



ACT Government Gazette

Gazetted Notices for the week beginning 04 January 2024

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Chief Allied Health Officer

Short Term Vacancy (Up to 3 months with the possibility of extension)

ACT Health Directorate

Office of the Deputy Director-General, Policy and Transformation

Position: E1357

(Remuneration equivalent to Executive Level 2.1)

Circulated to: #ACTPS Senior Executive List #ACTPSSeniorExecutiveList@act.gov.au; #ACTPS, SOGA

#ACTPSSOGA@act.gov.au; #MPC Infrastructure Managers #MPCInfrastructureManagers@act.gov.au; #ACT Health Senior Officer Group A Equivalents #ACTHealthSeniorOfficerGroupAEquivalents@act.gov.au

Date Circulated: 10 January 2024

The ACT Health Directorate (ACTHD) is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Office of Professional Leadership (OPLE) strives to inspire the whole health system toward excellence. They do this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

OPLE consistently provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

The following profession leads are the executive within OPLE – the Chief Allied Health Officer, the Chief Medical Officer and Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and the Chief GP and Primary Care Advisor. The Office of the Chief Allied Health Officer is within the Office of Professional Leadership and Education, and reports to the Deputy Director-General, Policy and Transformation, ACTHD. The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions and has strong partnerships with a range of internal and external stakeholders.

As a leader within OPLE, the CAHO has responsibility and lead areas of common interest with clinicians across the whole region such as in integrated care, national workforce initiatives and that maximise progress towards desired health outcomes. Working with colleagues in OPLE, the CAHO will demonstrate interdisciplinary working with an eye on the needs of the future health system. The position is responsible for overseeing the Directorate's Workforce Strategy for the ACT health workforce, including the provision of support for the Health Workforce Taskforce.

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

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.

Compliance Requirements/Qualifications

- Tertiary qualifications in an allied health discipline and eligibility for membership of the appropriate peak professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA) are a mandatory requirement.
- A postgraduate qualification in a related field is required.
- This position does not require a Working with Vulnerable People Check.

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 Jacinta George via email, jacinta.george@act.gov.au by COB Friday 12 January 2024.

Contact Officer: Jacinta George (02) 5124 9699 jacinta.george@act.gov.au

Population Health Division

Preparedness Planning and Surveillance

Public Health Epidemiology and Reporting

Epidemiologist (OzFoodNet)

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 33721)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: The Public Health Epidemiology and Reporting Team is seeking a suitably qualified and experienced Epidemiologist to co-ordinate and support the surveillance and management of foodborne and other communicable diseases and emerging public health threats in the ACT. The Epidemiologist will monitor communicable disease trends, analyse disease surveillance and investigation data, and produce regular reports on communicable diseases to relevant internal and external stakeholders. The Epidemiologist will support the management of notifiable condition investigations and collection of surveillance data and lead the epidemiological investigation of acute outbreaks or clusters of foodborne and other diseases. The Epidemiologist will also be responsible for the provision of advice to senior management and external stakeholders and will represent the ACT on relevant national working groups and meetings, including as the ACT representative on OzFoodNet. The suitable person will have tertiary qualifications in public health.

Eligibility/ Other Requirements: Tertiary qualifications in public health and/or epidemiology and/or other related health discipline.

How to Apply: Applicants must provide a statement of claims detailing experience against the professional/technical skills and knowledge criteria as well as experience against the behavioural capability list on the Position Description.

It is in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

A current curriculum vitae listing the required qualifications and the details of two referees must be provided.

Applications that do not provide both a statement of claims and curriculum vitae will not be considered.

Applications should be submitted via the Apply Now button.

Contact Officer: Rebecca Hundy (02) 5124 4744 Rebecca.Hundy@act.gov.au

Office of the Deputy Director-General, Policy and Transformation

Executive Group Manager (ACT Chief Nursing and Midwifery Officer)

Executive Level 2.1 \$291,412 - \$303,072 depending on current superannuation arrangements, Canberra (PN: E773)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: The ACT Health Directorate (ACTHD) is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Office of Professional Leadership (OPLE) strives to inspire the whole health system toward excellence. They do this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

OPLE consistently provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

The following professional leads are the executive within OPLE – the Chief Allied Health Officer, the Chief Medical Officer and Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and the Chief GP and Primary Care Advisor. The Office of the Chief Nursing and Midwifery Officer is within OPLE and reports to the Deputy Director-General, Policy and Transformation, ACTHD. The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce with specific reference to nursing and midwifery professions and has strong partnerships with a range of internal and external stakeholders. The Office is responsible for providing professional and strategic leadership and high-level advice on a broad range of nursing and midwifery

issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement, research, and education.

The Chief Nurse and Midwifery Officer (CNMO) is responsible for providing professional and strategic leadership, innovation, and governance for nursing and midwifery professions at all levels across the ACT health system. They act as the principal reference point for informed advice on strategic policy issues pertaining to nursing and midwifery. The CNMO is an expert in their field and is a catalyst for leadership, research and continuous improvement for the professions and the role of clinicians within the complex health environment locally and nationally.

As a leader within OPLE, the CNMO has responsibility for leading areas of common interest with clinicians across the whole region such as integrated care and national workforce initiatives, that maximise progress towards desired health outcomes. Working with colleagues in OPLE the CNMO will demonstrate interdisciplinary working with an eye on the needs of the future health system.

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

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.

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.

Compliance Requirements/Qualifications

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

Relevant qualification in nursing or midwifery and unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) are a mandatory requirement.

Highly Desirable

Understanding of relevant public health legislation.

Extensive knowledge and experience in best-practice and contemporary leadership and management.

A strong focus on results and experience in maintaining effective working relationships with stakeholders.

Tertiary qualifications in a nursing and midwifery discipline and eligibility for membership of the appropriate peak professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

A postgraduate qualification in a related field.

Demonstrated whole system leadership skills and understanding, with senior leadership reputation in Nursing and Midwifery.

Apply here: Chief Nursing & Midwifery Officer - Fisher Leadership

Contact Officer: Liz Jones and Larissa Langley 1300 347 437 llangley@fisherleadership.com

ljones@fisherleadership.com

Digital Solutions Division

Technology Operations

Digital Solutions Support Hub

Assistant Director

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50200)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in managing a dynamic team providing ICT and business support services as part of a 24/7 service desk environment?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to fill join the team as an Assistant Director, Digital Solutions Support (DSS). The successful candidate will join the existing management structure of the DSS team who are collectively responsible for the day-to-day management of the Digital Solutions Support service desk team. You will be expected to lead the team in identifying and implementing process improvements and developing, implementing, and maintaining a proactive user engagement strategy to resolve user issues in a timely manner.

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. 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 reassessed.

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. When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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 whom is your current manager/supervisor.

Applications should be submitted via the Apply Now Button.

Contact Officer: Scott Barrett (02) 5124 9381 Scott.Barrett@act.gov.au

Office of the Deputy Director-General, Policy and Transformation

ACT Chief Medical Officer

Executive Level 2.1 \$291,412 - \$303,072 depending on current superannuation arrangements, Canberra (PN: E1358)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: The ACT Health Directorate (ACTHD) is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Office of Professional Leadership (OPL) strives to inspire the whole health system toward excellence. They do this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

OPL consistently provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

The following profession leads are the executive within OPL – the Chief Allied Health Officer, the Chief Medical Officer and Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and the Chief GP and Primary Care Advisor. The Chief Medical Officer (CMO) is responsible for the provision of professional and strategic leadership for medical professions across the whole ACT health system. They act as the principal reference point for informed advice on strategic policy issues pertaining to the medical profession within the ACT. The CMO is an expert in their field and is a catalyst for leadership and continuous improvement for the professions and the role of clinicians with the complex health environment locally and nationally. As CMO for the ACT, you will provide advice and support to Ministers, the Director-General, ACT Health and key stakeholders across the full range of health issues confronting the communities in the ACT and surrounding regions.

As a leader within OPL, the CMO has responsibility and lead areas of common interest with clinicians across the whole region such as in integrated care, national workforce initiatives and that maximise progress towards desired health outcomes. Working with colleagues in OPL, the CMO will demonstrate interdisciplinary working with an eye on the needs of the future health system. The position is responsible for overseeing the Directorate's Clinical Governance agenda (inclusive of quality and safety).

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

Eligibility/Other Requirements:

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

Relevant qualification within the profession and unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) are a mandatory requirement.

Highly Desirable

Understanding of relevant public health legislation.

Extensive knowledge and experience in best-practice and contemporary leadership and management.

A strong focus on results and experience in maintaining effective working relationships with stakeholders.

A postgraduate qualification in a related field.

Demonstrated whole system leadership skills and understanding, with senior leadership reputation within the profession.

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.

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.

Apply here: Chief Medical Officer - Fisher Leadership

Contact Officer: Liz Jones and Larissa Langley 1300 347 437 ljones@fisherleadership.com and llangley@fisherleadership.com

Office of the Deputy Director-General, Policy and Transformation

Chief Allied Health Officer

Executive Level 2.1 \$291,412 - \$303,072 depending on current superannuation arrangements, Canberra (PN: E1357)

Gazetted: 08 January 2024

Closing Date: 21 January 2024

Details: The ACT Health Directorate (ACTHD) is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Office of Professional Leadership (OPLE) strives to inspire the whole health system toward excellence. They do this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

OPLE consistently provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

The following profession leads are the executive within OPLE – the Chief Allied Health Officer, the Chief Medical Officer and Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and the Chief GP and Primary Care Advisor.

The Office of the Chief Allied Health Officer is within the Office of Professional Leadership and Education, and reports to the Deputy Director-General, Policy and Transformation, ACTHD. The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions and has strong partnerships with a range of internal and external stakeholders.

As a leader within OPLE, the CAHO has responsibility and lead areas of common interest with clinicians across the whole region such as in integrated care, national workforce initiatives and that maximise progress towards desired health outcomes. Working with colleagues in OPLE, the CAHO will demonstrate interdisciplinary working with an eye on the needs of the future health system. The position is responsible for overseeing the Directorate's Workforce Strategy for the ACT health workforce, including the provision of support for the Health Workforce Taskforce.

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

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.

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.

Compliance Requirements/Qualifications

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

Tertiary qualifications in an allied health discipline and eligibility for membership of the appropriate peak professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA) are a mandatory requirement.

A postgraduate qualification in a related field is required.

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

Apply here: Chief Allied Health Officer - Fisher Leadership

Contact Officer: Dani White 1300 347 437 dwhite@fisherleadership.com

Office of the Deputy Director-General, Policy and Transformation

ACT Chief Psychiatrist

Executive Level 2.1 \$291,412 - \$303,072 depending on current superannuation arrangements, Canberra (PN: E1356)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: The ACT Health Directorate (ACTHD) is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Office of Professional Leadership (OPLE) strives to inspire the whole health system toward excellence. They do this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

OPLE consistently provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

The following profession leads are the executive within OPLE – the Chief Allied Health Officer, the Chief Medical Officer and Chief Psychiatrist (CP), the Chief Nursing and Midwifery Officer, and the Chief GP and Primary Care Advisor.

The Office of Chief Psychiatrist (OCP) is within the Office of Professional Leadership and Education, and reports to the Deputy Director-General, Policy and Transformation, ACTHD. It is the point of liaison for intra-jurisdictional, inter-jurisdictional and national health quality and patient safety initiatives and conversations and ensures that the Chief Psychiatrist's statutory responsibilities are fulfilled.

This position fulfills the statutory role as Chief Psychiatrist under the Mental Health Act 2015 (the Act) and as such has accountability to the Minister for Mental Health. The role of the Chief Psychiatrist is to safeguard the rights of individuals, improve service delivery, administer the functions under the Act and monitor standards and services. The position requires building highly effective connections across the ACTHD and broader health system. The position works closely with the Coordinator-General for Mental Health and Wellbeing to ensure best outcomes for the mental health and wellbeing of all Canberrans.

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

Eligibility/Other Requirements

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

Have current registration issued under the ACT Working with Vulnerable People Act 2011.

Relevant qualification within the profession and unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) are a mandatory requirement.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program.

Highly Desirable

Understanding of relevant public health legislation.

Extensive knowledge and experience in best-practice and contemporary leadership and management.

A strong focus on results and experience in maintaining effective working relationships with stakeholders.

A postgraduate qualification in a related field.

Demonstrated whole system leadership skills and understanding, with senior leadership reputation within the profession.

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.

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.

Apply here: Chief Psychiatrist - Fisher Leadership

Contact Officer: Dani White 1300 347 437 dwhite@fisherleadership.com

Office of the DDG Corporate Communications and Delivery

Deputy Director-General, Corporate, Communications and Delivery

Executive Level 3.3 \$409,269 - \$425,685 depending on current superannuation arrangements, Canberra (PN: E1300)

Gazetted: 04 January 2024

Closing Date: 18 January 2024

Details: Qualified and experienced candidates are being sought to backfill the role of Deputy Director-General – Corporate, Communications and Delivery. Reporting to the Director-General, this key leadership role is responsible for overseeing delivery of the key priorities of the Minister and directorate. Current responsibilities are outlined

below, but these may change in response to emerging priorities. The role is also responsible for significant cross-government collaboration on major issues.

The Deputy Director-General, Corporate, Communications and Delivery provides strategic direction to priority areas of focus for the Minister and the Director-General, such as:

providing strategic oversight of major infrastructure and digital projects being undertaken by ACTHD.

providing strategic leadership in major communication activities including campaigns, strategic communications, community engagements and the communicating of Government and ACTHD priority projects.

providing strategic oversight of and working across government to deliver the commercial and legal requirements for the transition of services at North Canberra Hospital, including leading negotiations with the former operator.

leading and managing the development and coordination of Cabinet submissions and government business associated with major health infrastructure, communication projects, digital health, climate change and corporate functions including Budget business cases.

developing business plans and managing budgets for three divisions, including major projects.

closely collaborating with Canberra Health Services on major health infrastructure projects and major digital projects such as the Digital Health Record.

Providing strategic support and oversight of the technology capabilities across the ACT public health system.

Leading the corporate support services of the ACTHD by ensuring best practice in systems and processes.

Providing strategic leadership and coordination on the ACT Government's response to climate change and health.

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

Remuneration: The position attracts a remuneration package ranging from \$409,269 - \$425,685 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$364,815.

Contract: The successful applicant will be engaged on a short term contract from 8 February 2024 to 30 June 2024 with the possibility of a two year extension.

How to Apply: Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, plus the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cross (02) 5124 9400 rebecca.cross@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

North Canberra Hospital

P&C, WHS & Volunteer Services

Senior Officer Grade A- Senior Director People and Culture

Senior Officer Grade A \$162,291, Canberra (PN: 602527 - 02FN9)

Gazetted: 10 January 2024

Closing Date: 19 January 2024

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:

Leading a multi-disciplined team, the Senior Director People and Culture is responsible for leading the day to day operations for the People and Culture teams within the People and Culture branch.

The branch has five key areas of responsibility; HR Business Partners, Recruitment, Payroll Services, WHS and Injury Management and Learning and Development. Each team is responsible for providing their relevant subject matter expertise to support all members of the leadership team of the North Canberra Hospital. The Senior Director will provide oversight of each area, guiding and supporting teams to deliver a proactive, trusted and collaborative approach in the HR and WHS services provided to the hospital.

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 as demonstrate the related signature behaviours.

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

Under general direction you will:

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

About you:

Behavioural Capabilities

- Collaborative approach with the ability to engage with a range of internal and external stakeholders across various disciplines.
- Solid leadership qualities and the ability to lead and manage a multi-disciplined team
- Ability to handle personal and / or sensitive information appropriately, maintaining a high level of confidentiality at all times.
- Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines
- Demonstrate initiative and able to work under limited direction.
- Regularly engage with key internal and external stakeholders.
- Proactive mindset with an ability to drive innovation, focus on process improvement and demonstrate empathy.
- Customer service focus with a desire to support clients through complex and sensitive matters and processes
- Capable of receiving and providing feedback to clients as well as team members.

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

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

Note: This is a temporary position available for a period of 3-6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Samantha Marwick 0400631029 samantha.marwick@act.gov.au

eHealth and Informatics

Executive Assistant - eHealth and Informatics

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 53994 - 02FO5)

Gazetted: 09 January 2024

Closing Date: 14 January 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

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

The Executive Assistant is responsible for providing high level administrative support to the Chief Information Officer (CIO) (Executive Branch Manager, eHealth and Informatics). The position supports the CIO 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: Nasa Walton (02) 5124 0358 nasa.walton@act.gov.au

Equipment Loan Service

Senior Stores Supervisor - Equipment Loan Service

Senior Stores Supervisor Level 1 \$72,889 - \$74,624, Canberra (PN: 14981 - 02FI7)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

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 ACT Equipment Loan Service provides a short-term loan service covering a diverse range of rehabilitation equipment to facilitate the safe discharge of people from hospital and/or to support clients living in the community.

ELS require an enthusiastic Team Leader to organise and assist a small HSO team to meet the needs of the service with direction from the Coordinator of the Oxygen and Equipment Service.

The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, store related duties and other duties as required.

The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly, and installation of a wide range of equipment. The equipment includes items such as hospital beds, recline/lift powered chairs, hoists, and specialised mattress replacement systems.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Carmen Connellan 51241065 carmen.connellan@act.gov.au

CHS University of Canberra Hospital

UCH Rehabilitation

ACAT Assessor Nurse - University of Canberra Hospital ACAT

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 03165, several - 02FH3)

Gazetted: 09 January 2024

Closing Date: 30 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:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Aged Care Assessment Team (ACAT) is responsible for providing assessment services to the aged population across the ACT region to facilitate access to aged care support services.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Athalene Rosborough (02) 5124 8674 Athalene.Rosborough@act.gov.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Clinical Support

Registered Nurse Level 3 - Infection Prevention Control Unit

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19170 - 02FHG)

Gazetted: 09 January 2024

Closing Date: 30 January 2024

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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the infectious diseases and microbiology medical staff to minimise infection risks for patients, health care workers, and the public. The unit strives for excellence in achieving this aim through ongoing programs including staff education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

A new and exciting role has been created to provide advice and support to the Canberra Hospital Campus Modernisation Program and other health-related infrastructure projects at CHS.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. This position is part-time at 24 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: Leanne Muir (02) 5124 3695 Leanne.Muir@act.gov.au

North Canberra Hospital

P&C, WHS & Volunteer Services

Recruitment Officer- ASO4

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: LP6973 - 02FN4)

Gazetted: 09 January 2024

Closing Date: 22 January 2024

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:

This role is responsible for providing recruitment support services to the North Canberra Hospital and undertaking small projects as they arise. This is a transactional administration role and requires a high level of organisational, problem solving and communication skills to administrate recruitment processes, HR operations, generate employment correspondence, liaise with stakeholders and undertake small projects as they arise.

The role supports internal recruitment across the organisation by processing recruitment requests, ensuring appropriate approvals are in place, administering pre-employment background screening and liaising with candidates to ensure legislative requirements are met. The role also coordinates the on-boarding of new candidates.

Part Time days required will be Wednesday and Thursday.

Under limited direction of the Team Leader, you will provide recruitment and human resource specific administrative and transactional support to all clients within North Canberra Hospital.

Under general direction you will:

Engage in all activities required in administering recruitment processes for new candidates to North Canberra Hospital, including internal staffing variation requests.

Manage the functional email inbox, providing prompt and informed responses to clients on all HR related queries and requests.

Provide prompt feedback and support to hiring managers on standard human resources related policy queries as they relate to an ACT Government Enterprise Agreement.

Provide extensive support to clients on the on boarding process for all staff, including clinicians, to ensure new starters are inducted, on boarded in line with extensive compliance requirements. This includes health screening and background checking.

Operate collaboratively with internal stakeholders, including but not limited to the Payroll function, Learning and Development and Work Health Safety Teams to ensure appropriate documentation is providing to relevant areas. Generate and summarise reports in a timely manner ensuring high level accuracy and a focus on continuous process improvement.

Provide guidance on recruitment best practice to hiring managers, including but limited to ad text creation, sourcing channels, panel composition and candidate management.

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

About you:

Behavioural Capabilities

Collaborative approach with the ability to engage with a range of internal and external stakeholders across various disciplines.

Demonstrate initiative and able work under limited direction.

Regularly engage with other administrative functions (including but not limited to Payroll) to ensure process transition seamlessly across functions.

Proactive mindset with an ability to drive innovation, focus on process improvement and demonstrate empathy.

Customer service focus with a desire to support clients through prescribed processes

Understanding of and ability to drive a focus on successfully managing and continuously improving the candidate experience.

Capable of receiving and providing feedback to clients as well as team members.

Position Requirements / Qualifications

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

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.

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

Contact Officer: Kerry Carmichael N/A kerry.carmichael@act.gov.au

CHS Chief Executive Officer

Office of Deputy CEO

Quality, Safety, Innovation and Improvement

Executive Officer - Quality, Safety, Innovation and Improvement

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 32557 - 02FHV)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

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 Quality, Safety, Innovation and Improvement Division is focused on the importance of managing quality and safety across Canberra Health Services (CHS) and the synergies that exist to provide continuous improvement and management of opportunities and threats within a dynamic health environment.

The Division provides strategic leadership, oversight and advice to facilitate the delivery of exceptional health care across Canberra Health Services.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Patient Experience

Clinical Incident Management

Quality Improvement and Engagement

Clinical Analytics and Insights

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Cathy Burns 0481 006 874 Cathy.Burns@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Occupational Therapist - Rotational HP2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: LP6755 - 02FIS)

Gazetted: 10 January 2024

Closing Date: 22 January 2024

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.

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:

To work as a member of the Occupational Therapy Department at North Canberra Hospital (NCH) within a broader multi-disciplinary team to provide patient care and implement continuous quality improvement initiatives based on evidence-based practice.

Under limited direction of the Director of Occupational Therapy you will perform Occupational Therapy assessment and treatments. You will:

Provide customer-focussed care to patients and their carers through competent clinical skills.

Participate in multidisciplinary and occupational therapy teams.

Communicate effectively with patients and carers, other staff and doctors, maintaining confidentiality at all times.

Undertake responsibility for appropriate professional education and evaluation and participate in continuous quality improvement of occupational therapy services.

Maintain patient activity statistics and supply statistical data to Departmental Manager as required. Communicate effectively with patients and carers, other staff and doctors, maintaining confidentiality at all times.

Undertake responsibility for appropriate professional education and evaluation and participate in continuous quality improvement of occupational therapy services.

Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to Occupational Therapy work practices.

Perform any other reasonable direction provided by the departmental manager.

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.

This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.

About you:

Requirements/Qualifications:

Mandatory

Current registration with the Occupational Therapy Board of Australia via AHPRA.

Full unconditional Australian Driver's licence, or recognised international equivalent.

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

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

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: Michael Malcomess N/A michael.malcomess@act.gov.au

CHS Infrastructure Management and Maintenance Infrastructure and Health Support Services Recurrent

Food and Sterilising Services

Sterilising Services Technician

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29363 - 02FLX)

Gazetted: 10 January 2024

Closing Date: 30 January 2024

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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, North Canberra Hospital (NCH), and some private clinics within the ACT and surrounding areas of

NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and Administration.
- Sterilising Services Unit at CH.
- Sterilising Unit at NCH.
- Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH.

Sterilising Services HSO positions are broad banded. Upon successful completion of a Certificate 4 in Sterilising (HTL47015) or Certificate 4 Leadership and Management BSB40215), and relevant performance competency assessments, HSO Level 4 employees will be progressed to HSO Level 5.

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster, including on-call. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital).

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: Sandra Wheeler (02) 5124 2283 Sandra.Wheeler@act.gov.au.

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Paediatric Occupational Therapist HP 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29695 - 02F9H)

Gazetted: 08 January 2024

Closing Date: 23 January 2024

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 exists for a permanent Paediatric HP2 position within our Acute OT team working at the Centenary Hospital for Women and Children. This role will work directly under supervision of our paediatric HP3 OT covering inpatient client caseload and outpatient paediatric clinics.

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 or 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 HP2 positions have opportunity to rotate across ward areas to enhance learning and experience with high levels of clinical supervision, have access to professional development support, and broad support from occupational therapy supervisors, clinical educators, and the occupational therapy professional group.

The results of this recruitment round may be used to fill any similar additional vacancies as they occur. Recruitment to this position may be based on written application alone in certain circumstances.

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.
 - 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: Melinda Symon (02) 5124 3282 Melinda.Symon@act.gov.au.

CHS Clinical Services

Chief Operating Officer

LaNS Care Navigator HPO 4 - Patient Navigation

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 60997 - 02FBI)

Gazetted: 10 January 2024

Closing Date: 25 January 2024

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 Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. There is a matrix model of governance for this position as they will be working 0.5 of their time with LaNS and 0.5 of their time with the acute allied health team of their discipline. The Operational Manager of LaNS is responsible for the leadership and management of the LaNS service and will work with the Care Navigator and the Allied Health manager to determine work allocation on the day-to-day basis. Professional management is undertaken through the clinical area the team member is based in. The Allied Health Care Navigators are members of the Acute Allied Health Service, Division of Allied Health, reporting to the Director of Allied Health and the LaNS service.

The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

The role will maintain a 0.5 FTE clinical workload specific to the discipline of the successful applicant. The role will also undertake assessment from an interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service.

The Care Navigator role will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing design of this innovative patient centred service.

The role will work with consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

This unique role is an opportunity to build relationships with consumers and their supports, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex chronic health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with external health and human services and work with the CHS services and the current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, to work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the Liaison and Navigation Team you will remain committed to, and focused on:

- Placing people with complex health needs, and their families, at the centre of their own care,
- Involving the person and their supports in care planning,
- Anticipating and removing barriers to care,
- Assisting consumers and their supports to make durable connections to the services and supports they need,
- Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports,
- Listening to consumers and their supports and acknowledging that they are experts in their own health.

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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Contact Officer: Phyto Curtis 0 phyto.curtis@act.gov.au.

Media

Assistant Director, Media

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 36837 - 02EEU)

Gazetted: 10 January 2024

Closing Date: 17 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.

About the Role:

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

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

COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals. We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities. This position plays an integral role in responding to media and providing timely and accurate information, ensuring high community awareness, positive community engagement and reputation management.

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: Gareth Williams N/A Gareth.Williams@act.gov.au

North Canberra Hospital

Corporate and Finance

Health Information Specialist - Admin Service Officer 6

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: LP7180 - 02FPR)

Gazetted: 10 January 2024

Closing Date: 25 January 2024

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 Health Information Specialist (HIS) is responsible for assisting in ensuring high quality health information is maintained by supporting provision of education, data quality and documentation within the Digital Health Record (DHR). As part of the Health Information Services team, the HIS will assist management to deliver high quality Health Information Services.

Duties

Provide assistance, support and backfill for Assistant Director, Health Information Services in all facets of Health Information Services to deliver best practice across the hospital, and

Assist in formulating and maintain policies, procedures and KPI's (key performance indicators) that are specific to Health Information Services and relevant programs.

Develop and deliver relevant education and training material in relation to the Digital Health Record (DHR) as required.

Undertake data quality activities including DHR validations, analysis and reporting.

Manage the DHR functions of patient identity, chart correction and discharge summary deficiency.

Undertake other duties as appropriate to this level of classification which contribute to the operation of the organisation and the delivery of high-quality person-centered patient care.

About you:

Position Requirements / Qualifications

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

Mandatory

Extensive and relevant experience working with the Digital Health Record/Epic

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.

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 02FG5 and Req ID 02FPR. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Heather Bryne 02 62016280 Heather.Byrne@act.gov.au

North Canberra Hospital

Corporate & Finance

Health Information Specialist - Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: LP7180 - 02FG5)

Gazetted: 10 January 2024

Closing Date: 25 January 2024

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)

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About the role:

The Health Information Specialist (HIS) is responsible for assisting in ensuring high quality health information is maintained by supporting provision of education, data quality and documentation within the Digital Health Record (DHR). As part of the Health Information Services team, the HIS will assist management to deliver high quality Health Information Services.

Duties

- Provide assistance, support and backfill for Assistant Director, Health Information Services in all facets of Health Information Services to deliver best practice across the hospital, and
- Assist in formulating and maintain policies, procedures and KPI's (key performance indicators) that are specific to Health Information Services and relevant programs.
- Develop and deliver relevant education and training material in relation to the Digital Health Record (DHR) as required.
- Undertake data quality activities including DHR validations, analysis and reporting.
- Manage the DHR functions of patient identity, chart correction and discharge summary deficiency.
- Undertake other duties as appropriate to this level of classification which contribute to the operation of the organisation and the delivery of high-quality person-centered patient care.

About you:

Position Requirements / Qualifications

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

Mandatory

- Extensive and relevant experience working with the Digital Health Record/Epic

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.

****Please note there are two advertisements running concurrently to fill this vacancy, Req ID 02FG5 and Req ID 02FPR. Please ensure you apply for the appropriate classification to meet your qualifications and experience.**

For more information on this position and how to apply “click here”
Contact Officer: Heather Byrne 02 62016280 Heather.Byrne@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Volunteer Coordinator - Cancer and Ambulatory Services

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 37796 - 02FLQ)

Gazetted: 10 January 2024

Closing Date: 17 January 2024

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 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, Walk-in Centres and transcription.

The Volunteer Coordinator is responsible for coordinating a team of volunteers providing support to people accessing cancer services.

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 Reference Checks

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

Contact Officer: Caroline McIntyre (02) 5124 8536 Caroline.McIntyre@act.gov.au.

Senior Recruitment Officer - Mental Health, Justice Health and Alcohol and Drug Services

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 58175 - 02FT4)

Gazetted: 10 January 2024

Closing Date: 17 January 2024

Details: What can we offer you:

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

VISA/Sponsorship for eligible candidates

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

About the Role:

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

Under limited direction from the Business Manager of MHJHADS, you will play a key role in facilitating recruitment processes, human resource (HR) management, and providing support and advice to the Director of Clinical Services (DOCS) on all matters relating to recruitment and establishments for the employment of Psychiatrists.

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.

Contact Officer: Kelly Daly (02) 5124-7950 Kelly.Daly@act.gov.au

North Canberra Hospital

Corporate and Finance

Purchasing Officer - Administrative Service Officer 4

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 602540 - 02FQQ)

Gazetted: 10 January 2024

Closing Date: 26 January 2024

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:

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

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

- Evaluate requisitions,
- Raise purchase orders,
- Manage invoice enquiries,
- Manage general enquiries,
- Data entry,
- Assist in stocktakes and
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

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

Desirable

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

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

- Having a valid Forklift License (High Risk Licence)

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

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

- Undergo a pre-employment National Police Check.

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

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

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

CHS Clinical Services

Medicine

Infectious Diseases

Sexual Health Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 32323 - 02FLJ)

Gazetted: 10 January 2024

Closing Date: 29 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.
- 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 as well as an outreach program in non-clinical settings. Our clinical care work spans sexual health, with a focus on sexually transmissible infections, HIV, and gender affirmation. We enjoy close links with Infectious Diseases, Microbiology and Dermatology colleagues, as well as local non-government organisations. The Adult Gender Service provides care to adolescents aged 16 plus and adults and is embedded within the sexual health team. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development, which is supported by a weekly in-service program.

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

Note: This is a temporary position available for a period of 6 -12 months with the possibility of extension up to less than 12 months and/or permanency.

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

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Clinical Nurse Consultant - Registered Nurse Level 3 Grade 2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 37992 - 02FOS)

Gazetted: 10 January 2024

Closing Date: 29 January 2024

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

About the Role:

This position is responsible for driving service innovation and for the development of models of care for enhanced service provision. The role encompasses the Medical Oncology and Radiation Oncology Inpatient Unit, Ward 14B. The Clinical Nurse Consultant (CNC) is responsible for maintaining and upholding standards of nursing care within Ward 14B including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

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: Catherine Young 0481097676 cathy.young@act.gov.au.

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Nurse Level 1 - Registered

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 14106 - 02FP1)

Gazetted: 10 January 2024

Closing Date: 29 January 2024

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

About the Role:

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

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 also undertake professional development and clinical supervision, participate in quality initiatives, and contribute to 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.
- 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: Ebony Anderson (02) 5124 1946 Ebony.Anderson@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

**Community Care Physiotherapy Manager - Community Care Program
Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28642 - 02FCX)**

Gazetted: 10 January 2024

Closing Date: 31 January 2024

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:

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

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

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

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

Note: This is a temporary position available for six 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: Dominic Furphy (02) 5124 1671 Dominic.Furphy@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

Corporate Services

Executive Branch Manager, Campus Renewal

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1288)

Gazetted: 08 January 2024

Closing Date: 5 February 2024

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

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

CIT is seeking a motivated Executive Branch, Manager Campus Renewal to deliver our ambitious campus renewal agenda.

The Executive Branch Manager, Campus Renewal is responsible for leading a dedicated project team to deliver a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, as well as the relocation of CIT Yurauna from Reid to Bruce campus.

Centring on future focussed teaching and learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. As such, strong consultation, communication and collaboration skills are essential. This role will work closely with all aspects of the CIT community, various ACT Government departments including Major Projects Canberra, the Aboriginal and Torres Strait Islander Community and other stakeholders. A key part of this position is the ability to develop and maintain

relationships with the Aboriginal and Torres Strait Islander community and the Yurauna Director ensuring culturally safe and appropriate outcomes for all elements of the projects.

Working to the Executive Director, Corporate Services, the Executive Branch Manager will deliver a Strategic Asset Management Framework (SAMF) and a Strategic Asset Management Plan (SAMP) across all campuses as well as ensuring robust risk management practices are in place. This position is required to providing high-quality advice and reporting to the CIT Board, Executive team, Project Board/s and ACT Government Ministers, and others as required, including interpretation of legislative requirements, design standards and relevant guidelines.

We are looking for an ambitious, collaborative leader with a demonstrated background in large scale change and project management programs. The successful applicant requires a commitment to the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits. Applicants require relevant tertiary qualifications and should have experience in a senior change or project management leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

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.

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

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 1270 meghank.oldfield@cit.edu.au

CIT Education and Training Services

CIT Library and Learning Services

Liaison Librarian - Temporary register

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 54246)

Gazetted: 09 January 2024

Closing Date: 31 December 2024

Details: CIT Library and Learning Services invite you to submit your application for placement on a temporary employment register. These roles are for temporary, short-term engagements or special projects and vary between full-time, part-time or casual. There is a possibility of shift work, and you may be required to work across different campuses. Selection of applicants for employment will be made throughout the year as operational requirements arise.

If you have previously applied to be on the temporary employment register at CIT, you will need to re-apply. ACT Public Service terms and conditions will apply to any employment.

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

Note: There are several temporary roles available for short-term engagements or special projects and vary between full-time, part-time or casual available for period for up to 12 months.

Selection may be based on application and referee reports only.

How to Apply: If you are interested in being placed on the CIT Library and Learning Services Temporary Employment Register your application should include your curriculum vitae, and your responses to the Selection Criteria outlining relevant work experience, and the names and contact details of two referees to substantiate your claims. Your response to the Selection Criteria should be no more than two pages.

Applications should be sent to the Contact Officer.

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

CIT Education and Training Services

CIT Education and Training Services

CIT Library and Learning Services

Library Officer - Temporary register

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 0ASO3)

Gazetted: 09 January 2024

Closing Date: 31 December 2024

Details: CIT Library and Learning Services invite you to submit your application for placement on a temporary employment register. These roles are for temporary, short-term engagements or special projects and vary between full-time, part-time or casual. There is a possibility of shift work, and you may be required to work across different campuses. Selection of applicants for employment will be made throughout the year as operational requirements arise.

If you have previously applied to be on the temporary employment register at CIT, you will need to re-apply. ACT Public Service terms and conditions will apply to any employment.

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

Eligibility/Other Requirements: Certificate III, or Diploma relevant to the position are highly desirable.

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

How to Apply: If you are interested in being placed on the CIT Library and Learning Services Temporary Employment Register your application should include your curriculum vitae, and your responses to the Selection Criteria outlining relevant work experience, and the names and contact details of two referees to substantiate your claims. Your response to the Selection Criteria should be no more than two pages.

Applications should be sent to the Contact Officer.

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

ET and S

HCSC

Wellbeing

Allied Health Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 64245)

Gazetted: 04 January 2024

Closing Date: 18 January 2024

Details: Are you a qualified Allied Assistant seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....?

WHAT'S THE POSITION?

CIT is seeking suitably qualified Allied Health Teacher to join us in a permanent position shaping the 'Allied Health assisting of the future!'

As a teacher with us you have the power to directly impact the future of Allied Health assisting within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

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: To be successful in this position you must have the following:

Relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent)

Minimum of 5 years' experience as an Allied Health assistant etc

Demonstrate a broad range of current industry skills and experience.

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

How to Apply:

Please provide a written response (maximum of two pages) to the Selection Criteria outlining your skills and experience. Applications should include a current curriculum vitae and details of two referees. Applicants may be requested to provide referee's reports later.

Applications should be submitted via the Apply Now button.

Contact Officer: Ned Jelbart (02) 6205 9188 Ned.Jelbart@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

Work Safety Group

Strategy and Services Branch

Director Audit

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 32018)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: We are seeking a skilled auditor to lead our audit and assurance activities to deliver on our workers' compensation self insurance licence requirements. This specialist role will be responsible for working collaboratively both within the Strategy and Services Branch and with other ACT Government and external stakeholders to manage and coordinate the delivery, and continuous improvement of, the whole of ACT Government work health and safety, work rehabilitation and worker's compensation internal audit program. 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/training and/or practical experience in WHS, workplace wellbeing or work rehabilitation auditing would be highly regarded.

Note: This is a temporary position available February 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please provide a two page pitch and a curriculum vitae outlining demonstrating your suitability against the selection criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Julie Lucas (02) 6207 2051 Julie.Lucas@act.gov.au

Communications and Engagement

Executive Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 22774)

Gazetted: 09 January 2024

Closing Date: 20 December 2023

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

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement group is looking for an Executive Support Officer to join our dynamic Executive Office.

This position provides strategic, operational and administrative support to Senior Executives of Communications and Engagement division and is also involved with the overarching business and financial management of the division.

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

diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements:

Experience in an Executive Office and/or communications and engagement environment in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

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

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

How to Apply: Please submit:

A one page pitch outlining your suitability to show that you have the capabilities in the "What You Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities

A curriculum vitae outlining your work history and experience supporting Executives.

Two referee contact details (one should be a current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabriela Farrant 0481 466 242 Gabriela.Farrant@act.gov.au

Digital, Data and technology Solutions

Strategic Business Branch

ICT Procurement and Compliance

Procurement and Compliance Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 36586)

Gazetted: 04 January 2024

Closing Date: 18 January 2024

Details: The Procurement and Compliance team is seeking applications for an ASO5 Procurement and Compliance Officer commencing for a period of up to twelve months.

Who are we looking for?

An enthusiastic team member who will support ICT Procurement and contract compliance delivery activities.

Proven experience in contributing to ICT procurement and contract administration outcomes.

Excellent organisational skills with the ability to managing competing tasks and demands.

What qualities do you need to have?

Understanding of ICT procurement and/or contract administrative processes.

Self-motivated and solution focused with strong communication skills and the ability to work as a key administrative member across a section with a large number of tasks with conflicting priorities and deadlines.

A willingness to learn in a dynamic environment.

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

Note: This is a temporary position available February 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 send a CV and a one-page pitch by COB Monday 15 January 2024 outlining why you're the best person for the job and what you would bring to the team.

Applications should be submitted via the Apply Now button.

Contact Officer: Belinda Dillon (02) 6207 8304 Belinda.Dillon@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Cloud and Platform Systems

Senior Oracle database Engineer and Linux Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 10898)

Gazetted: 04 January 2024

Closing Date: 11 January 2024

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Senior Oracle database Engineer and Linux Specialist,

You will require experience in the following;

1. Demonstrated experience in system administration in a Solaris, Unix and Linux enterprise environments. This should include experience in both traditional server hardware environments as well as virtualised and cloud environments.
2. Applicants will be required to have at minimum 6+ years of demonstrated experience in the following speciality areas:

Solaris SPARC system administration, installation, and maintenance of 3rd party software

Oracle database maintenance and database upgrades

Oracle Fusion and Weblogic middleware

Oracle RAC or Miniclust

Redhat, Oracle Linux system maintenance and upgrades including system builds and templates, system hardening techniques and auditing.

Linux/Unix file system maintenance including ZFS, EXTx, XFS and NFS file systems.

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

Eligibility/Other Requirements:

1. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, at minimum. Negative Vetting Level 1 clearance is preferred.
2. This position does not require a pre-employment medical.
3. Driver's license is not essential.
4. This position does not require a Working with Vulnerable People Check

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

Contact Officer: Argir Micev (02) 6207 5404 Argir.Micev@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

CIT

Software Licensing and Procurement Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 05407)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: Customer Engagement Services Branch (CESB) which is a large branch within DDTS and plays a key role in servicing and supporting the Government Directorates. CESB provides frontline services including the Service Desk and the presence of client facing staff that enables the provision of contextual advice and guidance as well as business system support services which enhance the customer experience.

The CIT ICT team is embedded in the Data and Digitalisation Branch in The Canberra Institute of Technology (CIT), which is led by the Chief Information Officer. The embedded team partners with CIT to ensure the effective delivery of ICT services that align with CIT's digital ambition and Whole of Government processes. You will provide a wide range of technical ICT support services that contribute positively to the partnership between CIT and Digital, Data and Technology Solutions (DDTS).

Please refer to the Position Description for a full list of duties.

This is a permanent position available immediately.

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

How to apply: Applicants should submit a curriculum vitae, a statement of claims addressing the capabilities listed in the Position Description under 'What you require' (maximum of three pages) and the contact details of two recent 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: Wayne Lucas (02) 6207 3811 Wayne.Lucas@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

Workforce Governance and Recruitment

Policy Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63922, Several)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: You will be a member of a small team providing high level strategic and operational advice on workforce governance issues. The team is also responsible for developing, negotiating and implementing policies and processes on behalf of the Head of Service and for applying and interpreting public sector employment related legislation to provide quality advice to the ACT Government and directorates.

As a Policy Officer, you will contribute to the development of whole of government policies on behalf of the Head of Service, assist in maintaining the relevant legislative framework, and contribute to the implementation of a range of public sector employment projects. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration and innovation.

A full list of the duties and responsibilities can be found in the attached Position Description.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 some relevant experience in public sector employment and/or industrial relations in a diverse organisation is highly desirable.

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

How to apply: Please provide:

your supporting statement of no more than two A4 pages addressing the Professional/Technical Skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role;

a copy of your curriculum vitae; and

contact details for at least two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Brian Lawless (02) 6207 2903 Brian.Lawless@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

Workforce Governance and Recruitment

Director, Workforce Governance

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64059)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: The Workforce Governance and Recruitment Branch in the Office of Industrial Relations and Workforce Strategy is seeking a highly motivated and skilled person to fill this leadership position within our branch. As Director, Workforce Governance, you will be a member of a small team providing high level strategic and operational advice on workforce governance issues. The team is also responsible for developing, negotiating and implementing policies and processes on behalf of the Head of Service and for applying and interpreting public sector employment related legislation to provide quality advice to the ACT Government and directorates. In undertaking a key leadership role in the team, you will provide direction and oversight to staff in developing whole of government policies, providing high quality and strategic advice and contributing to the implementation of a range of public sector employment projects. You will represent the directorate and Government in managing a range of workplace relations matters – showing professionalism, judgment and possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion, exemplifying the values of respect, integrity, collaboration and innovation.

A full list of duties and responsibilities can be found in the attached Position Description.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Relevant tertiary qualifications in public policy, human resources or law and/or a minimum of 5 years relevant experience in the public sector is highly desirable.

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

How to apply: Please provide:

your supporting statement of no more than two A4 pages addressing the Professional/Technical Skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role;

a copy of your curriculum vitae; and

contact details for at least two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Brian Lawless (02) 6207 2903 Brian.Lawless@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public sector Employment

Workforce Governance and Recruitment

Assistant Director, Workforce Governance

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63927)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: The Workforce Governance and Recruitment Branch in the Office of Industrial Relations and Workforce Strategy is seeking a highly motivated and skilled person to fill this position within our branch.

You will be a member of a small team providing high level strategic and operational advice on workforce governance issues. The team is also responsible for developing, negotiating and implementing policies and processes on behalf of the Head of Service and for applying and interpreting public sector employment related legislation to provide quality advice to the ACT Government and directorates.

As an Assistant Director, you will develop whole of government policies, provide high quality and strategic advice and contribute to the implementation of a range of public sector employment projects. You will represent the directorate in managing a range of workplace relations matters – showing professionalism, judgment and possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion, exemplifying the values of respect, integrity, collaboration and innovation.

A full list of duties and responsibilities can be found in the attached Position Description.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Relevant tertiary qualifications in public policy or law and a minimum of 5 years relevant experience in the public sector is highly desirable.

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

workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide:

your supporting statement of no more than two A4 pages addressing the Professional/Technical skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role;

a copy of your curriculum vitae; and

contact details of at least two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Brian Lawless (02) 6207 2903 Brian.Lawless@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

Workforce Governance and Recruitment

Assistant Director, Secure Employment

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 42268)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: The Workforce Governance and Recruitment Branch in the Office of Industrial Relations and Workforce Strategy is seeking a highly motivated and skilled person to fill this position within our branch.

You will be a member of a small team which provides high level strategic and operational advice on secure employment issues. The ACT Government has a long-standing commitment to implementing more secure employment within the ACTPS and the Government's Secure Employment Framework consists of three key initiatives:

the Secure Workforce Conversion process, which systematically identifies and assesses temporary and casual employees to determine if they should be converted to permanency;

the Insourcing Framework, which evaluates whether services or works required by a public sector entity should be provided by the public sector or an external provider; and

the Same Job Same Pay commitment which ensures employees of consultants and contractors engaged in work for the ACTPS receive pay and conditions which are at least equivalent in overall terms as ACTPS pay and conditions.

As the Assistant Director, Secure Employment you will develop whole of government policies on behalf of the Head of Service, assist in maintaining the relevant legislative framework, provide advice on secure employment matters, and contribute to the implementation of a range of public sector employment projects. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration, and innovation.

A full list of duties and responsibilities can be found in the attached Position Description.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 public policy or law and a minimum of 5 years relevant experience in the public sector is highly desirable.

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

How to apply: Please provide:

your supporting statement of no more than two A4 pages addressing the Professional/Technical Skills and the Behaviour Capabilities and outlining your skills and experience relevant to the role;

a copy of your curriculum vitae; and

contact details of at least two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Brian Lawless (02) 6207 2903 Brian.Lawless@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Cloud and Platform Systems

Senior Oracle Database Engineer and Middleware Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15765)

Gazetted: 04 January 2024

Closing Date: 11 January 2024

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Senior Solaris Engineer and Mulesoft Specialist,

You will require experience in the following;

Demonstrated experience in system administration in a Solaris, Unix and Linux enterprise environments. This should include experience in both traditional server hardware environments as well as virtualised and cloud environments.

Applicants will be required to have at minimum 6+ years of demonstrated experience in the following speciality areas:

Oracle Solaris system installation, maintenance and upgrades including zones and automated installer.

Redhat, Oracle Linux, Ubuntu system builds, including maintenance and upgrades, system hardening techniques and auditing.

Mulesoft platform maintenance and upgrades to Salesforce Cloudhub and Anypoint, including certificate generation and maintenance, resource allocation and reporting.

Solaris SPARC system administration, installation, and maintenance of 3rd party software such as Solaris cluster, Oracle OLAM, Oracle OUD.

Solaris SPARC infrastructure design and configurations.

UNIX/Linux operating system maintenance including ZFS, EXTx, XFS and NFS file systems.

Microsoft Azure administration of Linux virtual machines.

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: 1. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, at minimum. Negative Vetting Level 1 clearance is preferred.

2. This position does not require a pre-employment medical.

3. Driver's license is not essential.

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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: Argir Micev (02) 6207 5404 Argir.Micev@act.gov.au

Office of Industrial Relations and Workforce Strategy

N/A

Recruitment and Information Services

Recruitment Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 08105)

Gazetted: 04 January 2024

Closing Date: 11 January 2024

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who enjoy working in a fast paced, dynamic team environment delivering recruitment services across the ACT Public Service (ACTPS).

Services we provide include transactional and operational support on recruitment matters and HR position management. We are often the first point of contact for all recruitment matters and enjoy problem solving successful outcomes for our customers.

The Recruitment Officer is responsible for:

Providing advice to customers regarding recruitment matters, including procedures and policies/legislation; and
Quality assurance review of recruitment requests

Process recruitment outcomes

Continuous relationship management between directorate, employees and external stakeholders.

To be successful in this role you will have:

Demonstrated experience in a customer focused, administrative position.

Well-developed communication and relationship management skills

Experience in using a variety of IT and database applications.

A keen eye for attention to detail.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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: This is a temporary position available for a period up to 12 months with the 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. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a maximum two page personal pitch providing examples of your experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae, details of two referees with one being a current supervisor/manager.

Applications should be sent to the Contact Officer.

Contact Officer: Daniel Maiden (02) 6207 6077 Daniel.Maiden@act.gov.au

Office of Industrial Relations and Workforce Strategy

N/A

Recruitment and Information Services

Recruitment Support Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 37982)

Gazetted: 04 January 2024

Closing Date: 11 January 2024

Details: The Recruitment and Information Services team are seeking applications from positive, customer focused individuals with great administrative skills who enjoy working in a fast paced, dynamic team environment delivering recruitment services across the ACT Public Service (ACTPS).

Services we provide include transactional and operational support on recruitment matters and HR position management. We are often the first point of contact for all recruitment matters and enjoy problem solving successful outcomes for our customers.

The Administrative Support Officer will be responsible for:

Performing various administrative functions including but not limited to; managing the jobs email inbox, sending unsuccessful notifications, sorting individual job applications, distributing application packages, and processing pre-employment mandatory checks;

Provide support services to customers, and stakeholders of the ACT Government; and

Work individually and effectively as a team member.

We are looking for someone who has:

Sound administrative, co-ordination and time management skills;

Understanding of IT systems and various Microsoft applications;

Flexibility to self-manage multiple tasks with attention to detail in a high-volume customer service environment;

Sound interpersonal, communication, liaison skills; and

Experience in providing customer service, including the ability to problem solve.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to submit a maximum two page personal pitch providing examples of your experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae, details of two referees with one being a current supervisor/manager.

Applications should be sent to the Contact Officer.

Contact Officer: Courtney Boller (02) 6205 2649 Courtney.Boller@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Cloud and Platform Systems

Senior Solaris Engineer and Mulesoft Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14461)

Gazetted: 04 January 2024

Closing Date: 11 January 2024

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Senior Solaris Engineer and Mulesoft Specialist,

You will require experience in the following;

Demonstrated experience in system administration in a Solaris, Unix and Linux enterprise environments. This should include experience in both traditional server hardware environments as well as virtualised and cloud environments.

Applicants will be required to have at minimum 6+ years of demonstrated experience in the following speciality areas:

Oracle Solaris system installation, maintenance and upgrades including zones and automated installer.

Redhat, Oracle Linux, Ubuntu system builds, including maintenance and upgrades, system hardening techniques and auditing.

Mulesoft platform maintenance and upgrades to Salesforce Cloudhub and Anypoint, including certificate generation and maintenance, resource allocation and reporting.

Solaris SPARC system administration, installation, and maintenance of 3rd party software such as Solaris cluster, Oracle OLAM, Oracle OUD.

Solaris SPARC infrastructure design and configurations.

UNIX/Linux operating system maintenance including ZFS, EXTx, XFS and NFS file systems.

Microsoft Azure administration of Linux virtual machines.

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: 1. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, at minimum. Negative Vetting Level 1 clearance is preferred.

2. This position does not require a pre-employment medical.

3. Driver's license is not essential.

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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: Argir Micev (02) 6207 5404 Argir.Micev@act.gov.au

Community Services

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

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

Housing Assistance

Housing and Homelessness Programs

Review and Response Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 40556, Several)

Gazetted: 09 January 2024

Closing Date: 30 January 2024

Details: 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.

As the Review and Response Officer you will provide a key role to support the wider team to deliver its objectives and work collaboratively across the ARC and under guidance:

- Liaise with various stakeholders, including clients, to gather evidence and information necessary for decision-making to finalise a complaint
- Provide high level administrative support to the complaints unit including but not limited to records management, directing incoming enquiries.
- Train, mentor and support other team members and be available to assist with complex complaints, and rotate through the call intake service as needed.
- Gather collate, assess and analyse information in the context of Compensations, Complaints, 2nd level ROD's, HRC and Ombudsman's matters and if able, may suggest recommendations

Eligibility/ Other Requirements: Desirable skills and knowledge for this position are:

- a. CERT IV Social Housing or equivalent, e.g. Social welfare, Community work, Social Science or a related discipline
- b. Proficiency with Microsoft Office programs

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 a two page pitch against the position requirements and details of at least two referees. Applications should be submitted via the Apply Now button.

Contact Officer: Selena Waghorn (02) 6205 2035 Selena.Waghorn@act.gov.au

Communities

Disability, Seniors, Veterans and Social Recovery

Office for Seniors and Veterans

Senior Program Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 36568)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: Are you looking for an exciting opportunity to make a difference in the life of Canberrans?

The Office for Seniors and Veterans is seeking applications from motivated professionals to undertake the role of Senior Program Officer. We are looking for an individual who can hit the ground running and provide immediate impact in our small team with a diverse portfolio. The successful applicant will have experience in communicating effectively with a range of stakeholders, including the community sector, public service colleagues and constituents.

Responsibilities include preparing briefs, chairing sector meetings, secretariat support, engaging with the sector, analysis of themes and ad hoc project work. Your initiative and attention to detail will be crucial in this fast-paced environment.

More details can be found in the Position Description.

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

Eligibility/Other Requirements: Experience in a human services field and/or a relevant tertiary qualification desirable.

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. Flexible working arrangements are supported including working from home or across various ACT Government office locations.

How to apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the position requirement (Selection Criteria) listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the Apply Now Button.

Contact Officer: Sarah Conway (02) 6207 1048 Sarah.Conway@act.gov.au

Director of Public Prosecutions

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

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

ACT DPP

Legal

Legal

Paralegal Grade 2

Paralegal Grade 2 \$74,625 - \$80,535, Canberra (PN: 19383, Several)

Gazetted: 04 January 2024

Closing Date: 2 February 2024

Details: The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill vacancies at the Paralegal Grade 2 level. The successful applicants will provide administrative services and support to prosecutors and facilitate the business of prosecuting with external agencies. Paralegals perform a key role in ensuring the efficient delivery of information and legal services within the ODPP.

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

Eligibility/Other Requirements: The successful applicants will be required to undergo a criminal record check.

How to Apply: Please submit a written "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Joanne Smith (02) 6207 5399 Joanne.Smith@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

Belconnen Network

Macquarie Primary School

Business Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 36389)

Gazetted: 09 January 2024

Closing Date: 7 February 2024

Details: Macquarie Primary School is seeking a Business Manager to join our school leadership team. This role oversees the operations of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the principal while working collaboratively within the school leadership team and the school community to support student outcomes.

The successful applicant will be required to provide advice and guidance to the principal on the business of the school, lead and manage the day to day and strategic operations and foster continuous service improvement. Lead and manage support and administration staff to meet business objectives, set and achieve priorities, monitor workflow, develop school-based procedures and work practices.

This position demands proficiency in the following areas: Strategic planning, Financial and Facilities Management, Human Resources, Communications and Stakeholder Engagement, Procurement and Contract Administration, as well as Compliance, Risk Management, and Governance.

Schools are fast paced ever changing environments; therefore, the selected applicant will also require the ability to prioritise and monitor workflows and practices in line with Directorate policy and procedures, have exceptional communication and liaison skills with the ability to liaise with a range of clients. If you believe you possess the qualifications necessary for this dynamic leadership role, we eagerly anticipate your application.

Eligibility/Other Requirements:

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

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

Note: This is a temporary position available from 26 February 2024 until 7 July 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants are to provide a one-page curriculum vitae and a maximum two-page pitch, addressing the Selection Criteria, outlining why you are the best applicant for the role.

Applicants are strongly encouraged to call or email the contact officer to discuss the role in more detail prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 6205 2420 bmfrontdoor@act.gov.au

System Policy and Reform

Education and Care, Regulation and Support (ECRS)

Children's Education and Care Assurance (CECA)

Investigations Officer

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 01635)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: Children's Education and Care Assurance (CECA) is seeking an experienced Investigator to join the branch's Investigations Team. ECRS Investigations team are responsible for the receipt, assessment and investigation of incidents and complaints under the Education and Care Services National Law (ACT) (National Law) and the Children and Young People Act 2008 (CYP Act).

CECA is a unit within the ECRS branch of the Education Directorate. CECA is staffed by professionals with experience and qualifications in Children's Education and Care and/or Government Investigations.

ECRS is the ACT Regulatory Authority administering legislation covering approved childhood education and care services and licensed childcare services in the ACT. CECA is responsible for assessing, monitoring, and enforcing compliance and quality standards under the National Law.

The successful candidate will work within a small team of professionals and undertake the tasks of an Investigation Officer, including ensuring the investigation process is applied consistently and correctly, in line with relevant policy and procedures.

This is a temporary position available immediately until 30 July 2024, with possibility of extension and/or permanency.

Prior to commencing the role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to www.accesscanberra.act.gov.au

Eligibility/ Other Requirements:

Certificate 4 or Diploma in Government Investigations (highly desirable), a relevant discipline or equivalent experience.

A current driver's licence

Note: This is a temporary position available immediately to 30 July 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: Application submissions should include a supporting statement of no more than two pages outlining experience and/or capability relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance

Requirements/Qualifications as outlined in the Position Description. Applications should include contact details of at least two referees and a current curriculum vitae. Applicants are encouraged to make contact with the contact person prior to applying.

Applications should be submitted via the Apply Now button.

Contact Officer: Janine Fairburn (02) 6205 4390 Janine.Fairburn@act.gov.au

Safe at Schools

Occupational Violence and Complex Case Management

Clinical Complex Case Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 46617)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: The Team has responsibility for supporting schools in the proactive management, and incident responses, relating to occupational violence and complex case management through provision of strategic capability. This approach is consistent with the Directorate's obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing:

Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs

Undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses

Data analysis relating to occupational violence and complex behaviours

Triaging and reporting of incidents

Providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management.

Eligibility/ Other Requirements: Desirable

Tertiary qualifications in Occupational Therapy, Speech-Language Pathology, Psychology, Social Work or Behavioural Analysis. (Desirable)

Current registration/or ability to be registered under the Working with Vulnerable People (Background Checking) Act 2011. For further information on registration visit

www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 (required)

Current drivers licence. (required)

Registration or eligibility to be registered with relevant professional body.

Note: This is a temporary position available immediately to 26 January 2025 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria (max three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Rebecca Smith (02) 6205 0680 Rebecca.Smith@act.gov.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Staffing Officer and Executive Assistant

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 59704)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: As part of the Administration and Executive teams, you will provide sound advice on all staffing and Human Resources (HR) matters, provide support to the Executive Team. Support the School with day-to-day staffing requirements, including the engagement and management of relief staff.

You will provide reports on staff leave balances, assist staff with leave submission and all other staffing and HR enquiries. You will provide support to the Executive team which may include calendar management, meeting bookings, project work, minute taking and project work as directed.

The ideal candidate will be resourceful, committed and passionate about working within the Educational environment with the ability to support the outcomes of school and wider community.

The successful applicant will work in a dynamic and fast-paced team setting, demonstrating the ability to work independently, with the initiative to manage priorities and deadlines, and take on the crucial role of Staffing Officer and Executive Assistant.

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.

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

Eligibility/ Other Requirements:

The successful applicant will have Experience in an administration role, Human Resources role or similar or a willingness to complete the relevant qualifications and training

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)

Desirables

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g., Business Administration, Human Resources or Government (School Support Services), Government.

Excellent knowledge of Microsoft Outlook, Word, Excel and Google suite applications.

Knowledge of school specific software including Sentral and Timetable or similar.

Note: This is a temporary position available 23 January 2024 to 24 July 2024 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 a written response against the statement of claims addressing the capabilities listed in the Position Description under 'What you require', please limit your response to no more than 300 words 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.

Contact Officer: Emma Housden 0416441412 Emma.Housden@ed.act.edu.au

School Improvement

Nth Canberra / Gungahlin Network

Margaret Hendry School

Administration and Attendance Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 46824)

Gazetted: 08 January 2024

Closing Date: 8 February 2024

Details: Margaret Hendry School is looking for an energetic, customer focused person to join their team as a Student Attendance and Administration Officer. This position is an integral member of our front office team working directly supporting students, visitors to our school including parents and carers and school staff.

The Student Attendance and Administration Officer will provide a high standard of administrative assistance and support to the school including to the school executive team and teachers. The position works directly with the school business manager in the day-to-day administrative tasks of the school including recording accurate student attendance data in line with relevant legislative and policy principals, customer service, reception duties, telephone enquiries, general administrative support and first aid.

You will need to be able to work in a busy ever-changing team environment, set and maintain priorities and deadlines. If this sounds like your new career then we look forward to meeting you!

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)

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

How to Apply: Please submit a written response to the selection criteria and curriculum vitae. Please provide two written referees reports on the template provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Leighton (02) 6142 2800 Natalie.Leighton@ed.act.edu.au

School Improvement

Nth Canberra / Gungahlin Network

Margaret Hendry School

Enrolment and Excursion Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 41314)

Gazetted: 08 January 2024

Closing Date: 8 February 2024

Details: Margaret Hendry School is seeking a confident, capable Enrolment and Excursion Officer to provide a high standard of administrative assistance and support to the school including to the school executive team and teachers. The position works directly with the school business manager in the day-to-day administrative tasks of the school including customer service, reception duties, telephone enquiries, general administrative support and first aid. They will be the first point of contact when welcoming families into our community. The successful applicant will also work closely with staff and many internal and external stakeholders to organise school excursions and activities. A knowledge of procurement processes as well as experience following policies and procedures would assist in a quick transition.

The successful applicant will join a high functioning, friendly team and will work in a fast paced ever-changing environment. If this sounds like your new career then we look forward to meeting you.

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)

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 a written response to the selection criteria and curriculum vitae. Please provide two written referees reports on the template provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Leighton (02) 6142 2800 Natalie.Leighton@ed.act.edu.au

School Improvement

North Canberra / Gungahlin

Margaret Hendry School

Business Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 41317)

Gazetted: 08 January 2024

Closing Date: 7 February 2024

Details: An opportunity exists to join the leadership team at Margaret Hendry School. The successful applicant will work alongside the principal to support the strategic direction and planning to meet the goals of the School

Strategic Plan. This role is integral to the ongoing development and enactment of school culture with community, staff, partnerships, and the construction team. Are you:

Confident and able to engage in robust conversations as required with the children's best interests at the heart of all decision making?

Someone who leads with heart and integrity and collaborates with others to ensure the right drivers for decision making are at play?

Someone who has a positive outlook on life who approaches others with warmth, understanding and support to grow capacity even when things go wrong?

Able to work effectively with grace and humour across a variety of contexts with a range of stakeholders?

If yes, then we look forward to meeting you! Please email or call the contact officer to discuss the position further.

A meet and greet in person, via telephone or online is strongly encouraged prior to submitting your application.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

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

Note: This is a temporary position available from 26 February 2024 until 7 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: Applicants are to provide a one-page curriculum vitae and a maximum two-page pitch, addressing the selection criteria, outlining why you are the best applicant for the role. Please provide two written referee reports using the template provided.

Applicants are strongly encouraged to call or email the contact officer to discuss the role in more detail.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 62051510 Kirralee.Larkin@act.gov.au

School Facilities Management

Business Services

School Cleaning Service

Workforce and Roster Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 59358, Several)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Workforce and Rostering Coordinator to join the ACT Government Public Schools' cleaning workforce. The position will be based at our School Cleaning Offices on Callam Street in Phillip. The Workforce and Rostering Coordinator will be responsible for managing the school cleaning workforce recruitment, contract management, rostering, procuring cleaning equipment and supplies, implementing site specific cleaning, coordinating cleaning for community hire of school facilities.

Eligibility/ Other Requirements:

Evidence of a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to: Access Canberra

Desirable:

Experience using workforce management systems, such as UKG (previously Kronos).

Competent use of Microsoft Office (particularly Outlook and Excel), Google drive, Google Apps and large-scale phone messaging.

Note: There are several temporary positions available 29 January 2024 to 29 January 2025 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Submit a maximum two-page pitch addressing and providing examples demonstrating your suitability against the Selection Criteria for this role outlined in Position Description. Please provide a current curriculum vitae including the contact details of two referees. The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from multicultural background, an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Applications should be submitted via the Apply Now Button.
Contact Officer: Tundi Hammond (02) 6207 8247 Tundi.Hammond@act.gov.au

School Improvement

North Canberra / Gungahlin

Harrison School

Corporate Manager Harrison School

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 54186)

Gazetted: 04 January 2024

Closing Date: 2 February 2024

Details: Are you a strategic leader ready to make a significant impact in the educational sector? Harrison School is currently seeking a dedicated Corporate Manager to join our esteemed senior leadership team.

As the Corporate Manager, you will play a pivotal role in driving the operational success of our school's business, ultimately benefiting our school community. Your responsibilities will encompass providing objective guidance, shaping strategic direction, and instilling a culture of continuous improvement to enhance overall school outcomes. We are seeking an individual with expertise and a proven experience in the following key areas:

- Strategic Management
- Human Resources
- Financial Management
- Facilities Management
- Communication and stakeholder engagement
- Procurement and contract management
- Compliance, risk, and governance

The Corporate Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn.

If you are ready to take on this challenging and rewarding role, then we look forward to meeting you.

Eligibility/Other Requirements:

a Working with Vulnerable People (WWVP) registration.

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role

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:

All applicants are encouraged to call the Contact Officer to discuss this role prior to submitting their application.

Please submit an application addressing the Selection Criteria (no more than three pages), a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Development and Implementation

Loose Fill Asbestos Coordination

Senior Director, Loose Fill Asbestos Coordination

Senior Officer Grade A \$162,291, Canberra (PN: 53014)

Gazetted: 10 January 2024

Closing Date: 24 January 2024

Details: The Environment Planning and Sustainable Development Directorate (EPSDD) are seeking applications from a highly motivated individual, who displays excellent communication, project management and leadership skills, expertise in successful delivery of change management in operationally diverse Government settings, and effective delivery within time constraints, to fill the temporary role of Senior Director, Loose Fill Asbestos Coordination.

The Loose Fill Asbestos Coordination team within the Development and Implementation division of EPSDD is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. The team facilitates the delivery of the Loose Fill Asbestos Insulation Eradication Scheme, and activities within the Canberra community related to Governments ongoing legislative, policy or legacy commitments in addressing the risks and impacts from loose fill asbestos insulation.

We value people with a breadth of professional practice experience, that bring innovative and solution focussed ideas, who high communicate with candour and respect, enjoy being a part of multidisciplinary team, are strategic thinkers, community focussed and committed to excellence in the sensitive delivery of projects to meet Government priorities.

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

Eligibility/Other Requirements: The position occupant is required to not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available immediately to 30 June 2025. election may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Shobaz Kandola (02) 6205 0351 Shobaz.Kandola@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Government Services

Coordination and Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 44984)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

An exciting opportunity is available for a highly motivated applicant to undertake the role of Coordination and Support Officer, Government Services team. To perform this role successfully, you will:

be informed – you support the processes and frameworks and can support our EPSDD colleagues on Cabinet, Assembly business and Government Business.

be connected - you will support collegiate and trusted engagement with all stakeholders within the directorate and across other agencies.

be innovative – you will contribute to a desire to succeed among team members with a customer-oriented approach.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, 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. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience). This must be accompanied by a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: Guenivere Marshall (02) 6207 0576 Guenivere.Marshall@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 07938)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced team players to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative conservation projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha safe haven for critically endangered wildlife – one of the ACT governments flagship projects.

The positions available are outcome focused but also have an emphasis on teamwork and flexibility. Suitable candidates will be placed in a TO1 Merit Pool which will be used to fill temporary vacancies with the possibility of further extension. The Merit Pool list is valid for a twelve-month period.

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:

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions and search and rescue operations.

Working with Vulnerable People Registration (WWVP)

Desirable:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required.

Note: This is a temporary position available 7 February 2024 to 7 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 a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now Button.

Contact Officer: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Offender Reintegration

Reintegration Case Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 52492)

Gazetted: 10 January 2024

Closing Date: 24 January 2024

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for highly motivated, values-driven professionals to join the Offender Reintegration Team as a Reintegration Case Manager (ASO6).

The Reintegration Case Manager is responsible for delivering case management to pre and post release detainees in their transition from prison to the community. The successful applicant will assist detainees exiting the Alexander Maconochie Centre (AMC) with consideration given to the ACTCS Community Reintegration Pillars: Health, Accommodation, Basic Needs, Family & Community Connectedness, Financial Wellbeing, and Leisure/Recreation.

The successful applicant will work closely with custodial and community-based case managers to ensure a streamlined approach to offender management. You will also provide supports to families of detainees exiting the AMC, utilising a restorative justice approach.

In addition, you will work to identify and address any gaps or barriers that may reduce a detainee's success in the community.

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.

Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other requirements:

Tertiary qualifications in a relevant discipline or equivalent experience in a related field is highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires 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)

Note: This is a temporary position available from February 2024 for up to nine months.

How 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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damien Veal (02) 6207 2917 Damien.Veal@act.gov.au

ACTCS

Service Improvement and Community Safety

Director, Data and Analytics

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 36116)

Gazetted: 09 January 2024

Closing Date: 16 January 2024

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated, career-oriented professionals to fill the position of Director, Data and Analytics (SOGB), within Service Improvement and Community Operations.

The successful applicant will manage the Data and Analytics team, providing highly visible, professional leadership with respect to the provision of data collection analysis and reporting, ensuring that data products are prepared, quality-assured, and delivered in a timely manner.

In addition, you will prepare and review high quality ministerial reports, briefs and correspondence related to ACTCS data, analytics, modelling, and forecasting.

Further to this, you will provide operational support and guidance on the development of data collection standards and provide effective project management and oversight of the delivery business plan activities.

To be successful, you will demonstrate expertise in leading innovative data projects, possess exceptional communication and interpersonal skills and demonstrate strong leadership and management qualities.

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

1. Experience using PowerBI, SQL, or other statistical software would be highly desirable.
2. Experience in managing data and reporting services in a similar operational environment would be highly desirable.
3. The successful candidate may be required to undergo a criminal record check.

Note: This is a temporary position available for 6 months with the possibility of extension up to 12 months.

The successful applicant may be selected based on application and referee reports only.

How to Apply: To apply, applicants are required to submit two 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; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Please forward your expression of interest to ACTCSPeopleandCulture@act.gov.au

Applications should be submitted via the Apply Now button.

Contact Officer: Simone Georg 62071149 Simone.Georg@act.gov.au

Corrective Services

Service Improvement and Community Operations

P and PU

Community Corrections Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 43724)

Gazetted: 09 January 2024

Closing Date: 30 January 2024

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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 working in the criminal justice system and relevant tertiary qualifications are highly desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs.

Background police checks will be conducted.

This position requires Working with Vulnerable People registration.

Driver's licence is essential.

This position may require a pre-employment medical examination.

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

How to Apply: To apply, applicants are required to submit three items: a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of your current driver's licence.

Applications should be submitted via the Apply Now button.

Contact Officer: Sean Ehlers (02) 6207 0908 Sean.Ehlers@act.gov.au

Security and Emergency Management Division

Emergency Management

Assistant Director, Resilience Policy and Programs

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63710)

Gazetted: 08 January 2024

Closing Date: 25 January 2024

Details: The Assistant Director Disaster Resilience Programs is responsible for supporting the development and implementation of high-level whole-of-government disaster resilience programs to assist the ACT Government in implementing the ACT Disaster Resilience Strategy and Disaster Risk Reduction Strategic Action Plan. The Assistant Director Disaster Resilience Programs will have primary responsibility of assisting the Senior Director, Resilience and Risk Reduction in producing high level policy and managing the implementation of strategic programs on behalf of the Security and Emergency Management Senior Officials Group (SEMSOG) and other committees and Ministers as necessary.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, Resilience and Risk Reduction Programs, the Assistant Director Disaster Resilience Programs will:

Work with stakeholders to design, develop and implement policies and projects that are evidence informed and support and strengthen whole-of-government and community disaster risk reduction, resilience and emergency management capability.

Support the management of programs relevant to the strategic priorities of the Security and Emergency Management Division that support and strengthen whole-of-government emergency management capability.

Support the management of funding programs in accordance with the relevant legislative, national and ACT Government frameworks and policies.

Provide policy advice to the Justice and Community Safety Directorate Executives, Senior Officials and the ACT Government on emergency management policy matters.

Prepare complex documents, including committee papers, executives reports, ministerial briefings, cabinet submissions, assembly business documents and other government documents.

Represent the Security and Emergency Management Division on a range of

ACT Government and Commonwealth Agencies working groups or forums to achieve required objectives and maintain ACT Government representation and interests.

This position does not involve direct supervision of staff.

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

Eligibility/ Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated experience in reviewing, enhancing, developing and producing strategic policy and experience in managing and delivering strategic projects, in an emergency management or similar environment.

Demonstrated experience in forward planning for work programs or projects and preparation of high level written materials.

Demonstrated experience in stakeholder management including ability to work collaboratively to achieve positive focussed results.

Well developed oral communication skills including ability to communicate with a diverse range of stakeholders.

Behavioural Capabilities

Well-developed liaison, negotiation and interpersonal skills, including the ability to develop and foster productive relationships with a wide range of internal and external stakeholders to achieve policy and strategic outcomes.

Highly developed organisational skills, including the ability to effectively manage multiple tasks, determine priorities and deliver outcomes under tight timeframes to achieve government priorities.

Compliance Requirements/Qualifications

This position is a designated security assessed position and will require having, or ability to obtain, a Negative Vetting 1 Security Clearance.

An understanding of the security and emergency management governance arrangements of the ACT, and Commonwealth risk reduction and resilience funding programs is advantageous and desirable.

The ability, as required, to be recalled to duty including working out of hours or on weekends to support the Security and Emergency Management Division's whole-of-government disaster and crisis management functions.

Note: This is a temporary position available Immediately to 31 December 2026. 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 written response to support your application. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A curriculum vitae no longer than three pages, details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now Button.

Contact Officer: Cameron Beresford (02) 6205 2588 Cameron.Beresford@act.gov.au

ESA

Corporate Services

ESA Training

Assistant Director, Instructional Design and Program Development

Senior Officer Grade C \$119, 595 - \$128, 465, Canberra (PN: 45453)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: The Emergency Services Agency Training (ESAT) team provide strategic advice on the whole of agency learning and development needs. ESAT is responsible for development, provision and maintenance of learning and development initiatives to support and enable staff and volunteers to carry out their duties safely, efficiently, and effectively.

The Assistant Director, Instructional Design and Program Development reports to the Senior Director, ESA Training. This role is responsible for leading the design and development of online learning resources and the management of the ESA Learning Management system.

To be successful in this role, you will require experience designing and developing online learning resources using eLearning authoring tools, have an understanding of adult vocational educational and have strong experience building and maintaining stakeholder relationships.

We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to work with us.

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:

Certificate IV in Training and Assessment is Mandatory

Diploma of Training Design and Development is Highly Desirable.

Note: The is a temporary position available from the 4 March 2024 for 8 months with the possibility of an extension up to 12 months. Selection may be based on application and referee reports only.

How to apply: Please provide a two-page written response addressing how you meet the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities'. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities. A current Curriculum Vitae outlining previous relevant experience, training and qualifications and details of two referees is required to be submitted with your application.

Applications should be submitted via the Apply Now Button.

Contact Officer: Trish Malone (02) 6207 3964 Trish.Malone@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations

Risk and Planning

Geospatial Intelligence Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 07398)

Gazetted: 05 January 2024

Closing Date: 19 January 2024

Details: Would you like to make maps that truly make a difference to your community? Are you keen to apply your GIS skills in a fast-paced high output operationally focused team? The ESA is searching for an experienced GIS

mapping guru to help deliver the ESA's contemporary centralised spatial intelligence/Geographic Information System (GIS) capabilities.

The suitable candidate will be comfortable with Operating the ESRI suit of ArcGIS desktop and online applications, as well as willing to keep up to date with technological advancements in the field. Additionally, you will perform operational duties as part of an Incident Management Team (IMT) when required, help coordinate Mapping volunteers and assist with training others our self-service mapping tools in support of ACT's Emergency Services workforce. The position also includes working outside of normal hours on a rotational 'on-call' roster to support a response to emergencies.

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

Eligibility/Other Requirements:

Qualifications relevant to the role are highly desirable.

Experience working in an emergency service or high-pressure environment is highly desirable.

Successful applicants will be required to obtain a Working with Vulnerable People Check.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver's licence is essential.

Note: This is a temporary position available for a period of 6 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: Applicants should submit a pitch of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now Button.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

Parliamentary Counsel

Deputy Parliamentary Counsel

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E127)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: Applications are sought for the position of Deputy Parliamentary Counsel. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register (www.legislation.gov.au) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the Deputy Parliamentary Counsel are to:

lead and manage a group of legislative counsel;

develop, plan and coordinate legislative drafting services for client directorates and individual legislative Assembly members;

assist the Parliamentary Counsel to develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

Eligibility/Other Requirements: Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required.

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.

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 providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bianca Kimber 6205 3705 Bianca.kimber@act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Electrification

Senior Program Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64251)

Gazetted: 04 January 2024

Closing Date: 19 January 2024

Details: Are you our first Senior Program Officer for the new Electrification of Government Gas Assets Program? Major Projects Canberra is delivering the Electrification of Government Gas Assets Program supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program involves electrification of gas assets and associated network up-grades in ACT Government owned and operated facilities. Reporting to the Program Manager, the Senior Program Officer will support the management and delivery of the overall program and delivery of individual projects.

As Senior Program Officer you will:

- Apply program management and administration knowledge to assist with establishing and updating a rolling program of works.
- Apply policy research and technical standards to develop solutions that resolve practical issues affecting the smooth delivery of the program.
- Assist in writing briefs and preparing reports for a variety of audiences while utilising a range of data sources.
- Utilise business systems to manage program data, procurements and contracts, and support reporting and oversight of projects.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Desirable:

- Tertiary qualifications (or equivalent experience) in any relevant field.
- 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.

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 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: Lorraine Tsipiras 0488 606 129 lorraine.tsipiras@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Domestic Animal Services

Customer Support Officer - Domestic Animal Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 39667)

Gazetted: 10 January 2024

Closing Date: 24 January 2024

Details: Customer Support Officers are the first point of contact for members of the public at the Domestic Animal Services facility at Symonston. They work on a rotational roster which includes working Saturday shifts and provide high-level customer service, responding to customer enquiries via phone, email and in person. They work in a collaborative team environment to manage a variety of tasks and maintain the Customer Relationship Management system.

As the role works in an environment focusing on the management and control of domestic animals, the position does, from time to time, to interact and handle dogs and cats that present at the facility.

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

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

How to Apply: Applicants must address each Selection Criteria (up to 350 words per criteria). Please take into consideration the "What You Require" section when addressing how you have demonstrated the Selection Criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holly Tiburzi Hart (02) 6207 5107 HollyTiburzi.Hart@act.gov.au

Transport Canberra and Business Services

Domestic Animal Services

Ranger - Domestic Animal Services

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 39668, Several)

Gazetted: 08 January 2024

Closing Date: 29 January 2024

Details: Based at the Domestic Animal Services facility in Symonston, Rangers are responsible for investigating alleged breaches of the Domestic Animals Act 2000 and Animal Welfare Act 1992, and the enforcement of regulatory actions. The position involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas, and animal nuisance complaints.

Rangers are also required to conduct high visibility patrols of public spaces to engagement, education and enforcement activities.

This position is appointed as an Authorised Person and Inspector under the Domestic Animals Act 2000 and Animal Welfare Act 1992.

Note: This is a temporary position available March 2024 for 6 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.

How to Apply: Applicants must address each Selection Criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button.

Contact Officer: Jacqueline Gardner (02) 6207 5396 Jacqueline.Gardner@act.gov.au

City Services

City Presentation

Place Management

Contracts and Program Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 21761)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: About the opportunity:

We have an exciting opportunity for a Contracts and Program Officer to join our Planning and Programs team. The focus of this role is to manage contracts and maintenance tasks relating to public Play Spaces across ACT.

The primary tasks required to be undertaken include:

Conduct field investigations, provide recommendations, make evidence-based decisions, and prepare technical reports to senior management, residents and for Ministerial correspondence.

Review playground inspection reports and coordinate repairs and maintenance according to risk and the objectives set out in the Australian Playground Standards and the ACT Play Space Strategy.

Review and comment on development plans and construction activities within specified timeframes.

Attend asset inspections/handovers to make sure the new assets meet the relevant Australian Standards and Transport Canberra and City Services (TCCS) MIS standards before operational acceptance.

Liaise with a number of stakeholders including but not limited to other government directorates, service providers, community groups and residents.

Performance monitor service providers, conduct asset condition and maintenance audits.

Provide technical input into and make evidence-based decisions regarding the development of policies, procedures, and tenders in relation to the maintenance and management of urban open space assets.

This position will involve the direct supervision of staff.

What we can offer you:

A role with purpose: you will see how you are playing a part in making Canberra a better place to live.

Benefits and perks: full-time temporary position with generous leave entitlements and various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

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

Eligibility/ Other Requirements:

Driver's licence Class C or higher is essential.

White Card, Asbestos Awareness and Crystalline Silica Exposure Prevention training are essential.

This position does require a WWVP check.

Tertiary qualifications relevant to urban land management, natural and cultural resource management are desirable.

Tertiary qualifications relevant to Government procurement or contract management are desirable.

Nationally recognised training in Playground Inspection is highly desirable.

Note: This is a temporary position available 21 August 2024. Selection may be based on application and referee reports only. This position works in an Activity Based Working (ABW) environment, officers will not have a designated workstation/desk.

How to Apply: Maximum of a two-page response addressing the numbered Selection criteria, listed on the attached Position Description.

Contact details of two referees

A current curriculum vitae

The online application form requires a written response and a curriculum vitae to be provided as a minimum.

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: Lisa Flederis (02) 6207 1580 Lisa.Flederis@act.gov.au

Territory and Business Services

Libraries ACT

Digital Services

Digital and Innovation Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 42106)

Gazetted: 08 January 2024

Closing Date: 22 January 2024

Details: As a branch within Transport Canberra and City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant, and ever-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed different perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a community outreach professional to join the team and lead the delivery of targeted culturally and linguistically diverse programs to children and adults in the ACT.

The ideal candidate is passionate and dedicated about creating and delivering innovative, high-quality technical solutions that are beneficial to both libraries and the community. You will be engaging, resourceful and take initiative to meet the needs of the Digital Services team. As a Digital and Innovation Officer you will:

Be responsible for backend maintenance of Libraries ACT's Library Management System (Spydus) and supporting the delivery of technical initiatives across Library branches.

Manage and maintain Spydus backend settings and policies, including the publicly viewable Catalogue and Squiz. Manage Trove integration with Spydus.

Support external integrations with Spydus, including troubleshooting and vendor communications.

Support internal project delivery through cross-team collaboration.

Assist with identifying strategic initiatives for the Digital Services team.

The role is full time (Monday to Friday), based out of 480 Northbourne Avenue, and regularly works from library branches. The position also works to an on-call roster and occasional overtime.

The ideal candidate is passionate and dedicated about creating and delivering innovative technical solutions. You will be responsive, resourceful and are a problem solver, to create and implement solutions that support a variety of technical capabilities within the community.

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: Let us know why you are the best person for this role. To do so, please provide:

A pitch of no more than two pages addressing the Selection Criteria

A curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now Button.

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

Contact Officer: Michelle Walters (02) 6207 5182 Michelle.Walters@act.gov.au

City Services

City Operations

Roads ACT

Assistant Director-Active Travel Planning and Infrastructure Programs Development

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 39352)

Gazetted: 08 January 2024

Closing Date: 31 January 2024

Details: An exciting opportunity for an enthusiastic person to join Infrastructure Planning team, in the role of Active travel planning and Infrastructure programs development position.

The Recreational Assets and Road Safety, Capital Works and Asset Management teams manage planning, development and delivery of forward Capital Works programs and initiatives associated with Active Travel and other infrastructure assets.

This role is for an inspiring and enthusiastic team member that knows how to positively influence team, is responsible for development and management of the infrastructure priorities, acts as a coordination role for initiatives and schemes associated with Active Travel network and planning.

The successful candidate will be responsible for managing feasibility studies and investigations for the forward planning of Infrastructure investment opportunities, planning, and other activities such as update of the Active Travel Network map and manage the list of priority projects to assist future business cases and project plans.

The successful candidate will work with the other areas within the TCCS and external agencies to plan, develop and deliver forward programs and initiatives.

A successful candidate will need to be a leader with strong, considered, and engaging people focus to successfully deliver and drive culture of respect and collaboration.

The ideal candidate will possess innate ability to draw on right skills, align team performance and have capacity to achieve organisational objectives, and at the same time be committed to continual learning, encourage ongoing development and engage the right people to the right roles.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

Desirable: Procurement, project management/contract management and contract administration skills and applicable knowledge of ArcGis Pro.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Written applications are to be no more than four pages, addressing the selection criteria under the 'What you require'.

Please also provide an updated curriculum vitae

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 link the 'position overview' with the Selection Criteria.

Applications should be submitted via the Apply Now Button.

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

Contact Officer: Snezana Dimitrovska (02) 6207 6570 Snezana.Dimitrovska@act.gov.au

City Services

City Presentation

Licensing and Compliance

Senior Investigator

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 13679, Several)

Gazetted: 05 January 2024

Closing Date: 2 February 2024

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future?

Do you want to work in a unit which encourages and celebrates successful compliance, prosecutorial, and administrative action? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe, and easy to move around. Licensing and Compliance is looking for an initiative-taking person 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 position provides investigative support to authorised officers and to other City Presentation units. You will work with numerous pieces of legislation including but not limited to the Urban Forest Act 2023, 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 submissions to the Government Solicitor for the ACT Civil and Administrative Tribunal (ACAT). The team also works to develop the skills of authorised officers to ensure investigations undertaken in accordance with legislative requirements and demonstrated best practice. 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.

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:

Can do, positive attitude.

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 ACT Civil and Administrative Tribunal (ACAT), and present evidence as needed.

Desirable:

Current First Aid Certificate.

Diploma in Government Investigations.

Demonstrated experience in criminal investigations 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Successful applicants must meet suitability requirements (experience, qualifications, and personal character) to be appointed as Authorised Persons under several Acts. These requirements include proven 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.

Note: There are several temporary positions available for a period of 6 months 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 pool may be established to fill future vacancies at level over the next 12 months.

How to apply: Written applications are to be no more than two (2) pages, addressing each of the elements in the Selection Criteria. Please also provide a curriculum vitae and the names and contact details of at least two (2) referees who can attest to your work performance, ability, and attitude (at least one of whom is a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now Button.

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

Contact Officer: Tim Hutchens (02) 6205 8618 Tim.Hutchens@act.gov.au

Chief Operating Officer Group

Chief Operating Officer

Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E820)

Gazetted: 04 January 2024

Closing Date: 25 January 2024

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Chief Operating Officer for a period of five years. This process will create a merit list that may be used to fill short term vacancies for the following 12 months.

Reporting to the Director-General and working collaboratively with the Executive, the Chief Operating Officer (COO) has primary responsibility for ensuring the efficient operations of TCCS through appropriate good governance, financial management, modern technology and workforce capability. The COO is responsible for sustained performance of the directorate by establishing and maintaining business and professional services supporting the strategic and operational needs of the Directorate.

The role requires building and maintaining strategic relationships. Working collaboratively with, and advising, the highest levels of ACT Government, including Cabinet, individual Ministers, Directors-General, as well as peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The COO shall represent TCCS and the ACT Government at significant negotiations, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic and business leadership within a dynamic, high profile and high-pressure working environment.

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

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 details of 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 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: Karen Doran 62053842 Karen.doran@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Psychosocial and Vulnerable Workers

Director, Psychosocial and Vulnerable Workers

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 61578)

Gazetted: 10 January 2024

Closing Date: 7 February 2024

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have an exciting permanent vacancy for a suitably skilled professional to fill the role of Director, Psychosocial and Vulnerable Workers. The Director provides strategic oversight of teams of inspectors and licensing officers. In this role you will lead, manage, and monitor the performance of the SOGCs who head the Psychosocial and Vulnerable Workers teams. You'll also prepare and be responsible for the preparation of complex written material, including operational planning, policies, procedures and evaluations.

The successful candidate will have demonstrated experience leading and managing a team, excellent communication skills and demonstrated knowledge of relevant WHS issues.

If successful, you will:

form part of WorkSafe ACT's broader Leadership Group and play a key role in assisting WorkSafe ACT in meeting its strategic commitment to regulatory excellence

lead a team that prioritises minimising physical and psychological harm and improving WHS practices and culture across the Territories workplaces, and

drive cultural reform within teams and more broadly across WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

Note: Selection may be based on referee reports and written application only. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. This position is in 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 a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the capabilities listed under 'Ideal Candidate' in the Position Description. 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.

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: Bill Smith (02) 6205 9532 Bill.Smith@worksafe.act.gov.au

WorkSafe ACT

WorkSafe ACT

Media and Communications

Assistant Director, Media and Communications

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 54445)

Gazetted: 09 January 2024

Closing Date: 23 January 2024

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have an exciting permanent vacancy for a dynamic and highly organised communications professional to fill the role of Assistant Director within our Media and Communications team!

In this role you will lead an enthusiastic and creative team responsible for driving WorkSafe ACT's communications, media and events operations. The Assistant Director will:

manage the day-to-day functions of the Media and Communications team

deliver communications and awareness campaigns including National Safe Work Month

collaborate across the inspectorate and ACT Government to deliver on strategic projects, and

develop, implement and evaluate best practice, effective communications initiatives.

The successful candidate will demonstrate excellent communication skills, the ability to connect with a range of stakeholders and highly developed leadership abilities. If this sounds like you, we encourage you to apply.

Note: A Merit Pool may 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 will not have a designated workstation/desk.

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 capabilities listed under 'Ideal Candidate' in the Position Description. 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.

Contact Officer: Gemma Godwin (02) 6207 0416 Gemma.Godwin@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 3 \$72,889 - \$78,177

Lochlan Robson, Section 68(1), 8 January 2024

Registered Nurse 1 \$72,698 - \$97,112

Pratikshya Neupane, Section 68(1), 11 February 2024

Registered Nurse 1 \$72,698 - \$97,112

Praise Ayansola, Section 68(1), 15 January 2024

Canberra Health Services

Registered Nurse Level 3.1 \$115,743 - \$120,506

Kate Austin, Section 68(1), 18 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Sara Award, Section 68(1), 22 December 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Rosemary Bang, Section 68(1), 3 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Amina Chapagain, Section 68(1), 8 January 2024

Registered Nurse Level 2 \$100,957 - \$107,000

Jenny Cook, Section 68(1), 4 January 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

Lisa Doble, Section 68(1), 8 January 2024

Registered Nurse Level 2 \$100,957 - \$107,000

Rebecca Dudgeon, Section 68(1), 17 January 2024

Registered Nurse Level 1/Registered Midwife Level 1 \$72,698 - \$97,112

Elizabeth Endrulis, Section 68(1), 18 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Georgina Foster, Section 68(1), 18 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Amrita Ghimire, Section 68(1), 2 February 2024

Senior Officer Grade B \$138,476 - \$155,668

Ashish Godara, Section 68(1), 8 January 2024

Enrolled Nurse Level 1 \$65,934 - \$70,443

Shruti Kandel, Section 68(1), 5 January 2024

Medical Imaging Level 2 \$70,679 - \$97,028

Talor Lawton, Section 68(1), 9 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Urusha Maharjan, Section 68(1), 11 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Deborah McKinney, Section 68(1), 3 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Loretta Menham, Section 68(1), 18 December 2023

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Sophie Meredith, Section 68(1), 11 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Shannon Orefice, Section 68(1), 11 January 2024

Radiation Therapist Level 2 \$73,662 - \$101,811

Elise Riordan, Section 68(1), 4 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Jomol Saji, Section 68(1), 15 February 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Parampreet Singh, Section 68(1), 2 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Anna Tewson, Section 68(1), 15 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Mung Lam Tin, Section 68(1), 18 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Rose Tony, Section 68(1), 15 February 2024

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Rachael Walker, Section 68(1), 17 November 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Ian Wilshin, Section 68(1), 8 January 2023

Health Professional Level 2 \$70,679 - \$97,028

Clare Young, Section 68(1), 15 December 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Rebecca Li, Section 68(1), 08 January 2024

Health Service Officer Level 4 \$57,149 - \$59,336

Khonsawath Jaiyawong, Section 68(1), 22 January 2024

Senior Officer Grade B \$140,226 - \$157,418

Anne D'Ark, Section 68(1), 22 January 2024

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$95,746 - \$109,072

Joanne Barron, Section 68(1), 8 January 2024

Senior Officer Grade C \$119,595 - \$128,465

Giuseppe Moscaritolo, Section 68(1), 9 January 2023

Administrative Services Officer Class 4 \$80,535 - \$86,909

Rattana Prapa Prombut, Section 68(1), 9 January 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Pensree Sreephomma, Section 68(1), 8 January 2024

General Service Officer Level 8 \$77,681 - \$81,886

Steven Wright, Section 68(1), 8 January 2024

Community Services

Administrative Services Officer Class 6 \$95,746 - \$109,072

Bobby Varghese, Section 68(1), 3 January 2024

Cultural Facilities Corporation

Education

Administrative Services Officer Class 5 \$89,114 - \$94,120

Komal Aslam, Section 68(1), 8 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Tahira Rehan, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Nadia Shaikh, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Liam Channell, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Petra-Jade Ringrose, Section 68(1), 22 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Jack Preston, Section 68(1), 07 February 2024

School Assistant 2/3 \$55,054 - \$66,477

Tarasa Barbaro, Section 68(1), 01 February 2024

School Assistant 2/3 \$55,054 - \$66,477

Rose Longa, Section 68(1), 23 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Danielle Petrie, Section 68(1), 24 January 2024

Classroom Teacher \$80,858 - \$119,288

Deakin Jewell, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Timothy Friel, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Rhiannon Steenbergen, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Claire Stevens, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Felicity Nelmes, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Jordan Glavinic, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Tara Mitchell, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Daniel Messenger, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Emily Dodd, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Rhys Mooney, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Deanne Sattler, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Tom Fiander, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Naomi Lee, Section 68(1), 16 January 2024

School Leader C \$137,133

Matthew Eyles, Section 68(1), 23 January 2024

Environment, Planning and Sustainable Development

General Service Officer Level 8 \$75,931 - \$80,136

Kris Niotakis, Section 68(1), 10 January 2024

Justice and Community Safety

Senior Officer Grade B \$140,226 - \$157,418

Chiaka Moneke, Section 68(1), 8 January 2024

Major Projects Canberra

Infrastructure Officer 2 \$91,428 - \$105,186

Henry Graham, Section 68(1), 8 January 2024

Transport Canberra and City Services

Senior Officer Grade B \$140,226 - \$157,418

Janice Carruthers, Section 68(1), 8 January 2024

TRANSFERS

ACT Health

Haidi Hong

From: Senior Officer Grade C \$119,595
ACT Health
To: Senior Officer Grade C \$119,595 - \$128,465
ACT Health, Canberra (PN. 29390) (Gazetted 7 November 2023)

Julia Smythe

From: Registered Midwife Level 2 \$100,957
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
ACT Health, Canberra (PN. 64256) (Gazetted 8 May 2023)

Canberra Health Services

Safar Adhikari

From: Registered Nurse Level 1 \$78,631
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 61544) (Gazetted 13 October 2023)

Isabella Dunne

From: Health Professional Level 2 \$89,340
Canberra Health Services
To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 57623) (Gazetted 19 October 2023)

David Harris

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services, Canberra (PN. 49502) (Gazetted 19 October 2023)

Shushmita Kumar

From: Registered Nurse Level 2 \$102,973
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 10644) (Gazetted 15 November 2023)

Saloni Pandya

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 45601) (Gazetted 25 September 2023)

Chief Minister, Treasury and Economic Development

Alexandria Furlong

From: Administrative Services Officer Class 6 \$95,746 - \$109,072
Major Projects Canberra

To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Chief Minister, Treasury and Economic Development, Canberra (PN. 42593) (Gazetted 27 September 2023)

Community Services

**Children, Youth and Families
Practice and Performance
Relationship Management Team
Jennelle Irwin**

From: Senior Officer Grade C \$119,595 - \$128,465

Community Services

To: Senior Officer Grade C \$119,595 - \$128,465

Community Services, Canberra (PN. 33653) (Gazetted 17 October 2023)

Transport Canberra and City Services

Rachael Short

From: Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$160,541

Transport Canberra and City Services, Canberra (PN. 50828) (Gazetted 22 August 2023)

PROMOTIONS

ACT Health

Policy, Partnerships and Programs

Funding Policy

Meera Mohideen Ahamed Fareed

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health, Canberra (PN. 59045) (Gazetted 11 December 2023)

Digital Solutions Division

Application Support

Renae Williams

From: Senior Officer Grade B \$140,226 - \$157,418

Canberra Health Services

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 60788) (Gazetted 11 January 2024)

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.

Canberra Health Services

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Margot Ainsworth

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. 23423) (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.

Grace Cummins

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. 26682) (Gazetted 31 October 2023)

Clinical Services

Acute Allied Health Services

Georgia Hogbin

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. 63055) (Gazetted 16 November 2023)

Clinical Services

Louise Hyndes

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 62853) (Gazetted 20 September 2023)

Clinical Services

Gladys Kamale

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. 24970) (Gazetted 16 November 2023)

Kavitha Kurian

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. 25553) (Gazetted 31 October 2023)

Arianne Lomadilla

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. 26872) (Gazetted 31 October 2023)

People & Culture

People and Culture

Workforce Capability

Lydia Manen

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 24018) (Gazetted 30 November 2023)

Chief Executive Officer

Allied Health

Acute Allied Health Services

Charlie McKeith

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. 25676) (Gazetted 3 November 2023)

Clinical Services

Giftly Neizer

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. 64278) (Gazetted 16 November 2023)

Clinical Services

Women Youth and Children

Women Youth and Children

Maeve Kathryn O'Brien

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

Canberra Health Services

To: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 63626) (Gazetted 21 November 2023)

Clinical Services

Acute Allied Health Services

Kate Pitman

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 48125) (Gazetted 4 December 2023)

Sujan Ranjit

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. 57162) (Gazetted 28 November 2023)

Clinical Services

Demi Thomas

From: Registered Nurse Level 1/Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 64258) (Gazetted 20 October 2023)

North Canberra Hospital

Executive Suite

Executive Assistant

Mandy Powell

From: Admin Service Officer 3 \$72,889 - \$78,177

Canberra Hospital

To: Admin Service Officer 5 \$89,114 - \$94,120

North Canberra Hospital, Canberra 602536, (Gazetted 1 November 2023)

Canberra Institute of Technology

Education Futures and Students

Technology and Design

ICT

Md Monjurul Islam

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 35047) (Gazetted 1 November 2023)

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Solutions

Customer Engagement Services

CMTEDD ICT

Michael Abramovic

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 46638) (Gazetted 19 September 2023)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Nicole Duffy

From: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 00476) (Gazetted 19 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.

Communications and Engagement

Content, Governance and Protocol

Content - Media and Public Relations

Katriina Kancans

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 63170) (Gazetted 23 October 2023)

Finance and Budget Group

Lamis Kazak

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 05090) (Gazetted 18 October 2023)

Digital, Data and Technology

Customer Engagement Services Branch

CSD ICT Team

Liam Mackay

From: Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$162,291

Chief Minister, Treasury and Economic Development, Canberra (PN. 00753) (Gazetted 19 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.

Payroll & HR Systems

Payroll Services

Malathi Muthukumar

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development, Canberra (PN. 09443) (Gazetted 14 November 2023)

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Harsh Patel

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 07306) (Gazetted 10 May 2023)

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Setubahen Shah

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 07395) (Gazetted 27 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital, Data and Technology Solutions

Customer Engagement Services Branch

CMTEDD and JACS Embedded ICT Team

Edwin Yang

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 14252) (Gazetted 17 October 2023)

Community Services

Children, Youth and Families

Business Support Unit

Brooke Jarman

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Community Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Community Services, Canberra (PN. 63149) (Gazetted 3 October 2023)

Corporate

Governance

Beatrice Macharia

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Community Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Community Services, Canberra (PN. 40933) (Gazetted 24 October 2023)

Education

School Performance and Improvement

South and Weston Network

Lyons Early Childhood School

Keri Ball

From: \$80,673 - \$107,642

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 32216) (Gazetted 1 November 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

Tuggeranong Network

Taylor Primary School

Janine Buckley

From: \$80,673 - \$107,642

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 18447) (Gazetted 13 November 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.

System Policy and Reform

Education and Care Regulation and Support

Children's Education and Care Assurance

Jacinta Dale

From: Professional Officer Class 2 \$91,315 - \$104,509

Education

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education, Canberra (PN. 40109) (Gazetted 9 November 2023)

Business Services

School Facilities Management

School Cleaning Service

Andrea Diaz

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 42235) (Gazetted 2 November 2023)

North Gungahlin

Ngunnawal Primary School

Ahmed Jalloh

From: \$79,108 - \$117,538

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 36775) (Gazetted 1 November 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 & Improvement

South Weston Network

Evelyn Scott School

Marnie Lotts

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Education

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Education, Canberra (PN. 59690) (Gazetted 23 November 2023)

North Gungahlin School

Turner School

Aidan Tandy

From: \$135,383

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 41190) (Gazetted 20 October 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

North Gungahlin

Ngunnawal Primary School

Kristina Vizadis

From: \$79,108 - \$117,538

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 02278) (Gazetted 1 November 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.

Environment, Planning and Sustainable Development

Environment, Heritage and Water

Office of Water

Water Information Services

Danswell Starrs

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$140,226 - \$157,418

Environment, Planning and Sustainable Development, Canberra (PN. 63469) (Gazetted 30 November 2023)

Justice and Community Safety

Corrective Services

Corporate Services

Information, Security and Business Solutions

Alison Clarke

From: Correctional Officer Class 2 \$91,200 - \$97,443

Justice and Community Safety

To: †Senior Officer Grade B \$140,226 - \$157,418

Justice and Community Safety, Canberra (PN. 41514) (Gazetted 24 November 2023)

Major Projects Canberra

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Ajay Raju

From: Infrastructure Officer 2 \$91,428 - \$105,186

Education

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 63280) (Gazetted 21 November 2023)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Nicholas Morris

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 45561) (Gazetted 26 October 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Licensing and Compliance

Sheree Shepherd

From: General Service Officer Level 5/6 \$63,828 - \$69,893

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 49506) (Gazetted 26 October 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

CORRIGENDA

Major Projects Canberra

The Promotion form Krachelle Cartwright Gazetted 21/12/2023 is amended to appointment effective 01/05/2023