The Senior Director, Literacy and Numeracy Inquiry will lead an independent secretariat supporting a panel of experts who are providing advice regarding ACT public schools literacy and numeracy supports and outcomes. The successful applicant will be responsible for ensuring the panel is supported to deliver a high-quality final report with recommendations to the minister. As Senior Director, you will provide strong project management practices and facilitate good project/program management outcomes for the inquiry.

The ideal candidate will be a strategic, self-motivated, and effective policy leader with high level interpersonal and communication skills. They will be a critical thinker, with strong consultation, research, writing and problem-solving skills. They will require resilience, tact, and empathy in managing multiple stakeholders and have the ability to work to tight time frames and be responsive to emerging work pressures of the inquiry. The Senior Director will work to support an independent Chair leading the inquiry.

Note: This is a temporary position available 4 December 2023 until 28 June 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit:

A two-page pitch style response to the Selection Criteria.

A current curriculum vitae

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

School Improvement

South Weston Network

Canberra College

Learning Support Officer - Canberra College

School Assistant 2/3 \$53,566 - \$64,989, Canberra (PN: 00883, several)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1178 students. The successful applicant will be required to support students across the school, working closely with classroom teachers to support students social, emotional, and academic development.

Eligibility/Other requirements:

MANDATORY

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

HIGHLY DESIRABLE

Any of the following qualifications are highly desirable:

Certificate IV in Education Support

Certificate III or IV in Community Services

Diploma in Community Services

DESIRABLE

First Aid qualifications or the willingness to undertake appropriate training

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

Notes: This is a temporary position available from 23 January 2024 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.

How to apply: Please provide a response, of no more than three pages, against each of the selection criteria. In addition, please include a copy of your curriculum vitae and a written reference.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02) 6142 3288 Claire.Clode@ed.act.edu.au

Office for Schools**Belconnen****Cranleigh School****Allied Health Professional - Cranleigh School****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63700)**

Gazetted: 22 November 2023

Closing Date: 29 November 2023

Details: Cranleigh School is a specialist school for students P-6 with moderate to severe disabilities. Students at Cranleigh access personalised and differentiated learning through the Australian Curriculum with significant support in the areas of communication, sensory and social and emotional regulation. At Cranleigh we value the diversity and abilities of our learners and work collaboratively to improve the learning and wellbeing outcomes for all students. Student engagement is enhanced through consistent access to Augmentative and Alternative Communication (AAC) and Pragmatic Organisation Dynamic Display (PODD), PBL, Zones of Regulation and positive community partnerships with families and key stakeholders.

Cranleigh School are seeking an experienced Occupational Therapist to join the leadership team. The successful applicant will have strong leadership skills and work collaboratively with school leaders to manage and support a multidisciplinary team approach to support across the school. The ideal applicant will have a demonstrated understanding of evidenced based, universal, selected and targeted supports and be familiar with specialist educational settings.

This role will entail providing support and guidance when working with students with disabilities. In the role, the successful applicant will work alongside the leadership team to build the capacity of staff to promote health, wellbeing and safety. The successful applicant will work directly with teachers and students and in consultation with families and external providers to deliver an integrated allied health service which informs individual students and whole class programs.

Eligibility/Other requirements:

Professional membership or eligibility for professional membership to Occupational Therapy Australia.

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

Highly Desirable: Extensive experience in and/or knowledge of working in Inclusion and Disability education.

Notes: This is a temporary position available from 24 January 2024 for a period of 12 months with the possibility of permanency.

Selection may be based on application and referee reports only.

How to apply: Please provide a statement of claims addressing the Selection Criteria in three pages or less. A current curriculum vitae and the names and contact details of two referees, one of whom is a current or recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Row VanBallegooyen (02) 6142 0444 Row.VanBallegooyen@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.

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

Development and Implementation

Executive Group Manager, Development and Implementation

Executive Level 2.2 \$313,721 - \$326,282 depending on current superannuation arrangements, Canberra (PN: E1030)

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Are you interested in implementing actions to support the delivery of land and development to meet Canberra's growth? Do you have experience and knowledge of the land and development systems in the ACT? We are seeking an experienced executive leader for a period of up to five years.

The Executive Group Manager, Development and Implementation reports to the Deputy Director-General, Planning and Sustainable Development, works closely with the Statutory Planning and the Planning and Urban Policy divisions, as well as other business areas within the Directorate and across government. The EGM is supported by an Executive Branch Manager and a small business support team.

The position responsibilities include the investigations and preparation of Government-owned land for release for residential, commercial, industrial, community and urban purposes, managing key government priorities and projects such as:

implementing the ongoing actions in response to loosefill asbestos;

assessing sites for potential future release and development, and undertaking due diligence and place planning to support the ACT Government's Indicative Land Release Program (ILRP);

developing and monitoring the ILRP

procurement and project management of consultant, civil and landscape construction works;

infrastructure projects and planning as they relate to future release of government owned sites.

The occupant will lead several business units in providing sustainable, innovative, and best practice project management, development and delivery of services for Government as well as represent the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management, and negotiation skills across a range of portfolio areas including development processes, project management, policy, financial management, human resources, government, the wider community, and business issues and demonstrate sound knowledge of land and development processes in the ACT.

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.

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 an application of no more than two pages, as well as an address of criteria and 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: Dr Erin Brady 0435 961 847 Erin.brady@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

Assistant Commissioner, Service Improvement and Community Operations

Temporary Vacancy (Immediately until 29 February 2024 with the possibility of extension up to nine months)

Justice and Community Safety Directorate

ACT Corrective Services

Position: E704

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive; ACTPS, SOGA; MPC Infrastructure Managers

Date Circulated: 17/11/2023

The Justice and Community Justice Directorate is seeking an experienced leader with senior management skills to temporarily fill the Assistant Commissioner of Service Improvement and Community Operations in ACT Corrective Services role from ASAP to 29 February 2024. This position reports directly to the Commissioner ACT Corrective Services reports and is accountable for the effective management and operations of the Service Improvement and Community Operations Division within ACTCS.

The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security and ensure best practice service delivery in a correctional services environment. We are looking for a collaborative leader who can deliver outcomes for clients and the ACT Community, with the ability to work effectively with a range of Government and non-Government stakeholders. As a key member of the ACTCS Executive Leadership group, the Assistant Commissioner, Service Improvement and Community Operations is responsible for ensuring that the safety of the community is a priority and is required to work within the Justice and Community Safety Directorate and in partnership with internal and external stakeholders to support positive criminal justice outcomes.

The ideal candidate will have senior leadership experience in custodial or community corrections or related government or non-government organisations.

Note: This position is available immediately until 29 February 2024 with possibility of extension up to nine months.

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: Interested candidates are requested to submit an Expression of Interest of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Mr Bruno Aloisi via email to bruno.aloisi@act.gov.au by COB Friday 24 November 2023.

Contact Officer: Bruno Aloisi on (02) 6205 0547 or bruno.aloisi@act.gov.au

Chief Human Resources Officer

Temporary Vacancy (immediately until 29 February 2024 with possibility of extension)

Justice and Community Safety Directorate

Corporate Services

Position: E635

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 17 November 2023

The Justice and Community Safety Directorate is seeking an experienced, innovative, and motivated senior executive to fill the position of Chief Human Resources Officer.

As the Directorates Chief Human Resource Officer (CHRO) you will report to the Chief Operating Officer and will be responsible for the oversight of all aspects of strategic Human Resource management and industrial relations practice and operations for the Directorate on behalf of the Director-General. You will support the directorate executives in the development of a high performing culture, lead the delivery of a range of strategic Human Resource management services and provide oversight and advise on employment policy and practice, employee and industrial relations, workplace safety and injury management and coordinates service provision to the Directorate by Shared Services. You will have a sound understanding and experience in the delivery of Human Resource and corporate service delivery and excellent relationship skills. You will be able to drive workplace health and safety to achieve Directorate wide improvements and revise and implement better strategies for injury management.

To be a strong contender for this important role you will excel in working in complex environments and you will be forward thinking, self-motivated, resilient, and adept at building relationships across a broad range of sectors. Your integrity, judgement and strong leadership credentials will be paramount. You will have a strong focus on workforce strategy and be adept at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by your excellent people skills, intellectual rigor, and first-class influencing skills.

You will be an outstanding leader with a substantial record of achievement ideally in human resources or a related area. You will have experience and/or understanding of strategic workforce planning, people policy including employment conditions, people strategy and culture, human Resources services and industrial relations.

Note: This position is available immediately until 29 February 2023 with the possibility of extension up to nine months. 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 to \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Danielle Krajina via email, Danielle.krajina@act.gov.au by COB Friday 24 November 2023.

Contact Officer: Danielle Krajina 6207 4813 Danielle.krajina@act.gov.au

Chief Officer, ACT Fire and Rescue

Temporary Vacancy (to create a merit pool for future vacancies)

Justice and Community Safety Directorate

Emergency Services Agency

Position: E348

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 20 November 2023

The Emergency Services Agency (ESA) is seeking an experienced, motivated, innovative and skilled professional for the role of Chief Officer, ACT Fire and Rescue (ACTF&R).

The position supports the ESA Commissioner in the integrated delivery of the Commissioner's functions and leads and manages ACTF&R in the delivery of a contemporary urban firefighting and rescue. The role works in partnership with other emergency services, both internal and external to the ESA.

ACTF&R provides the ACT with services in all areas of firefighting; all types of rescues and responds to both hazardous material (Hazmat) and chemical, biological, radiological and nuclear (CBRN) incidents. ACTF&R provides a 24/7 rapid response capability from strategically located fire stations supported by an extensive network of people, equipment and facilities.

The successful applicant will possess demonstrated knowledge and ability in Fire and Rescue management and operations, have a strong knowledge of Incident Control Systems and fire ground operations and have the ability to make appropriate decisions in emergency and high-pressure situations.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. A merit pool will be created to fill this role on short term engagements over the next 12 months, if required.

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: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Wayne Phillips via email, wayne.phillips@act.gov.au by COB Monday 27 November 2023.

Contact Officer: Wayne Phillips (02) 6207 9469 wayne.phillips@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Director

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 57602)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: We are seeking to fill a Director level role within the Justice Reform Branch, which drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-

offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Government's arrangements for ACT Policing.

There is an opportunity to join the team as the Director Crime Prevention and Policing and support the Senior Director and Executive Branch Manager in managing a small team to deliver outcomes related to the administration of the ACT Policing Arrangement and Purchase Agreement, crime prevention initiatives, program development, procurement, contract management, criminology research, evaluation and data analysis projects.

As a senior member of the Justice Reform Branch you will provide high-level support to drive strategic priorities in a fast-paced environment, working with justice portfolio agencies and collaborating across business units responsible for the delivery of justice outcomes and actions.

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution with a tangible impact on 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: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable.

Note: This is a temporary position available immediately for up to six months.

How to Apply: Interested applicants should submit a supporting one-page statement outlining practical experience and examples related to the role with reference to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description. Please also supply a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Andrew McIntosh (02) 6207 0550 Andrew.McIntosh@act.gov.au

Emergency Service Agency

Corporate

ESA Training

RTO Administrator

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 28958)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: This is an exciting opportunity to work within the ACT ESA Training, Registered Training Organisation (RTO) Team.

The RTO Administrator requires a high level of attention to detail with developed organisation skills to effectively prioritise tasks to meet competing deadlines within the ESA Registered Training Organisation (RTO). The position requires administrative skills and the ability to input and maintain data in a range of systems.

The RTO Administrator will maintain accurate staff and volunteer training records and compile training reports for the RTO and Services across the agency. The role requires effective communication skills with the ability to liaise with relevant training officers within the agency.

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

Eligibility/Other Requirements:

Knowledge and/or experience in the use of a RTO record keeping system like VETtrak, Student Management Systems (SMS), or the capacity to quickly gain that knowledge would be highly desirable.

This position requires a Working with Vulnerable People registration.

A minimum of a C class drivers' licence.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the professional/technical skills and knowledge and the behavioural capabilities. A current Curriculum Vitae and the contact details of at least two referees is required to be submitted with your application. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Penca (02) 6207 6255 Daniel.Penca@act.gov.au

Corporate**Governance & Business Improvement****Senior Governance Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 12431)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: The Governance and Business Improvement Branch is seeking a motivated professional with a commitment to better practice governance to undertake the role of Senior Governance Officer. The successful applicant will be responsible for overseeing the Directorate's policy and procedure framework, including providing secretariat support to the Policy and Procedure Reference Group and managing the Resource Hub on the JACS intranet. The role also helps to drive the Directorate's commitment to proactively releasing information for open access under the *Freedom of Information Act 2016*, as well as supporting broader governance outcomes as directed. To be successful in this role, you will need strong critical thinking and analytical skills, with the ability to provide well considered advice on a range of topics across a range of different audiences.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What You Require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

ACT Human Rights Commission**Victims of Crime Commissioner****Victim Support ACT****Manager, Victim Rights and Reform****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57302)**

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: The Manager, Victim Rights and Reform will undertake a diverse range of duties, including driving systemic reform to promote the rights and interests of people affected by crime, working with internal and external stakeholders to implement the Charter of Victims Rights, and advocating for the rights and interests of individual victims of crime and affected persons.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

Eligibility/ Other Requirements: Please see the Position Description for Professional Skills, Behavioural Capabilities, Compliance Requirements and Qualifications.

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

How to Apply:

Please carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Allison Munro (02) 6207 4065 Allison.Munro@act.gov.au

Corporate**Communication & Engagement****Senior Director, Strategy****Senior Officer Grade A \$160,541, Canberra (PN: 43152)**

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: We are looking to hire a fabulous Senior Director, Strategy to join our team for 12 months with a possibility of extension and/or permanency. We are building a team of specialists who love doing awesome communications and creating a great team culture together.

We are seeking applications from strategic communications and engagement professionals to deliver a broad range of projects in our directorate. This role will be of interest if you excel at coming up with new ideas to reach our audiences and delivering the best outcomes for our community.

What does our directorate do?

We make it easier for Canberrans to access justice and we help to keep our community safe.

Our work spans legislation, policy, human rights, consumer rights, gaming, emergency services, corrective services, and infrastructure projects.

What does our branch do?

We are responsible for communications, engagement, media and digital services across our directorate.

We get to work on interesting projects and shape how information is shared with our community.

We are a small but fast-moving branch, which means new ideas are encouraged.

We motivate and back our team to deliver excellent outcomes that support business priorities.

We enjoy telling the best stories about how our work benefits the ACT community.

What will you bring to the role?

You thrive at providing strategic advice in a complex environment.

You are enthusiastic about looking for new ways to do our work and inform our audiences.

You relish the challenge of understanding complex projects and working in partnership with our business teams.

You do fabulous storytelling by using your strong writing and editorial skills.

You are comfortable working in a matrix structure and proactively liaising with stakeholders.

You thrive at working in a fast-paced environment, but also know how to create balance when things are quieter.

You are a strong leader who supports your team and see change as an opportunity to do something differently.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications and engagement is highly desirable.

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

Note: This is a temporary position available immediately until 31 December 2024 with possibility of extension of 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. This position has moved to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1)

Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Karen Broussard (02) 6207 1200 Karen.Broussard@act.gov.au

Registrars Office (S.C)**ACT Courts and Tribunal****Senior Team Leader, Supreme Court Operations**

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 22846)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Applications are sought to fill the position Senior Team Leader, Supreme Court Operations where you will provide operational support to the Supreme Court and Supreme Court Registrar.

Under the direction of the Assistant Director, Supreme Court Operations, The Senior Team Leader, Supreme Court Operations, supports the Assistant Director Supreme Court Operations in the management and day to day operations of the Criminal Section. This includes:

- Ensuring the provision of high quality in and out of court support to judicial officers across the Supreme Court.
- Delivering coordinated administrative and client services to internal and external stakeholders, court users and members of the legal profession.
- Applying sound judgement and common sense to advise on complex policy issues related to managing, processing and listing of criminal work through the Courts.
- Supervising a team, their priorities and workloads, actively developing talent and driving high performance across the team.
- Working closely with the Assistant Director, you will assist in delivering the strategic, operational and corporate priorities of the Branch.
- Building organisational capability and responsiveness and working collaboratively with other leaders to champion continuous improvement, lead change and manage stakeholder engagement.

Eligibility/Other Requirements: Tertiary qualifications and experience in legal/justice studies and work in the court environment are highly desirable.

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

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 Sean Wiles on 02 62054339 or sean.wiles@courts.act.gov.au

Applications should be submitted via the Apply Now button.

Contact Officer: Sean Wiles (02) 6205 4339 Sean.Wiles@courts.act.gov.au

ACT Corrective Services**Offender Reintegration****Clinician (Social Worker/Occupational Therapist/Psychologist/Counsellor****Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 35024)**

Gazetted: 16 November 2023

Closing Date: 7 December 2023

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to fill the Supports and Interventions Clinician (Health Professional 1/2), within the Supports and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicant will support detainees through the delivery of programs and services within discrete communities with complex needs, within the Alexander Maconochie Centre (AMC). This includes the Assisted Care Unit (ACU), Women's Area, and individuals across the Centre experiencing mild-to-moderate mental health concerns.

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity 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: Compliance requirements/Qualifications:

Experience within a forensic setting is desirable but not essential.

Experience in working with men and women with complex needs would be a distinct advantage.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require Working with Vulnerable People registration.

Occupational Therapist – Mandatory

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA])

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role
Knowledge of trauma informed practice and how this can be applied to special populations.

Social Worker – Mandatory

Degree in Social Work.

Professional membership or demonstrated eligibility for professional membership of the Australian Association of Social Workers (AASW).

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.
Knowledge of trauma informed practice and how this can be applied to special populations.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

HP1 (Psychologist Intern) – Provisional registration with Australian Health Practitioners Regulation Agency (AHPRA).

HP 1 (Psychologist Intern) – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have completed their internship and hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your drivers licence. Please ensure you submit all required items

Applications should be submitted via the Apply Now button below.

Contact Officer: Summer Leiper (02) 6205 5318 Summer.Leiper@act.gov.au

Legal Aid Commission**Legal Aid****Migration Lawyer**

Legal 1 (Legal Aid ACT)/ Legal 3 (Legal Aid ACT) \$71,499 - \$120,690, Canberra (PN: 1228)

Gazetted: 22 November 2023

Closing Date: 6 December 2023

Details: Legal Aid is seeking suitably qualified graduate and experienced lawyers for a range of positions in our growing Migration Unit within the Civil Justice Practice.

Migration lawyers provide advice and assistance primarily to refugees, and in relation to other humanitarian visas. We represent clients at the Department level, in the Migration and Refugee Division and General Division of the Administrative Appeals Tribunal, with Ministerial requests and at Judicial Review.

Applicants should have an interest in, and ideally good knowledge of, immigration and citizenship law, and a keen interest in working with refugees and asylum seeker communities.

Eligibility/Other Requirements: Hold a restricted Practising Certificate in the ACT

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted to the Contact Officer.

Contact Officer: Derek Schild 02 6243 3403 hr@legalaidact.org.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners**Social Infrastructure****Senior Project Manager****Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 63698)**

Gazetted: 21 November 2023

Closing Date: 12 December 2023

Details: The Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who deliver capital works and infrastructure projects across ACT Government portfolios, undertaking tendering, risk management, contract management and project management activities.

Its remit includes ambulance and fire stations, clinical and mental health buildings, hospital infrastructure and clinical upgrades, community health centres, corrective services projects, police and security infrastructure, and emergency services projects, all in a range of green and brownfield environments.

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:

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

Hold a relevant building degree; or

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Australian Defence Force (ADF): Current and former ADF members are encouraged to apply.

How to Apply: Please submit no more than a three 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.

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: Simon Webber (02) 6207 3302 Simon.Webber@act.gov.au

Infrastructure Delivery Partners**Electrification of Government Gas Assets****Project Manager****Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 63280)**

Gazetted: 21 November 2023

Closing Date: 5 December 2023

Details: Are you our new Project Manager for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program (EoGGA) will be delivered as a centralised Whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of gas assets and associated network upgrades in ACT Government owned and operated facilities.

As Project Manager you will:

Apply project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

Utilise infrastructure delivery related technical experience to provide project management, procurement and contract management services for advisory, design and construction activities.

Review technical specifications for HVAC systems, financial reports and briefs, and technical content of submissions and tender documents for adequacy, compliance and fitness for purpose on low to medium risk projects or procurements.

Maintain industry and innovation awareness of HVAC and electrification technology to ensure innovation is continually applied to the program.

The Position Description provides more details on this exciting opportunity.

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 Officers (IO) require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

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.

Desirable:

Understanding and experience in the delivery of electrification projects for social infrastructure.

Hold or willingness to obtain the following National Accreditations:

General Construction Induction Card (White Card).

10830NAT - Course in Crystalline Silica Exposure Prevention.

80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

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

How to apply: Please submit 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.

For Infrastructure Officer, Infrastructure Manager or Senior/Professional Officer roles: Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kanchan Dhuri (02) 6205 1350 Kanchan.Dhuri@act.gov.au

Light Rail

Urban Design, Environment, Approvals and Sustainability

Director, Approvals

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 44439)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details:

Are you our new Director, Approvals?

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Director, Approvals reports to the Manager, Planning and Urban Design and liaises closely with staff and project advisors across Major Projects Canberra and within the ACT Government as necessary.

Eligibility/Other Requirements:

Mandatory:

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.

Desirable:

A degree or diploma in a relevant technical field (Environmental Science, Engineering, Architecture, Project Management or Construction Management);

Knowledge and experience in town planning, environmental assessment and/or sustainability for major infrastructure projects.

Note:

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

As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

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.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Canberra Theatre Redevelopment Project

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63615)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: This is a designated position in accordance with s42, Discrimination Act 1991, and is only open to persons with a disability.

The Canberra Theatre Redevelopment Project Team has an exciting opportunity for an Executive Assistant to join our team.

The Executive Assistant is responsible for providing high-level executive support to the Executive Group Manager Project Director Canberra Theatre Redevelopment, and administrative support to the broader team. Working closely, under limited supervision, with the Project Director, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the Project Director (and other Executives or Senior Officers, as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team.

In addition to that, the Executive Assistant will provide secretariat and administrative support in preparing meeting agendas and minutes, collating reports, briefs and integration of Canberra Theatre Redevelopment project requirements with MPC Communications, Human Resources, Governance and Finance sections, as well as facilitation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence, proactive approach, impartiality and discretion are also important.

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

Eligibility/Other Requirements:

Highly Desirable:

- Experience in the use of Objective and Microsoft Office applications is desirable.

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

How to Apply: Please submit 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.

Contact Officer: Debbie Burkevics (02) 6207 5970 Debbie.Burkevics@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Assistant Director, Security and Emergency Management

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57770)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Are you a security expert looking for a rewarding challenge? Do you want to be a key part of a high performing team who work to support a safe and vibrant city, as well as supporting a great Directorate?

Join us at Major Projects Canberra (MPC) as our Assistant Director, Security and Emergency Management. We are seeking a dynamic individual to oversee our security and emergency management program; the Assistant Director, Security and Emergency Management also undertakes the role of Agency Security Adviser.

Why join us:

At MPC we value excellence, collaboration, and innovation. As the Assistant Director, Security and Emergency Management, you will play a pivotal role in ensuring the safety and security of our organisation. Your expertise will be instrumental in implementing and managing our protected security framework, including security governance, personnel security, physical security, information security, and you'll work seamlessly with our Assistant Director, Information Security and Business Systems.

Key Responsibilities:

Policy and Compliance - Support the implementation and compliance requirements of the ACT Government's Protective Security Framework and MPC policy. This includes policy development, compliance monitoring, and reporting.

Incident Management - Coordinate MPC's security incident management process, ensuring incidents are investigated according to policy requirements.

Training and Awareness - Develop and distribute security-related training materials, facilitate workshops, and raise awareness within the organisation.

Reporting and Representation - Prepare reports for committees and represent MPC at whole-of-government cyber and security meetings.

Our Team:

You will be part of the Ministerial, Governance and Corporate Support Branch which works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards and with key government and non-government stakeholders. Our Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

In your Assistant Director role, you'll report to the Senior Director, Corporate Support, this role works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities. In your Agency Security Adviser role, you'll work with the Agency Security Executive and when required and represent MPC in various forums related to your brief.

If this sounds like you – you could be our next Assistant Director, Security and Emergency Management!

Note: This is a temporary position available immediately until 21 June 2024. 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 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: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

Light Rail

Light Rail

Project Support Officer, Light Rail Stage 2B

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61694)

Gazetted: 17 November 2023

Closing Date: 24 November 2023

Details: Are you our new Project Support Officer for Light Rail Stage 2B?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Project Support Officer will support the project by preparing and drafting complex written documentation, preparing Briefs and Project Board Papers, maintain record keeping standards, collate information for ministerial requests and assist the Light Rail Stage 2B Project team.

The Project Support Officer is situated under the Light Rail Stage 2B stream of the Light Rail Project Team and will report directly to the Assistant Director, Project Controls.

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

Eligibility/other requirements:

Desirable skills:

Experience working in a project environment; and

Familiarity with tools and systems used in project management and management of project controls.

Note: This is a temporary position available immediately for two months with the possibility of extension up to July 2024.

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

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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Project Delivery and Support

Project Management Office

Director Construction Work Health Safety

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62605)

Gazetted: 17 November 2023

Closing Date: 8 December 2023

Details: Join the team at Major Projects Canberra and play a key role in delivering safe outcomes for the ACT Government's infrastructure program.

We are seeking a Director Construction WHS who will provide coaching, education, and support to Project Teams in the effective execution of MPC's Project Delivery Services and WHS Management System.

The Director Construction WHS will partner with project teams to support site walks, provide specialist WHS advice, support risk reduction, improvement and assurance activities, review site incidents and verify control implementation.

To be successful in this position you will be a qualified safety or project leader with construction industry experience.

What we offer

A hybrid working model focused on collaboration and teamwork.

Competitive salary and work-life balance initiatives.

Working in a highly skilled and passionate team of WHS and project management professionals.

Meaningful work contributing to safe outcomes on ACT Government construction 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.

Eligibility/other requirements:

Desired Qualifications

Qualification in WHS, Engineering, Architecture or Project Management; and

Experience in the construction industry

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

How to apply: Please submit 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 to be submitted via the Apply Now button below.

Contact Officer: Michaellee Thornton 0409847029 Michaellee.Thornton@act.gov.au

Office of the Deputy Chief Projects Officer

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 53693)

Gazetted: 16 November 2023

Closing Date: 30 November 2023

Details: Are you our new Executive Assistant for the Deputy Chief Projects Office (DCPO)?

The DCPO is responsible for and oversees the delivery of several Designated Projects including the Canberra Hospital Expansion, the CIT Woden Campus Project and the Canberra Theatre Redevelopment Project.

The DCPO is responsible for ensuring the projects are delivered in a manner whereby safety is of paramount importance, and they are delivered in a timely, value for money and quality manner. The Office of the Deputy Chief Projects Officer works collaboratively and respectfully with Ministers, partner directorates and internal and external stakeholders.

The Executive Assistant is responsible for providing high-level executive and administrative support within a fast-paced dynamic team. Working closely, under limited supervision with the Executive Officer, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the Deputy Chief Projects Officer including, meetings and preparation of travel arrangements. In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality whilst demonstrating the ability to work well within a team. This position reports directly to the Executive Officer.

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

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

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 to be submitted via the Apply Now button below.

Contact Officer: (02) 6207 0121 Babita Busic Babita.Busic@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

Finance, Valuations & Systems

Management Accounting

Senior Officer, Management Accounting

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63692)

Gazetted: 20 November 2023

Closing Date: 4 December 2023

Details: The Senior Officer will be responsible for proactively managing the project budgets for smaller, urban renewal projects. The ideal candidate will have a keen interest in the renewal Canberra's existing suburbs, as well as an eye for detail and well-developed problem-solving skills.

Working primarily with internal Development Managers this position would suit somebody who is very people focussed and who is a good communicator both in hybrid and in person a hybrid environment.

Experience in management accounting and analysis in a government agency or private sector would be highly regarded, particularly those experienced in project reports and communicating financials to non-financial stakeholders.

The Management Accounting team is embedded within the Finance, Systems & Valuations Branch of the Suburban Land Agency. The team is primarily responsible for the monitoring of development project budgets, for the life of a project, from a pre planning phase, construction, sales, and project close.

The team has 5 members and is responsible for project revenue and expenditure forecasting. Development projects represent the lion's share of works undertaken by the SLA, and as a part of this team you have a material impact in guiding the agencies overall outcomes.

The Senior officer's responsibilities may include:

Manage, monitor, and review revenue, expenditure, and financial performance reporting on small to medium development projects a regular basis.

Analyse and identify risks, develop associated financial risk mitigation plans, and undertake regular risk reviews for small to medium development projects.

Prepare and provide monthly financial reports and reviews for the Development managers and other Agency stakeholder.

Prepare monthly journals, to account for development transactions, and as needed adjustment journals.

Assist in project procurement and checking through the Oracle P2P system.

Undertake regular formal reviews of project performance in conjunction with the project teams.

Mentor, teach and lead junior staff, including interns and other short-term placements within the management accounting team.

Building effective relationships with internal and external stakeholders.

Other ad-hoc tasks as required.

Eligibility/Other requirements: Tertiary qualification in a related field and Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies highly preferred.

Note: This is a temporary position available immediately for six months.

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

This position is available to ACT Government officers and employees only.

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 sent to the Contact Officer.

Contact Officer: Clare Vincent (02) 6207 7648 Clare.Vincent@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

Executive Branch Manager Infrastructure Delivery

Temporary Vacancy (11 January 2024 to 23 May 2024 with the possibility of extension)

Transport Canberra and City Services

Infrastructure Delivery and Waste

Position: E840

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List; ACTPS, SOGA; MPC Infrastructure Managers

Date circulated: 22 November 2023

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Infrastructure Delivery commencing 11 January 2024 to 23 May 2024 with the possibility of extension.

This process may also be used to backfill for the following 12 months.

The Executive Branch Manager Infrastructure Delivery reports to the Executive Group Manager Infrastructure Delivery and Waste and is responsible for the management of the Directorate's program of capital works and infrastructure delivery.

The Executive Branch Manager also represents the Directorate at Government, industry, community and national forums on matters that relate to roads infrastructure.

The Executive Branch Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. The role will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

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 applicants. This includes a cash component of \$244,201.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role via email to Bruce Fitzgerald bruce.fitzgerald@act.gov.au by COB Wednesday 29 November 2023.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@act.gov.au

Chief Operating Officer Group

Chief Information Office

Planning and Delivery

Project Coordinator

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 49270)

Gazetted: 21 November 2023

Closing Date: 28 November 2023

Details: Are you an ambitious, self-motivated, IT professional with a keen interest in driving business improvement through effective delivery of digital change initiatives? Do you enjoy hands on problem solving in a fast paced, complex ICT environment?

The Chief Information Office, Transport Canberra and City Services (TCCS) is seeking a highly motivated, self-driven IT Project Coordinator to assist with the delivery of projects onto the new the Field Service Salesforce Platform.

This position will support the various Project Managers as a project support officer and will be capable of running smaller projects on the Field Service Salesforce Platform.

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

Eligibility/Other Requirements: Relevant tertiary qualifications, certification or equivalent in Information Technology and Digital Transformation highly desirable.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanent. This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers don't have a designated workstation/desk. ABW is a transformation in the way we work. Selection may be based on application/referee report only.

How to Apply: Please submit a current curriculum vitae along with a response to the below criteria (maximum half page per criteria):

Demonstrated strong leadership capability, executing as appropriate in the areas of responsibility for Project Coordination including scope, schedule, budget, quality, resource, communications, risk, procurement, integration, and stakeholder management.

Experience in a program/project office and familiarity with Project Management software will be highly regarded. High level of motivation and ability to set and achieve work priorities, including well developed coordination and problem-solving skills including a demonstrated ability to overcome issues to ensure project outcomes are delivered.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to project delivery for improved outcomes.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Applications should be submitted via the Apply Now button.

Contact Officer: Garth Edwards (02) 6207 6394 Garth.Edwards@act.gov.au

Transport Canberra and City Services**City Services****City Presentation****Licensing and Compliance****Senior Investigator****Administrative Services Officer Class 6 \$93,996 - \$107,322 , Canberra (PN: 13679, several)**

Gazetted: 21 November 2023

Closing Date: 05 December 2023

Weeks to Close: 2

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe, and easy to move around. Licensing and Compliance is seeking multiple highly motivated people to join its incredible, dynamic team. Licensing and Compliance (L&C) works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. The positions provide investigative support to authorised officers and to other City Presentation units including Urban Treescapes and Place Management. You will work with numerous pieces of legislation including but not limited to the *Public Unleased Land Act 2013*, *Litter Act 2004*, *Tree Protection Act 2005*, and the *Trespass on Territory Lands Act 1932*.

The Investigations Team plays a primary role in preparing briefs of evidence for issues referred to the ACT Director of Public Prosecutions and may be required to attend associated Magistrates Court and ACAT proceedings. The team also works to develop the skills of authorised officers to ensure investigations undertaken are done so in accordance with legislative requirements and demonstrated best practice. The incumbents will provide outstanding leadership, communicate professionally, and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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

Eligibility/Other requirements:

The successful applicants must have:

- Driver's licence Class 'C' or higher.
- Certificate IV in Government Investigation or equivalent or a willingness to complete within 12 months of employment.
- Relevant experience within a law enforcement or regulatory agency.
- High level Government writing skills.
- The willingness to undertake field operations that may be protracted, be prepared to attend the Magistrates Court and the ACAT, and present evidence if required.

Desirable:

- Current First Aid Certificate.
- Diploma in Government Investigations.
- Demonstrated experience in criminal investigations and in a regulatory environment.
- Experience in developing / delivering training programs.
- 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)

Successful applicants must meet suitability requirements (experience, qualifications, and personal character) to be appointed as Authorised Persons under several Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check (undertaken as part of standard ACT Government recruitment procedures for the successful candidate), and character references.

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.

Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. Previous applicants need not reapply.

How to apply: Written applications are to be no more than two pages, addressing the selection criteria. Please also provide a curriculum vitae and the 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 below.

Contact Officer: Tim Hutchens (02) 6205 8618 Tim.Hutchens@act.gov.au

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

City Services

Roads ACT

Environment and Utilities/Dams

Dam Inspector/Operator

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 45724)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: This role will assist the Manager of Dams and Hydrology with the safe and efficient operation and maintenance of the Transport Canberra and City Services (TCCS) Dams Portfolio. This role is critical in the implementation of the TCCS Dam Safety Management Program. There is significant autonomy and lone working requirements, the position is responsible for delivering reasonable productivity and efficiency. This role is primarily an outdoor site based role in all weather conditions.

Eligibility/Other Requirements:

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

Permanent Resident/Citizen of Australia.

Driver's licence (class C) is essential.

This position does require a pre-employment medical.

CPCWHS1001 - Prepare to work safely in the construction industry Induction/White Card. (desirable).

11084NAT - Course in Asbestos Awareness (desirable).

10830NAT - Course in Crystalline Silica Exposure Prevention (desirable).

Dam Safety Training is desirable. Ability to complete Dam Safety Training is essential if appointed.

A level of fitness suitable for walking 3-7 kilometres per day including over steep and uneven terrain.

The ability to undertake strenuous manual duties such as turning dam valves to open them, climbing ladders, using small hand tools, and entering confined spaces.

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

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

How to Apply:

A two page supporting statement outlining experience and/or ability addressing Selection Criteria in the Position Description attached.

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Thorogood (02) 6205 8341 Matthew.Thorogood@act.gov.au

City Services

City Operations

Infrastructure Planning/Asset and Data Integration

Spatial Data and Information Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 24897, Several)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Within the Infrastructure Planning unit, Asset and Data Integration (ADI) support RoadsACT and City Presentation in the management of Canberra's public places and infrastructure. This includes asset, data and program management, geospatial planning and analysis, and providing business intelligence to support future strategies, policies and investment programs. ADI are seeking applications to fill one permanent Spatial Data and

Information Officer position and one temporary Spatial Data and Information Officer position for three months only.

This position is primarily responsible for validating, capturing and maintaining Roads ACT civil infrastructure asset data in the TCCS Asset Management System from Works As Executed (WAE) drawings, Minor New Works (MNW) drawings, field audits, existing maps, aerial photography, LiDAR and tabular data.

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

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence (C-Class) is highly desirable

Relevant tertiary qualifications.

Note: There are two positions available. One position is available permanently and another position is available for a period of three months only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applications are sought from potential candidates and should include:

Two-page pitch addressing the requirements under the WHAT YOU REQUIRE section in the Position Description

A current curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Isabel Chua (02) 6205 5038 Isabel.Chua@act.gov.au

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations

Bus Operator

Bus Operator - Training \$74,582, Canberra (PN: C10876, several)

Gazetted: 16 November 2023

Closing Date: 7 January 2024

Details: Transport Canberra is looking for new bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2021 - 2022](#)

Are you an experienced bus driver looking to join Transport Canberra?

Do you hold a minimum MR licence? Hold a current ACT Working With Vulnerable People card and a valid Public Vehicle Driver Authority?

If you answered yes to all of the above and meet all eligibility criteria, your application will be fast tracked through the process.

Successful applicants will be employed on a full-time temporary basis while undergoing 4 weeks of training, following successful completion of the course, you will be offered casual contract.

For more information, please see the "Applicant Information Pack"

Eligibility/Other requirements:

Drivers licence C class is essential

Ability to obtain and maintain a Medium Rigid (MR) licence and Public Vehicle Driving Authority (PVDA)

Ability to obtain a Heavy Rigid (HR) Licence between 6 to 12 months after commencing with Transport Canberra

Ability to successfully complete all pre-employment checks including police check, medical assessment including drug and alcohol testing, psychometric assessment, language and literacy numeracy assessment, and functional (heavy vehicle) driving assessment

Be able to meet Transport Canberra's bus driver seat weight range requirements (50kg – 130kg) as rated by the (relevant) seating manufacturer and have a standing reach of at least 210cm

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

This position does require a pre-employment medical.

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

Notes:

Applicants that do not provide all the above listed requirements may not be considered.

If you would like to be considered for both Part Time and Casual – please ONLY apply in the Part Time application

How to apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 explain 'Why do you want to be a Bus Driver for Transport Canberra?'

curriculum vitae

The completed 'Bus Operator Acknowledgement' form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than one month at the time of application

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack) – Transport Canberra will process the police check - please do not submit a completed police report

3. Submit the online application and supporting documents via the APPLY NOW button

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessika Philp (02) 6207 7537 tccs.tcrecruitment@act.gov.au

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

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations

Bus Operator

Bus Operator - Training \$74,582, Canberra (PN: SDRT14, several)

Gazetted: 16 November 2023

Closing Date: 7 January 2024

Details: Transport Canberra is looking for new bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2021 - 2022](#)

Are you an experienced bus driver looking to join Transport Canberra?

Do you hold a minimum MR licence? Hold a current ACT Working With Vulnerable People card and a valid Public Vehicle Driver Authority?

If you answered yes to all of the above and meet all eligibility criteria, your application will be fast tracked through the process.

Successful applicants will be employed on a full-time temporary basis while undergoing 4 weeks of training, following successful completion of the course, you will be offered casual contract.

For more information, please see the “Applicant Information Pack”

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

Eligibility/Other requirements:

Drivers licence C class is essential

Ability to obtain and maintain a Medium Rigid (MR) licence and Public Vehicle Driving Authority (PVDA)

Ability to obtain a Heavy Rigid (HR) Licence between 6 to 12 months after commencing with Transport Canberra

Ability to successfully complete all pre-employment checks including police check, medical assessment including drug and alcohol testing, psychometric assessment, language and literacy numeracy assessment, and functional (heavy vehicle) driving assessment

Be able to meet Transport Canberra’s bus driver seat weight range requirements (50kg – 130kg) as rated by the (relevant) seating manufacturer and have a standing reach of at least 210cm

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

This position does require a pre-employment medical.

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

Notes: This position is part-time at (20) hours per week and the full-time salary noted above will be pro-rata.

Applicants that do not provide all the above listed requirements may not be considered.

If you would like to be considered for both Part Time and Casual – please ONLY apply in the Part Time application

How to apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 explain ‘Why do you want to be a Bus Driver for Transport Canberra?’
curriculum vitae

The completed ‘Bus Operator Acknowledgement’ form

A copy of your Australian driver’s licence

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than one month at the time of application

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack) – Transport Canberra will process the police check - please do not submit a completed police report

3. Submit the online application and supporting documents via the APPLY NOW button

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessika Philp (02) 6207 7537 tccs.tcrecruitment@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.

Worksafe ACT

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

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

WorkSafe ACT

Compliance & Enforcement

Regulatory Support Officer

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705, Canberra (PN: 46390)

Gazetted: 17 November 2023

Closing Date: 1 December 2023

Details: Are you looking to join an organisation that positively impacts the lives of ACT workers? Have you always been interested in expanding your work health and safety career but not sure what to do next? Imagine where your career as a WorkSafe ACT Inspector could take you.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have a temporary vacancy for a suitably skilled and motivated professional. Depending on your skills and knowledge, you could find yourself going out on a job at a construction site, attending a hospitality venue following reports of unsafe work practices, providing advice on the importance of addressing psychosocial hazards such as bullying in the workplace, engaging with apprentice workers about important health and safety matters, or even assisting at big events like Summernats and the Canberra Show to ensure all workers go home safely.

In this role you'll receive excellent training and will be mentored by a team of experienced inspectors. Some of your day-to-day duties may include:

- providing administrative support to the inspectorate

- assisting in the conduct of workplace visits, verification activities, audits, and projects, or

- preparing accountable documents such as planning documents, inspection reports, licence application assessments, file notes and technical reports

As an employee of the ACT Public Service (ACTPS) you'll also have access to range of great benefits, such as training, generous leave entitlements and health and wellbeing initiatives.

Have any questions about the role? Please reach out to the contact officer and who would be happy to answer any questions you may have.

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

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

How to apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your Skills and Experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description.

Please address all the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Kris Johnston 0401 198 824 kris.johnston@worksafe.act.gov.au

APPOINTMENTS**ACT Audit Office****Auditor Band 2 \$94,910 - \$115,197**

Sonam Wangdi, Section 68(1), 16 November 2023

Auditor Band 3 \$121,441 - \$130,802

Joeyearn Wong, Section 68(1), 15 November 2023

ACT Health**Information Technology Officer Class 2 \$91,315 - \$104,509**

Gao Zhu, Section 68(1), 21 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Rachael Rahim, Section 68 (1), 20 November 2023

Canberra Health Services**Health Professional Level 2 \$70,679 - \$97,028**

Win Chan, Section 68(1), 23 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Durga Chapagain Subedi, Section 68(1), 23 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Alice Christoff, Section 68(1), 24 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Vanessa Fallace, Section 68(1), 23 November 2023

Health Professional Level 1 \$66,285 - \$86,842

Rhyannah Hamer, Section 68(1), 27 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jade Lensing, Section 68(1), 16 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Shuang Li, Section 68(1), 23 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Cheryl McMillan, Section 68(1), 23 November 2023

Assistant in Nursing \$55,927 - \$57,820

Sagar Pathak, Section 68(1), 20 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jelisha Poudel, Section 68(1), 17 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Grace Powell, Section 68(1), 16 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Bindiya Tilija Pun, Section 68(1), 17 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Thuy Trang Vu, Section 68(1), 23 November 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Ellie Webber, Section 68(1), 21 December 2023

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$117,845 - \$126,715

Gemma Cajina, Section 68(1), 20 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Samantha Charman, Section 68(1), 20 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Khushboo Dixit, Section 68(1), 20 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Courtney Fisher, Section 68(1), 16 November 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Ganesh Koirala, Section 68(1), 20 November 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Samuel Urom, Section 68(1), 20 November 2023

Community Services

Youth Worker 1 \$68,685 - \$73,920

Thilina De Silva, Section 68(1), 16 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Luke Heckenberg, Section 68(1), 15 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Mikayla Parker, Section 68(1), 20 November 2023

Education

Classroom Teacher \$75,004 - \$117,538

Janet Munday, section 68(1), 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Rebekah Orro, section 68(1), 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Isabelle Chevreau, section 68(1), 23 November 2023

Classroom Teacher \$75,004 - \$117,538

Cherie Lugg-Restall, section 68(1), 9 October 2023

Classroom Teacher \$75,004 - \$117,538

Kelly Schutz, section 68(1), 29 April 2024

Classroom Teacher \$75,004 - \$117,538

Christopher Mcewan, section 68(1), 23 November 2023

School Assistant 3 \$60,493 - \$64,989

Georgia McGuire, Section 68(1), 16 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Jade Pehar, Section 68(1), 6 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Annie Rebetzke, Section 68(1), 22 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Shilpa Saxena, Section 68(1), 16 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Kiea Stoddart, Section 68(1), 16 November 2023

School Assistant 4 \$72,353 - \$78,207

Silafono Titiuti, Section 68(1), 23 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Emmeline Wilson, Section 68(1), 16 November 2023

Environment, Planning and Sustainable Development**Professional Officer Class 2 \$91,315 - \$104,509**

Edermal Ederosas, Section 68 (1), 07 November 2023

Senior Officer Grade C \$117,845 - \$126,715

Jarrod Ruch, Section 68(1), 20 November 2023

Justice and Community Safety**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

James Collins, Section 68(1), 13 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Benjamin Triglone, Section 68(1), 17 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Brendan Watts, Section 68(1), 15 November 2023

Major Projects Canberra**Infrastructure Officer 4 \$136,524 - \$155,109**

Jordan Darcy, Section 68(1), 20 November 2023

Senior Officer Grade C \$117,845 - \$126,715

Heather Klein, Section 68(1), 21 November 2023

Senior Officer Grade B \$138,476 - \$155,668

Sharon Thompson, Section 68(1), 20 November 2023

Suburban Land Agency**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Ashleigh Johnston, Section 68(1), 20 November 2023

Transport Canberra and City Services**General Service Officer Level 5/6 \$62,078 - \$68,143**

Lachlan Stewart, Section 68(1), 20 November 2023

Bus Operator – Training \$74,582

Steven James, Section 68(1), 11 November 2023

Worksafe ACT**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509**

Carol Hand-Blackadder, Section 68(1), 27 November 2023

TRANSFERS**Canberra Health Services****Isabelle Baldwin**

From: \$107,887 - \$118,728

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 63197) (Gazetted 13 October 2023)

Chief Minister, Treasury and Economic Development**Gregory Burn**

From: Legal Officer Grade 2 \$154,663

Justice and Community Safety

To: Legal Officer Grade 2 \$154,663 - \$161,019

Chief Minister, Treasury and Economic Development, Canberra (PN. 60375) (Gazetted 9 February 2023)

Brooke Grey

From: Senior Officer Grade A \$160,541

Office of the Work Health & Safety Commission

To: Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development, Canberra (PN. 17465) (Gazetted 31 August 2023)

Education**Sharon Cardone**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 54866) (Gazetted 18 May 2023)

Justice and Community Safety**Carly Hayes**

From: Administrative Services Officer Class 6 \$96,233

Justice and Community Safety

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 45677) (Gazetted 11 September 2023)

Taylor Masters

From: Correctional Officer Class 1 \$72,986

Justice and Community Safety

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 11339) (Gazetted 8 February 2023)

PROMOTIONS**ACT Audit Office****Financial Audit****Philip Mini**

From: Auditor Band 1 \$71,139 - \$92,370

ACT Audit Office

To: Auditor Band 2 \$94,910 - \$115,197

ACT Audit Office, Canberra (PN. 42807) (Gazetted 20 April 2023)

Financial Audit**Linh Vu**

From: Auditor Band 1 \$71,139 - \$92,370

ACT Audit Office

To: Auditor Band 2 \$94,910 - \$115,197

ACT Audit Office, Canberra (PN. 45815) (Gazetted 20 April 2023)

ACT Health**Policy, Partnerships and Programs****Health Policy and Strategy****End of Life Policy (Voluntary Assisted Dying & Palliative Care)****Kristy Carswell**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5/6 \$87,346 - \$107,322

ACT Health, Canberra (PN. 62942) (Gazetted 27 September 2023)

Digital Solutions Division**Technology Operations****Security Hub****Tsz Wing**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 53634) (Gazetted 10 August 2023)

Canberra Health Services**North Canberra Hospital****Medical Imaging**

Glen Parker

From: Medical Imaging Level 2 \$70,679 - \$97,028

North Canberra Hospital

To: Medical Imaging Level 3 \$109,803 - \$121,436

North Canberra Hospital, Canberra, LP8826, 22 September 2023

CHS Clinical Services**Medicine****Elsamma Anil**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 24071) (Gazetted 21 March 2023)

UCH Namadgi (General Rehab)

Nicole Crawford

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 40027) (Gazetted 12 October 2023)

Clinical Services**Mental, Justice and Alcohol and Drug Services****Adult Mental Health Services****Michael De Jesus**

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. 40843) (Gazetted 10 August 2023)

Clinical Services**Women, Youth and Children's Health****Director of Nursing and Midwifery****Samantha Frost**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 58632) (Gazetted 28 July 2023)

Medicine**Respiratory and Sleep Outpatients****Lucy Johnson**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22515) (Gazetted 13 October 2023)

Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Director of Nursing****Emily Laate**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 14111) (Gazetted 21 September 2023)

Clinical Services**Maternal and Child Health****Cara Lukins**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2/Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 41708) (Gazetted 28 September 2023)

Betcy Mani

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 62497) (Gazetted 23 November 2023)

This promotion is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022 common core clause 64.1.

Clinical Services**Rehabilitation Aged & Community Services****Oral Health****Esther Park**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26612) (Gazetted 16 October 2023)

People and Culture**Workforce Relations****Amanda Scott**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Health Services, Canberra (PN. 11195) (Gazetted 18 September 2023)

Canberra Institute of Technology**Education and Training Services****Health, Community and Science****Children's Education and Care****Kristen Apps**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Institute of Technology, Canberra (PN. 35733) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Corporate Services**Campus Renewal****Rikkilee Norris**

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Institute of Technology

To: †Senior Officer Grade A \$160,541

Canberra Institute of Technology, Canberra (PN. 55563) (Gazetted 20 October 2023)

Chief Minister, Treasury and Economic Development**Economic Development****VisitCanberra****Cassie Dunchue**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 56008) (Gazetted 13 February 2023)

Access Canberra**Projects, Governance & Support****Customer Experience and Design.****Rahul Kadam**

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. 24523) (Gazetted 20 March 2023)

Digital, Data and Technology Solutions
Networks, Communications Services and ICT Facilities
Brandon Miller

From: Information Technology Officer Class 1 \$73,920 - \$84,144
 Chief Minister, Treasury and Economic Development
 To: Information Technology Officer Class 2 \$91,315 - \$104,509
 Chief Minister, Treasury and Economic Development, Canberra (PN. 14384) (Gazetted 25 August 2023)

Office of Industrial Relations and Workforce Strategy
Secure Local Jobs Code
Jane Overton

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. 54413) (Gazetted 6 July 2023)

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group
Customer and Tenancy Management
Antony Sadler

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade C \$117,845 - \$126,715
 Chief Minister, Treasury and Economic Development, Canberra (PN. 26182) (Gazetted 29 August 2023)

Shared Services

Finance Services
Finance Operations/Business Intelligence & Support
Daehyeon Seo

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. 07164) (Gazetted 31 October 2022)

Access Canberra
Corporate Support and Capability
Finance and Budgets
Harrison Tsang

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade B \$138,476 - \$155,668
 Chief Minister, Treasury and Economic Development, Canberra (PN. 13835) (Gazetted 28 September 2023)

Economic Development

Skills Canberra

Skye Turner

From: Senior Officer Grade B \$138,476 - \$155,668
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade A \$160,541
 Chief Minister, Treasury and Economic Development, Canberra (PN. 63041) (Gazetted 18 September 2023)

Community Services

Corporate
Governance
Corporate Strategy

Emelia Keenan

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 38185) (Gazetted 27 September 2023)

Office of the Director General**Regulation, Assurance and Quality (RAQ)****Office of the Senior Practitioner****Arya Patel**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 62463) (Gazetted 23 March 2023)

Housing ACT**Client Services****Camille Weiss**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 38711) (Gazetted 29 July 2023)

Education**Business Services****People and Performance****Recruitment****Peter Bateman**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education, Canberra (PN. 52606) (Gazetted 14 July 2023)

Office for Schools**Tuggeranong Network****Caroline Chisholm School****Alexandra Conroy**

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

Education

To: †Health Professional Level 4 \$114,928 - \$123,710

Education, Canberra (PN. 63025) (Gazetted 22 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement**North Canberra/Gungahlin****Gold Creek School****Rebecca Duncan**

From: Classroom Teacher \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 02057) (Gazetted 12 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

South Weston School Network**Canberra College****Iryna Halas**

From: School Assistant 3 \$60,493 - \$64,989

Education

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education, Canberra (PN. 61514) (Gazetted 29 September 2023)

Service Design & Delivery**Universal School Support****Careers & VET****Peter Teo**

From: Senior Officer Grade C \$117,845 - \$126,715

Education

To: †Senior Officer Grade B \$138,476 - \$155,668

Education, Canberra (PN. 35969) (Gazetted 31 March 2023)

Justice and Community Safety**Public Trustee and Guardian****Financial Management Services Unit****Jessica Bekavac**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 43731) (Gazetted 7 July 2023)

Legislation, Policy and Programs**Aboriginal and Torres Strait Islander Children's Advocate****Nicole Davison**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 60331) (Gazetted 6 September 2023)

Emergency Services Agency**Assistant Commissioner Corporate****Finance****Phuong Nguyen**

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. 45751) (Gazetted 22 September 2023)

ACT Corrective Services**Intelligence Unit****Samantha Young**

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 62933) (Gazetted 7 September 2023)

Suburban Land Agency**Development Delivery****Urban Development****Tristan Lee-murphy**

From: Infrastructure Officer 3 \$115,193 - \$126,450
Environment, Planning and Sustainable Development
To: †Infrastructure Officer 4 \$136,524 - \$155,109
Suburban Land Agency, Canberra (PN. 63640) (Gazetted 5 September 2023)

Development Delivery**Urban Development****Joanne Stroud**

From: Infrastructure Officer 3 \$115,193 - \$126,450
Environment, Planning and Sustainable Development
To: †Infrastructure Officer 4 \$136,524 - \$155,109
Suburban Land Agency, Canberra (PN. 18981) (Gazetted 5 September 2023)

Suburban Land Agency**Program Solutions****Sales and Client Services****Michelle Thompson**

From: Senior Officer Grade C \$117,845 - \$126,715
Environment, Planning and Sustainable Development
To: †Senior Officer Grade B \$138,476 - \$155,668
Suburban Land Agency, Canberra (PN. 49551) (Gazetted 12 October 2023)

Development Delivery Group**Urban Development****Stephan Walter**

From: Infrastructure Officer 4 \$136,524 - \$155,109
Environment, Planning and Sustainable Development
To: †Infrastructure Officer 5 \$163,315
Suburban Land Agency, Canberra (PN. 53781) (Gazetted 27 June 2023)

Transport Canberra and City Services**Chief Operating Officer Group****Finance****Gary Spencer**

From: Senior Officer Grade B \$138,476 - \$155,668
Transport Canberra and City Services
To: †Senior Officer Grade A \$160,541
Transport Canberra and City Services, Canberra (PN. 39371) (Gazetted 26 September 2023)

Worksafe ACT**Worksafe****Inspectorate****Construction and General****Melanie Forey**

From: Graduate Administrative Assistant \$80,535 - \$82,894
ACT Health
To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509
Worksafe ACT, Canberra (PN. 21119) (Gazetted 16 August 2023)