



ACT Government Gazette

Gazetted Notices for the week beginning 22 February 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>

Infrastructure, Communications & Engagement

Infrastructure Delivery

Program Management Office

Director, Project Reporting and Coordination

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 61277)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: A 12 month opportunity (with possibility of permanency) is available for an experienced director to oversee project governance, reporting and coordination requirements for the suite of health infrastructure projects. The Director will manage and work as part of the Program Management Office team within the ACT Health Directorate's Infrastructure Delivery (ID) Branch.

The Branch supports the Territory's health system by:

providing strategic advice and leadership in infrastructure master planning, strategy and design;

providing our non-government organisation (NGO) health service partners with fit-for-purpose infrastructure and asset management;

delivering a safe, sustainable and effective workplace for ACT Health's workforce through asset, leasing and facilities management; and

representing the ACT Government's interests on the trans-Tasman Australasian Health Infrastructure Alliance.

The ID Branch takes a long-term look at ACT health infrastructure, using clinical input, demand scenarios, population projections, community feedback, asset assessment and infrastructure information to manage and plan for health infrastructure that meets community needs. Projects include the new northside hospital, Canberra Hospital Master Plan, southside hydrotherapy pool, Watson precinct redevelopment, and minor and major infrastructure upgrades at health facilities across the Territory.

The Director, Project Reporting and Coordination works closely with the Senior Manager to oversee the Program Management Office team and ensure that reporting, committee support and governance requirements are met for the suite of health infrastructure projects. The role works closely with infrastructure project teams and supports the Senior Director, Program Management Office to manage meeting arrangements, coordinate papers for peak governance committees (including the Territory Health Infrastructure Executive Steering Committee and associated Project Control Groups and Consumer Reference Group) and provide timely reporting and information to executives, project teams and the Minister to ensure the delivery of key project objectives.

Notes: This is a temporary position available immediately for 12 months, with the possibility of extension through to 30 June 2025 and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should include a two-page pitch outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Stewart 0400013850 Kate.E.Stewart@act.gov.au

Infrastructure, Communication and Engagement

Communications and Engagement

Media and Online

Assistant Director, Online Content

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64686)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Assistant Director, Online Content, Communications and Engagement Branch

We are looking for an experienced online content professional who is focused on accessibility and inclusion to join our team. We are a passionate, collaborative, and high-performing team, looking for people with enthusiasm who are keen to hit the ground running.

You will be responsible for supporting the development and implementation of communication and engagement initiatives relating to the delivery of the action plans as part of the Disability Health Strategy. This includes a focus on providing information in a wide range of accessible formats, particularly in an online environment.

Eligibility/ Other Requirements:

The following requirements are Highly Desirable:

Relevant tertiary qualifications or experience working professionally in the fields of communication, community engagement, public participation, or marketing.

Training and experience in translating into Easy English, or the willingness to be trained in Easy English translations.

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

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Hybrid work arrangements are also available.

How to Apply: Please supply a two-page pitch addressing the Selection Criteria located in the Position Description.

Applications should be submitted via the Apply Now Button

Contact Officer: Sarah Curby 0475 959 371 Sarah.Curby@act.gov.au

Digital Solutions Division

Future Capability

Training Hub

Credentialed Trainer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 58081, Several)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: The Digital Health Record is an exciting initiative that has transformed the way health care is provided in the ACT public health system.

The Digital Health Record records all interactions between a person and ACT public health services. This includes Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team is comprised of approximately 100 staff with administrative, technical, clinical and nursing backgrounds.

The DHR Training Hub has an exciting new opening for an Credentialed Trainer for a six-month period. The Credentialed Trainer should have experience in nursing or pharmacy and an excellent understanding of healthcare workflows. The Credentialed Trainer will work closely with the other Trainers and Analysts to support the training team in the tasks required to develop, deliver and maintain training programs required for the Digital Health Record (DHR), ancillary systems and devices. The Credentialed Trainer will be trained in all aspects of training and provide training as directed as well as work on emerging projects under the guidance of a Trainer within the DSD Training Hub. The Credentialed Trainer will be responsible for providing classroom training as well as at the elbow support and training to end-users as required.

While this position will be challenging at times with competing deadlines and priorities it will also be rewarding and interesting. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced work environment.

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

Eligibility/ Other Requirements:

Undergo a pre-employment National Police Check

Note: This is a temporary position available 1 April 2024 for a period of 6 months. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

For further information, please contact Maree Koelmeyer on 5124 9844 or email: Maree.Koelmeyer@act.gov.au.

Alternatively, please contact Emma McDonald on 5124 9841 or email: Emma.McDonald@act.gov.au.

Applications should be submitted via the Apply Now Button

Contact Officer: Maree Koelmeyer (02) 5124 9844 Maree.Koelmeyer@act.gov.au

Digital Solutions Division

Future Capability

Senior Project Manager

Senior Information Technology Officer Grade B \$140,226 - \$157,418, Canberra (PN: 57532, several)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Are you an experienced project manager with effective communication skills to lead a dynamic project team and liaise with diverse stakeholders to successfully implement digital initiatives?

The Digital Solutions Division within ACT Health is seeking to recruit motivated and experienced project managers who can make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Program Manager, the Senior Project Manager is responsible for the provision of high level project management advice and the delivery of successful projects in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Project Manager must have experience

leading and motivating a project team;

effectively communicating with diverse stakeholders to ensure customer satisfaction;

cost estimating and developing detailed budgets;

accurate resource planning to develop detailed schedules and timelines;

managing procurement activities;

analysing and managing project risks and issues and

monitoring and reporting project progress.

Note: This is a temporary position available 25 March 2024 for a period of 6 months with the possibility of permanency. A Merit Pool will also be established from this process and may be used for subsequent vacancies.

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

Applications should be submitted via the Apply Now Button

Contact Officer: Sandra Millett (02) 5124 9409 Sandra.Millett@act.gov.au

Mental Health and Suicide Prevention

Mental Health Policy and Strategy

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 47695, Several)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Do you have a passion for the mental health of our community and an interest in contributing to strategic policy development and project delivery across Government in the ACT?

The Mental Health Policy and Strategy Branch, within the Mental Health and Suicide Prevention (MH and SP) Division of the ACT Health Directorate, is seeking to fill multiple Senior Officer C (SOGC) policy and project roles to contribute to setting strategic direction and leadership of the ACT mental health system, including addressing social determinants. Successful applicants will be responsible for supporting the delivery of unique projects and policy that contribute to improving the wellbeing of all Canberrans, as well as contribute to the high-level policy responsibilities of the business unit.

We are seeking enthusiastic and dedicated team members with suitable backgrounds in mental health, health or community service delivery, policy, research, program development, implementation and evaluation, and/or project management.

Responsibilities of successful candidates may include planning and delivering policy, program development and/or project-based activities. This work will include research, analysis, review of interstate and international trends and services, developing briefing material, policy and strategic advice, project planning, co-design activities, procurement and reporting. This work is underpinned by cross-Directorate collaboration and non-government organisation sector engagement, adhering to the Division's strong commitment to the principles of co-design and lived experience participation.

The MH and SP Division values a supportive team culture, and successful applicants must be able to demonstrate their ability to contribute positively to the team environment.

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

Eligibility/ Other Requirements:

Tertiary qualifications in a mental health/health or related field, clinical and service delivery experience and/or relevant policy and planning experience in mental health is highly desirable.

However, other relevant experience that can support achievement of the desired outcomes will also be considered. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are multiple positions available immediately, one is permanent, and others are for a period of up to 12 months with 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 that may be used to fill similar vacancies over the next 12 months. These positions will be hybrid positions working between an activity-based working (ABW) workplace and working from home. Under ABW arrangements, officers will not have a designated workstation/desk. Officers should have the ability to work from home or remotely.

How to Apply: Please submit a two-page pitch, using specific examples addressing your claims against the Position Description, your personal qualities, and qualifications for the role(s); and your curriculum vitae

Applications should be submitted via the Apply Now Button

Contact Officer: Rebecca McIntyre 0432093058 Rebecca.McIntyre@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Client Services

Senior System Support Officer

Information Technology Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 50732)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: The Digital Solutions Division are seeking an experience and qualified Senior Systems Support Officer to be apart of the Client Services team. This role will support the positive engagement for the clients of the division. In addition, they will be responsible for the operational support of assigned system/s and infrastructure including the IT Service Management tool.

As a division, we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate and the Canberra Health Services.

Apply to work with us to a enable exemplary person-centred care through digital innovation.

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

- the implementation and support of the Digital Health Strategy,

- management of technology services and projects,

- the development and implementation of a performance reporting framework,

- statutory and intergovernmental reporting requirements,

- management of the relationship and services delivery by technology vendors including Shared Services ICT,

- development, implementation and maintenance of technology policies and procedures,

- information management and information security, and

delivery of ICT infrastructure for new and refurbished health facilities.

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.

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 maximum two-page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including the names of two referees and one written referee report.

Applications should be submitted via the Apply Now Button

Contact Officer: Melissa Devries (02) 5124 6367 Melissa.Devries@act.gov.au

Mental Health and Suicide Prevention Division

Office for Mental Health and Wellbeing

Policy and Project Officer - Lived Experience

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 44651)

Gazetted: 26 February 2024

Closing Date: 25 March 2024

Details: Are you a person with lived/ living experience of mental health challenges and/or suicidality and you are looking for a rewarding job where you can make a difference. The Office of Mental Health and Wellbeing is looking for a motivated applicant to fill the position of Policy and Project Officer - Lived Experience to work closely with the Lived Experience Director towards greater inclusion of people with lived experience and 'nothing about us without us'.

The successful applicant will support the development and delivery of exciting reform practices and processes, policies and engagement across community and government. One example is Peer workforce design, development and documentation. Another example is co-production activity i.e. elevating the voices of those who are most directly affected and impacted by current policies and service delivery and by changes to the Mental Health and other systems, to inform innovative service design, development, policy and practice.

The Office is looking to employ an enthusiastic and dedicated team member with suitable lived experience background as the position will benefit from previous experience in taking a lived experience first position. The position will have responsibility for supporting the delivery of projects associated with lived experience inclusion and Peer Work development and as such tertiary qualifications in a health, mental health or related field, relevant policy or planning experience in mental health or suicide prevention, experience and /or qualification in Peer Work would be highly desirable. Relevant experience in advocacy, training or other relevant experience that can support the role will also be considered.

The successful applicant will engage a diverse range of internal and external stakeholders with a particular focus on communities with lived/living experience and will also be required to collaboratively prepare and coordinate strategic and policy advice, e.g. guidelines for Peer Work and organisational readiness, co-production strategies and practices, ministerial and directorate correspondence and other requests as required. The Office highly values a supportive team culture, and the successful applicant must be ready to contribute positively to the team environment.

The ACT Health Directorate engages in a values-based approach to its role as the steward of the ACT Health system and the MH&SP Division offers a dynamic strategy, policy, engagement, and planning environment working collaboratively across health and human service sectors.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with lived/living experience of mental ill-health and/or a lived experience of suicide*, First Nations peoples', people with disability, culturally and sub-culturally diverse people and those identifying as LGBTIQ are encouraged to apply.

*A lived experience of suicide is having experienced suicidal thoughts, survived a suicide attempt, supported a loved one through suicidal crisis, or been bereaved by suicide – as defined by Roses in the Ocean, the International Association for Suicide Prevention and the World Health Organisation.

Eligibility/Other Requirements:

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

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

How to Apply: Please provide a two-page explanation on how you meet the requirements described in the Position Description, a current curriculum vitae, and contact details of at least two referees, one from your current manager/supervisor if possible or another person who can validate your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bradley Foxlewin 0468994250 Bradley.Foxlewin@act.gov.au

Digital Solutions Division

Technology Operations

Security Hub

Identity and Access Officer

Information Technology Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 53633)

Gazetted: 23 February 2024

Closing Date: 19 March 2024

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have strong technical skills and experience supporting identity and access systems in a corporate environment?

Digital Solutions Division (DSD) is looking for a suitable individual to join the Security Hub's Identity Team.

Within this team you will support identity and access services used by ACT Health. This includes the Imprivata OneSign (rapid sign-on and clinical Single-Sign On) and GroundControl (shared mobility) offerings, Health Identity and Access Management and ID Card issuance.

You will directly contribute to building, implementing, and supporting these solutions which are used across the territory.

The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors and

shared services partners,

development, implementation and maintenance of technology policies and procedures,

information management and information security, and

delivery of ICT infrastructure for new and refurbished health facilities.

Notes: 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 terminated.

How to apply: Please submit a written application of no more than three pages, responding to the required

Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Courtenay (02) 5124 9070 Richard.Courtenay@act.gov.au

Mental health and suicide prevention division

Mental health policy and strategy

Policy and Project Officer (Mental Health)

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 27078, Several)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Do you have a passion for the mental health of our community and an interest in contributing to high level policy and project development across Government in the ACT?

Mental Health Policy and Strategy, within the Mental Health and Suicide Prevention (MH and SP) Division are

seeking to fill two policy and project roles at the Policy Officer (ASO6) level. Successful applicants for these

positions will support delivery of projects that contribute to improving the wellbeing of all Canberrans, as well as

contribute to the high-level policy responsibilities of the business unit.

We are seeking enthusiastic and dedicated team members with suitable backgrounds in policy, health or community service delivery, program development, implementation and evaluation, and/or project management. Some responsibilities of successful candidates may include collaboration with internal and external stakeholders, project management, preparation of policy advice, Cabinet submissions, Ministerial briefings, Directorate correspondence, community consultation, and other related requests as required. The MH and SP division has a strong commitment to the principles of co-design and lived experience participation.

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

Eligibility/ Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are two positions available immediately, one is permanent, and another is for a period of up to 12 months with possibility of permanency or extension. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process which may be used to fill similar vacancies over the next 12 months.

How to Apply: Please submit a two page pitch, using specific examples addressing your claims against the Position Description, your personal qualities, and qualifications for the role(s) as well as your curriculum vitae. You must create an account and submit your application on www.jobs.act.gov.au to be considered for these positions.

Applications should be submitted via the Apply Now button.

Contact Officer: Laura Eason 0449776422 Laura.Eason@act.gov.au

Health System Innovation and Performance Division

Health System Performance Branch and Health System Planning and Development Branch

Administration Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 53211)

Gazetted: 26 February 2024

Closing Date: 4 March 2024

Details: Seeking a motivated Administrative Support Officer (ASO4) to provide high-level support to two Executive Branch Managers and associated teams within the Health System Performance Branch and the Health System Planning and Development Branch.

As an Administration Support Officer, you will:

Undertake a range of administrative support tasks; diary management, meeting organisation, processing accounts for payment and travel coordination, recruitment processing, secretariat support.

Coordination of government business, correspondence, briefings, providing quality assurance as required and ensuring appropriate record keeping is maintained.

Monitor and update a correspondence tracking system to ensure the branch workflow deadlines are met.

Monitor and allocate work from a generic inbox to ensure appropriate action is taken on incoming correspondence.

Contribute generally as a member of the wider LHN Commissioning Branch and as required, provide co-ordination and administrative assistance to support the Executive, Senior Directors and functions of the Branch.

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

The environment is fast-paced encompassing strategic, operational and governance functions. No two days are the same, except for the exception people that make up the Division, they are inclusive, high performing and team players – come, Join our team!

Notes: 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: If this sounds like you,

A response of no more than two pages, addressing your suitability against the professional/technical skills and knowledge which includes reference to the behavioural capabilities, outlined in the Position Description

A current Curriculum Vitae

Contact details of two referees, one of which should be your current supervisor

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Chambers (02) 5124 9428 Kate.Chambers@act.gov.au

ACT Integrity Commission

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

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

Administrative Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 53680)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

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

Under the Public Interest Disclosure Act 2012, the Commission is also responsible for administering and overseeing the Public Interest Disclosures scheme in the ACT.

This position is a key role in the ACT Integrity Commission's administrative team. This position assists the team with the daily on-going tasks associated with the running of the Commission and works collaboratively to support other Commission functions.

The Commission is seeking an officer who possesses the following essential criteria:

High-level administrative experience in a team environment,

Proven ability to write well and communicate effectively with a wide range of people both within and external to the Commission,

Sound organisational skills, including the ability to effectively manage multiple tasks to determine priorities and deadlines,

Demonstrated experience with information and communication technology (particularly Microsoft Office suite and Adobe Pro) and the ability to learn new systems and processes,

Demonstrated strong ethical conduct and an ability to handle sensitive and confidential issues with integrity, and

Demonstrated sound judgement skills including the ability to work flexibly, independently and collaboratively. The successful applicant needs to be proactive, adaptable and calm under pressure.

Eligibility/Other Requirements

Section 50 of the Integrity Commission Act 2018 provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant. Please note, employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

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

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

How to Apply: Applications for the position must include:

A current curriculum vitae; and

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Laver (02) 6207 7618 Stephanie.Laver@integrity.act.gov.au

Canberra Health Services

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

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

CHS Chief Executive Officer

Office of Deputy CEO

Quality, Safety, Innovation and Improvement

Director of Innovation and System Improvement (Registered Nurse 4.3 / Health Professional 5 / Senior Officer Grade B)

SOGB/HP5/RN4.3 \$135,355 - \$152,377, Canberra (PN: 58054 - 02GDL)

Gazetted: 23 February 2024

Closing Date: 4 March 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 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 (QSII) Division support the delivery of CHS' strategic approach to patient safety, quality improvement, national standards, and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight, and advice on CHS' quality approach to deliver Exceptional Health Care Together and develop a culture of continuous quality improvement. This is achieved through:

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents as well as communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs as well as the provision of information for service improvement.

We have a new opportunity available for a Director of Innovation and System Improvement to join our innovative team. This position can be fulfilled by either a Registered Nurse Level 4.3, Health Professional Level 5 or a Senior Officer Grade B. Remuneration will be in line with the relevant Enterprise Agreement.

To view the Position Description relevant to your discipline, please click on the links below:

Health Professional Level 5 – Position Description

Registered Nurse Level 4.3 – Position Description

Senior Officer Grade B – 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: Cathy Burns 0481006874 cathy.burns@act.gov.au. Cathy.burns@act.gov.au

Community Care Program

Physiotherapist - Community Care Program

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 30965, several - 02GD5)

Gazetted: 23 February 2024

Closing Date: 15 March 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:

There is an opportunity for several suitably qualified, physiotherapists to join the Rehabilitation, Aged and Community Services (RACS), Community Care Physiotherapy Team (CCPT). We work across 5 health centres in Canberra: Gungahlin, Belconnen, Phillip, Village Creek, and Tuggeranong Community Health Centres. These temporary positions involve working from one or more of these locations, as well as sometimes providing a home visiting service to those patients who cannot attend a health centre.

Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions including, but not limited to, muscular strains, joint sprains, arthritic conditions, post operative recovery, pelvic health issues, and spinal conditions. Interventions are provided on an individual basis or in group settings at health centres and patient homes. We offer telehealth and telephone consultations, as well as the traditional face to face treatment. We are a friendly team with strong supportive links across the directorate. Staff meet weekly to share knowledge and foster the team culture to strive for continual quality improvement and excellent patient outcomes. Team culture surveys have rated the team as being in a culture of “success” for the last 3 years running. Our team clinical educator ensures plenty of professional development and supervisory experience is available.

This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future temporary full-time and part-time physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Care.

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 duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available for 6 months with the possibility of extension and/or permanency.

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

Contact Officer: Judy Stone (02) 5124 1362 judy.stone@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Clinical Nurse Educator - Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 42555 - 02GBM)

Gazetted: 23 February 2024

Closing Date: 4 March 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services

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

As the Clinical Nurse Educator, you will provide leadership and facilitate high quality education and training for staff across JHS both at the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). This position works collaboratively with the Assistant Director of Nursing (ADON) for JHS and the Clinical Nurse Manager and Clinical Development Nurse at AMC to ensure optimum service delivery and best practice.

In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the Canberra Health Services Values of reliable, progressive, respectful and kind.

The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group. The role requires collection and analysis of data to evaluate the progress of the team and their ability to meet KPIs.

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.

Note: This is a temporary position available for a period of 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: Leigh Thompson (02) 5124 2523. leigh.r.thompson@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Department of Obstetrics and Gynaecology

Sonographer- Medical Imaging Level 4 -Women, Youth and Children

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28809, Several - 02GBW)

Gazetted: 23 February 2024

Closing Date: 13 March 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).
- Ongoing education and support
- Comprehensive Fetal Medicine and obstetric ultrasound training.
- Health and wellbeing perks such as physiotherapy, EAP, gym discounts and more!

About the Role:

The CHS Maternal Fetal Medicine Department provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to patients in the ACT and surrounding region.

We are seeking a suitably qualified and experienced sonographer to join a small team of sonographers in the Maternal Fetal Medicine Department. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high-risk obstetric environment. The position holder will report to the Sonography Manager in the Fetal Medicine Unit.

If you would like to join a team that has a fantastic culture, with leaders who genuinely care about their staff and patient's wellbeing, this is an opportunity that you do not want to miss out on. We are a close-knit team who value each other and strive towards delivering the best possible care for our patients by continuously displaying empathy, compassion, respect and kindness as part of our workday.

Walking into the department and scanning rooms, you are met with friendly smiles, and you can't help but feel a sense of belonging. These clinical staff have a true passion for women and babies. We are seeking like-minded team members who share in this passion and understand the importance of the care that is provided to women. As Sonographers, we view ourselves as an integral part of the journey that women with babies are on. A Sonographer who has empathy, and is naturally inquisitive and keen to learn, would fit in well.

We understand the importance of your role in- and outside of work, and are flexible in terms of negotiating work hours and FTE during the interview process.

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

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

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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.

Note: There is one position that is part-time at (25:72) hours per week and the full-time salary noted above will be pro-rata. There is one position that is full time. Both positions are permanent.

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

Contact Officer: Payam Saberian (02)5124 7364 Payam.Saberian@act.gov.au

CHS Clinical Services

Medicine

Cardiology

Cardiac Sonographer - Medical Imaging Level 4

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 32443, several - 02GEX)

Gazetted: 23 February 2024

Closing Date: 17 March 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 subject to the hiring managers approval.

About the Role: Canberra Health Services is undergoing massive growth, and we want you to be a part of our team!

Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building providing state of the art technology and facilities.

The Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions.

Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

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: Sarah Chapman 0403 190 945 Sarah.C.Chapman@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Radiation Therapist- Radiation Therapist Grade 2-Radiation Oncology

Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 19228, Several - 02G7W)

Gazetted: 23 February 2024

Closing Date: 11 March 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 Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

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

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

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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: Martin Seng (02)5124 2284 martin.seng@act.gov.au

North Canberra Hospital

Women & Children

Clinical Nurse Consultant - Registered Nurse 3.2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: LP7008 - 02GEH)

Gazetted: 23 February 2024

Closing Date: 18 March 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: The Women and Children Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

The Clinical Nurse Consultant Special Care Nursery has the professional and operational responsibility and accountability to provide leadership and be responsible for the co-ordination of high standard clinical care activities within the Special Care Nursery

Under limited direction of the Assistant Director of Midwifery you will perform the leadership role of the Special Care Nursery service. You will:

Utilise effective team building techniques to support and promote working relationships across the multidisciplinary team within the Women and Children Division.

Evaluate midwifery practice through a program of performance review, performance management, and identification of staff development needs

Encourage and support nursing/midwifery staff to engage with further education to enhance their nursing/midwifery skills and knowledge in special care nursery practice.

Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the Special Care Nursery's practices. Ensuring risks are managed appropriately through action plans. Assisting with the establishment of the Maternity Unit risk register; developing risk management action plans; monitoring, evaluation and reporting of outcomes.

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

Ensure the development/review of clinical procedure and policy relating to clinical practice within the Special Care Nursery.

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

Utilise appropriate tools as available to engage consumers accessing the NCH Special Care Nursery Services in providing feedback to enhance service performance and develop service improvement initiatives.

About you:

Requirements/Qualifications:

Mandatory

Unconditional Registration or eligibility to register with Australian Health Practitioners Registration Authority (AHPRA) as a Registered Nurse

Current unrestricted Driver's licence

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

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

Desirable

Post graduate qualifications in Nursing and or Midwifery, management, health service management, business administration or working towards

Well-developed, relevant, management experience including conceptual and analytical skills relating to financial, human resource management and reporting

Demonstrated commitment to, and understanding of, the principles of quality management, policy development and research

Demonstrated leadership qualities, behaviour and attitude to professional standards that reflect an understanding of commitment to the organisation's values

Demonstrated ability to lead change within the organisation

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Elizabeth Bishop N/A elizabeth.bishop@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

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

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

Gazetted: 23 February 2024

Closing Date: 1 March 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:

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.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 9 months with the possibility of extension and/or permanency.

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

Contact Officer: Jenna Kratzel (02) 5124 1099 Jenna.Kratzel@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Registered Nurse Level 2 - Clare Holland House

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP8323, Several - 02GCO)

Gazetted: 22 February 2024

Closing Date: 15 March 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:

Clare Holland House provides Specialist Palliative Care Services throughout the ACT including Home-based, Inpatient, Outpatient settings along with outreach to Residential Aged Care Facilities and North Canberra Hospital. The Inpatient Hospice, situated on the shores of Lake Burly Griffin in Barton, provides admission for end of life care, symptom management and optimisation and carer respite for patients diagnosed with a life-limiting illness. Registered nurses form a key part of the multidisciplinary team delivering evidence-based, patient centred care to inpatients at this Specialist Palliative care unit.

Under limited direction of the Clinical Nurse Consultant

You will:

- Provide leadership and excellence in the delivery of patient centred care to patients utilising the nursing process which reflects the CHS values.
- Provide and coordinate infusion activities to ensure compassionate and patient centred care
- Promote collaboration between the multi-disciplinary team, families and other members of the care delivery team
- Work in collaboration with other team members and operationally report to the Clinical Nurse Consultant
- Assist with the identification of educational needs and liaise with the medical stream education team
- Undertake audits, participate in quality improvement and policy and procedure development
- Comply with and contribute to operational reporting requirements including data entry where required
- Develop and be accountable for the completion of a performance development plan with the CNC
- The ability to think critically and utilise problem solving and negotiation skills
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

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

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

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

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

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

Contact Officer: Tina Edwards 0 tina.edwards@act.gov.au

Medical Oncology Inpatient Services

Registered Nurse Level 2 Medical Oncology Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 51604, several - 02GCM)

Gazetted: 23 February 2024

Closing Date: 1 March 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:

Canberra Health Services is undergoing massive growth, and we want you to be a part of our team!

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.

14B is a 28 bed medical and radiation oncology ward incorporating all patients from diagnosis to end of life care.

We have a strong core staff and would like to expand this with committed, compassionate and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex cancer diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Diljo Augustin NA diljo.augustin@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Transfusion Clinical Nurse Consultant - Registered Nurse Level 3 Grade 2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 64648 - 02G9A)

Gazetted: 26 February 2024

Closing Date: 12 March 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 exciting new position provides jurisdictional support for Blood Management at North Canberra Hospital (NCH) and across the Territory, in collaboration with and supported by, the Canberra Hospital based Transfusion Clinical Nurse Consultant (CNC).

The Transfusion CNC position provides clinical leadership with regard to Patient Blood Management, including monitoring, risk management, staff and patient education, clinical policy development and implementation, and haemovigilance.

This full-time position will work within a dynamic multidisciplinary team in a clinical environment and provides an opportunity to participate in National Blood Sector activities.

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: Carolyn Duck 0404 670 059. carolyn.duck@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Client Services Librarian - CHS Library and Multimedia

Professional Officer Class 1 \$68,635 - \$93,809, Canberra (PN: 41145 - 02GFV)

Gazetted: 23 February 2024

Closing Date: 5 March 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:

CHS Library and Multimedia sits within Medical Services, it provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected, client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of CHS. Our goal is to continually evolve our services through ongoing co-creation with our clients to ensure favourable online and face-to-face experiences. Library and Multimedia staff are one person removed from the patient.

The position contributes to the success of CHS by assisting clients to access evidence-based healthcare information and library support 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.

Note: This is a temporary position available for a period of 11.5 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: Jasmine Oldfield (02) 5124 3332 Jasmine.Oldfield@act.gov.au.

North Canberra Hospital

Allied Health & Palliative Care

Clinical Development Nurse CHH - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 602541 - 02GCQ)

Gazetted: 23 February 2024

Closing Date: 18 March 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: Within the Framework of the Vision and Values of North Canberra Hospital Bruce, the role of the Clinical Development Nurse (CDN) is to provide a coordinated and structured approach for palliative care education within the specialist palliative care service.

Under limited direction of the Palliative Care Educator you will perform you will:

Support the transition of new nurses into the organisation and nursing workforce

Assist in identifying and facilitating departmental learning needs

Provide 'hands on' clinical support and backfill as required

Provide feedback on work performance

Enhance nursing professional development

Promote evidence based practice

Provide orientation and preceptorship for new staff, students and new graduates

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

About you:

Requirements/Qualifications:

Mandatory

Attained or working towards a Certificate IV in Training and Assessment

Postgraduate qualification in palliative care

Peak professional body membership/involvement (desired)

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

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

Desirable

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Angela Devlin N/A Angela.Devlin@act.gov.au

Revenue and Financial Services

VMO Admin Support Officer - Revenue and Financial Services

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 43234 - 02GDT)

Gazetted: 23 February 2024

Closing Date: 1 March 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Revenue and Hospital Financial Services encompasses several areas including VMO auditing, Private Practice and Medical Expenses Administration, management of the Interstate Patient Travel Assistance Scheme (IPTAS) and other associated payments to Medical Specialists. The unit reports through to the CHS Chief Finance Officer (CFO). This position will support the VMO audit officer and primarily provide back up for the Interstate Patient Travel Assistance Scheme officer. Using DHR and clinical records to audit claims & invoices from Visiting Medical Officers (VMO) to ensure accuracy and compliance. Using the Purchasing System (PICS) to receipt payments to be made to the VMO and to send to Shared Services for payment. Calculate and prepare the quarterly superannuation payments for the VMO's.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rebecca Quinn (02) 5124 9904 rebecca.quinn@act.gov.au

Maternity

Registered Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 24653, Several - 02FY0)

Gazetted: 23 February 2024

Closing Date: 17 March 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:

Are you an experienced Registered Midwife looking for your next challenge? We have several roles available, and we can find the best one for you!

Canberra Hospital is a level 6 tertiary centre providing specialised maternity care to approximately 3800 women per year. We have positions within the following services available:

Continuity of Care & Homebirth (Caseload Midwife):

Our Midwifery Continuity of Care service provides maternity care to low risk women planning to birth in the Birth Centre environment and continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements.

The Midwifery Continuity of Care service is family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs.

This is an on-call position and when on call you will need to be available within 30 minutes of the Centenary Hospital for Women and Children.

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

Pregnancy Enhancement program Midwife Level 2:

Pregnancy Enhancement program (PEP) includes admissions through Emergency Department with early pregnancy concerns or persistent pelvic pain. You will play a key role in enabling appropriate access to maternity services, as well as be responsible for coordinating safe and effective care to high-risk antenatal women; postnatal women and babies in the immediate postnatal period; Women with drug and alcohol concerns, and high-risk mental health.

This current role involves working Monday to Friday 8:30 to 5:00pm excluding weekends and public holidays.
For more information regarding the position duties click here for the Position Description.

Midcall Midwife Level 2:

In this position you will be responsible for coordinating safe and effective delivery of care to women and babies during pregnancy and in the immediate postnatal period. The role incorporates direct client care in the Antenatal and Postnatal period for women and their babies. Within a multidisciplinary approach you will be supported to ensure clinical care is of the highest quality, consistent with current evidence and practice initiatives in the relevant area of speciality.

This current role involves morning (Day) shifts, working Monday to Sunday including public holidays.

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

General Registered Midwife Level 2:

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

Antenatal

Postnatal

Birthing

Continuity (CBR Midwives Program)

Maternity and Gynaecology Outpatients

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: Rebekah Howard (02) 512 46087 Rebekah.a.howard@act.gov.au

CHS Finance and Business Intelligence

FBI Operations

Procurement & Supplies

Supply Operations Officer - Procurement & Supply

Health Service Officer Level 6 \$67,318 - \$70,064, Canberra (PN: 64647 - 02G9R)

Gazetted: 22 February 2024

Closing Date: 7 March 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 Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. The positions report to the Assistant Director of Supply Operations, in the Procurement and Supply unit of Canberra Health Services.

The positions are primarily located at the Canberra Hospital and may be required to work periodically at the CHS Distribution Centre.

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: Rita Wood (02) 5124 2979 Rita.Wood@act.gov.au

CHS Clinical Services

Medicine

Gastroenterology and Hepatology

Booking and Scheduling Officer - Gastroenterology and Hepatology Unit

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 62929 - 02GF1)

Gazetted: 22 February 2024

Closing Date: 4 March 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 Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases.
- Consulting services.
- Endoscopic procedures.
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders.
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit, with duties including (but not limited to) booking appointments, referral management, screening telephone calls and general reception duties.

This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health-based IT systems including the Digital Health Record.

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

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 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: Alexandra Bowman Raath (02) 5124 8595 Alexandra.BowmanRaath@act.gov.au.

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Palliative and Cancer Supportive Care Clinical Nurse Consultant - Registered Nurse 3 Grade 2

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

Gazetted: 22 February 2024

Closing Date: 7 March 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 Division of Cancer & Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The

Division is also responsible for the support functions for organisational ambulatory care including the Central Intake team, central outpatients and transcription.

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

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

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

CHS Clinical Services

Medicine

Clinical Forensic Medical Service

Administration Officer - Clinical Forensic Medical Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 15002 - 02GCR)

Gazetted: 22 February 2024

Closing Date: 6 March 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:

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Health Services, with requirements and support for ongoing professional development of all staff.

As part of a small administrative team and under the supervision of the Administration Manager, this role will support the CFMS and is based at the Canberra Hospital, Garran. You will play a key role in providing day to day administrative support to our team of Doctors and Nurses, as well as being the first point of contact for incoming enquiries from internal and external stakeholders.

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

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

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

Contact Officer: Tom Metcalfe (02) 5124 2185 Tom.Metcalfe@act.gov.au

Food Services

Patient Services Manager - Food Services

Health Service Officer Level 10 \$95,746 - \$109,072, Canberra (PN: 21654 - 02GDH)

Gazetted: 23 February 2024

Closing Date: 1 March 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff, and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Room Service Pilot

Menu monitors.

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

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

External sites: Dhulwa & other Community Centres

Canberra Health Services (CHS) are placing a greater emphasis on the positive patient experience by increasing customisation and flexibility in their food service system.

In August 2024, the Food Service Department will commence a Room Service Model Pilot program (pilot program).

The scope of the pilot program being proposed to commence in August 2024 aims to assist with:

Improving a food service delivery efficiency with operating practices to patients by offering a self-ordering food system which incorporates on demand room service food options.

Providing CHS Patients with the flexibility to order and receive meals between 7am and 7pm seven days a week via a QR code using their own device.

Ensuring ordering and delivery processes support the right foods and fluids being delivered to the right patient at the right time, enhancing patient food intake and meeting nutritional needs and requirements.

Increasing job satisfaction for food service staff in providing a modern on demand service while contributing to a high level of customer service and the positive patient experience.

Reducing and preventing plate and tray waste associated with uneaten food due to limitations surrounding food delivery times and eradicating preordering of food by patients that have then been discharged at the delivery time or are asleep or are away from the ward for medical procedures at mealtimes.

Delivering on environmental and sustainability targets, effectively mitigate food safety and allergen risks, and to ensure ongoing compliance with National Safety and Quality Health Service (NSQHS) Standards.

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 6 months with the possibility of extension and/or permanency.

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

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

Department of Respiratory and Sleep Medicine

Booking & Scheduling Officer - Respiratory and Sleep Medicine

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 44797 - 02GF3)

Gazetted: 26 February 2024

Closing Date: 5 March 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:

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

The Respiratory and Sleep Medicine Department (DRSM) is a dedicated service for patients suffering from respiratory disorders and sleep-related conditions. This service is multi-disciplinary with input from medical specialities, nursing, and allied health professionals.

This position will report to the Office Manager of the Respiratory and Sleep Medicine Department (DRSM). Under general direction, this position provides administrative support to the DRSM service by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Tegan Denniss (02) 5124 0894 Tegan.Denniss@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Adult Community mental Health Services - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25541 - 02GFU)

Gazetted: 28 February 2024

Closing Date: 15 March 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. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

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

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: Rebecca Hall (02) 5124 4294. Rebecca.hall@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Advanced Practice Nurse Registered Nurse Level 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 64716, several - 02GG3)

Gazetted: 28 February 2024

Closing Date: 8 March 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 Walk in Centre's (WIC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

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: Clare Barrott 0466 478 738. clare.m.barrott@act.gov.au

Facilities Management

Facilities Coordinator - Facilities Management

Infrastructure Officer 2 \$95,860 - \$109,755, Canberra (PN: 64780 - 02GGG)

Gazetted: 27 February 2024

Closing Date: 5 March 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 (IHSS), Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the CHS property portfolio across the ACT.

The Facilities Coordinator (FC) will assist Facilities Operations Managers (FOM's) in planned and reactive maintenance activities across the CHS portfolio including activities relating to receiving, reviewing, allocating and managing work orders and reporting to the FM Director Minor Works & Off-Site Facilities Management.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Scott Harding (02) 5124 5382 Scott.Harding@act.gov.au

Aboriginal Liaison Officers

MHJHADS Aboriginal & Torres Strait Islander Cultural Specialist - Aboriginal Liaison Officers

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64267 - 02G92)

Gazetted: 27 February 2024

Closing Date: 28 February 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:

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

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

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

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

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

Healing & Empowerment,

Respect for Community & Culture,

Self-determination & Leadership.

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

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

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

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

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

This position is temporary for 12 months with possibility of permanency.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kristie Simpson (02) 5124 4137 Kristie.J.Simpson@act.gov.au

CHS Clinical Services

Chief Operating Officer

Social Worker – Primary Care Pilot

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63513 - 02GHT)

Gazetted: 27 February 2024

Closing Date: 8 March 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:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS) with the objective of providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams.

The Social Worker within the Primary Care Pilot, will undertake practical clinical support and interventions, working directly with the patient and their care supports, their GP and outpatient and community services to reduce the need for emergency department presentation and/or hospital admission.

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

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

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

Note: This is a temporary position available for a period of 11 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: Phyto Curtis (02) 51245030 Phyto.Curtis@act.gov.au

CHS Clinical Services

Medicine

Renal

Renal Ward - Clinical Development Nurse - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27012 - 02GDX)

Gazetted: 27 February 2024

Closing Date: 14 March 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 CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the CHS Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Renal Ward is a busy 12-bed ward offering inpatient care to patients admitted with renal dysfunction and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Renal Service and Division of Medicine and coordinate education and promote a learning culture within the Renal Ward.

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.

Note: This is a temporary position available for a period of 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: Tracy Garratt 0403 738 877. tracy.garratt@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Technical Officer Level 1 - ACT Pathology

Technical Officer Level 1 \$66,742 - \$69,805, Canberra (PN: 64638 - 02GGO)

Gazetted: 26 February 2024

Closing Date: 13 March 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:

Please note this is for an Expression of Interest to build a Merit List. There is no position available at this current time.

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and North Canberra Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and North Canberra Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

As a Technical Officer at ACT Pathology, you may be appointed to a position or rostered for duties in the following departments:

- Specimen Reception
- Customer Services
- Haematology
- Chemical Pathology and/or POCT
- Anatomical Pathology (Includes Histology, Cytology and Mortuary Services)
- Quality
- Diagnostic Genomics
- Molecular Pathology
- Microbiology
- Immunopathology and Infectious Immunoassay
- North Canberra Hospital Laboratory

The successful applicant may be required under supervision to run and maintain laboratory instrumentation, run quality control materials, temperature monitoring, stock control, process patient samples, receive customers, undertake specimen collection procedures, and use the laboratory information systems to complete associated tasks.

There may be a requirement to work out of routine hours, including nights, weekends, public holidays, and/or an on-call component. If required, participation in 24/7 roster is mandatory.

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: Erika Kuehl-Roberts (02) 5124 2891 Erika.Kuehl-Roberts@act.gov.au.

CHS Clinical Services

Medicine

Gastroenterology and Hepatology

Ward 9A - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22414, Several - 02GEA)

Gazetted: 26 February 2024

Closing Date: 13 March 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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications.

The core priorities of this position are to collaborate with the multidisciplinary team.

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

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

Undergo a pre-employment National Police Check.

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: Joyce Kim (02) 5124 3648. Joyce.Kim@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Registered Nurse Level 3 Grade 1 - Custodial Mental Health

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 23556, Several - 02G9T)

Gazetted: 23 February 2024

Closing Date: 11 March 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 is an exciting opportunity to join the collaborative Custodial Mental Health Team within Forensic Mental Health Services (FMHS).

FMHS is a unit of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is responsible for the delivery of high-quality mental health care to mental health clients who have a history of, are currently involved with, or are at high-risk of becoming involved with, the criminal justice system.

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

As a Senior Registered Nurse with Custodial Mental Health, you will be expected to provide high-quality mental health assessment and care under minimal supervision including; legislated induction screening, assessment and management of at-risk clients, and medication management to mental health clients within the ACT's two correctional centres - the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). You will work collaboratively with a team of clinical staff, including nursing, medical, and allied health professionals, as well

as a range of external agencies including JHS Custodial Health, community and inpatient mental health services, ACT Corrective Services, CYPs, and external agencies such as NGOs. At this level you will be expected to contribute to quality improvement, service development, and training and education activities. You will be supported by a Clinical Nurse Consultant and report to the Team Manager, Custodial Mental Health.

As a specialist area, clinicians working within FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

Notes:

The CMH Assertive Response Team provides a daily service between 08:30 and 19:00hrs 7 days per week. Shifts are 8:30-17:00 or 10:30-19:00. Includes 4-7 weeks annual leave depending on roster.

The CMH Clinical Management Team provides a weekday service between 08:30 and 17:00hrs M-F.

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.

Note: There are two temporary position available for a period of 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: Parika Saini (02) 5124 1813. Parika.Saini@act.gov.au

Adult Acute Mental Health

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 25832 - 02GCW)

Gazetted: 26 February 2024

Closing Date: 12 March 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 Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jennifer Hoy (02) 5124 0551 jennifer.hoy@act.gov.au

CHS Chief Executive Officer

Office of Deputy CEO

Quality, Safety, Innovation and Improvement

Sepsis Care Coordinator - Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 63959 - 02GD9)

Gazetted: 23 February 2024

Closing Date: 8 March 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 Quality, Safety, Innovation, and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

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 6 to 12 months with the possibility of extension and/or permanency.

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

Contact Officer: Shakira Spiller (02) 5124 8178 shakira.spiller@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Health Access At School - Clinical Nurse Consultant - Registered Nurse Level 3 Grade 2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 43918 - 02GFY)

Gazetted: 26 February 2024

Closing Date: 7 March 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:

Healthcare Access At School (HAAS) provides nurse-led support to students with complex or invasive health care needs while they are at an ACT public school from pre-school through to college. The program is a partnership with the Education Directorate. The registered nurse completes a full health needs assessment and develops a healthcare plan in partnership with parents/carers and other health providers as needed. Registered Nurses then train school staff in the health tasks that are required for the student to attend school safely and are assessed by the registered nurse as competent. The registered nurse provides ongoing support to the student, school, and parents.

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: Melanie Taylor 0408 648 945 MelanieP.Taylor@act.gov.au

Medical Imaging - Nuclear Medicine

Nuclear Medicine Technologist- Medical Imaging Level 2 -Medical Services

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28989 - 02GG4)

Gazetted: 26 February 2024

Closing Date: 19 March 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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, Siemens ProSpecta SPECT/CT and Siemens Evo Excel Dual Head). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Refurbishment of the department has begun, with installation of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT. New and soon to be new graduates are encouraged to apply.

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

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

- Undergo a pre-employment National Police Check.
- Possess and appropriate ACT Radiation Licence (or equivalent).
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Ross Bevan (02) 5124 4345 Ross.Bevan@act.gov.au

Security Operations

Protective Security Senior Project Officer - Security Operations

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 21086 - 02GF2)

Gazetted: 26 February 2024

Closing Date: 5 March 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 (IHSS), Operational Support Services (OSS), is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role, and vision.

Reporting to the Director Protective Services, the Protective Security Senior Project Officer will be responsible for the development and Implementation of policies, activities, and reporting arrangements to support implementation of the ACT Protective Security Framework and Security of Critical Infrastructure legislation across Canberra Health 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.

Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Contact Officer: Michael Warylo (02) 5124 9797 Michael.Warylo@act.gov.au

CHS Clinical Services

Medicine

Cardiology

Health Professional Level 3 - Senior Cardiac Physiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30685, Several - 02GFH)

Gazetted: 26 February 2024

Closing Date: 20 March 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 subject to the hiring managers approval.

About the Role:

Canberra Health Services is undergoing massive growth, and we want you to be a part of our team!

Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building providing state of the art technology and facilities.

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

An exciting opportunity exists for an experienced cardiac scientist to become a part of the allied health team. For more information regarding the position duties click [here](#) for the Position Description.

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

- Undergo a pre-employment National Police Check.
- 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: Sarah Chapman 0403 190 945 Sarah.C.Chapman@act.gov.au.

Infection Prevention & Control Unit

Infection Prevention Control Registered Nurse/Midwife Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 48486 - 02GHV)

Gazetted: 28 February 2024

Closing Date: 7 March 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:

Are you motivated, experienced in Infection Prevention, and ready for your next challenge? Then we are looking for you!

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

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: Leanne Muir (02) 5124 3695 leanne.muir@act.gov.au

Justice Health Services

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 36226 - 02GBL)

Gazetted: 27 February 2024

Closing Date: 4 March 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 Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

Justice Health (JH), Primary Health team provides high quality primary healthcare services to clients in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). This position provides clinical oversight and coordinates care in multiple domains including day to day primary health care services in the Hume Health Centre and specialist teams within JH. The service aims to provide collaborative, equitable and comprehensive health care to clients and other key stakeholders and services. This position is an exciting opportunity for a dynamic and experienced Registered Nurse (RN) to fill the Clinical Nurse Manager (CNM) role within the Primary Health team. This position works collaboratively with all nursing and medical staff and stakeholders including Custodial Mental Health services, other health and wellbeing services in the centres, broader CHS health services, ACT Corrective Services, and Youth Justice to ensure responsive and continuous service delivery as people move into, and out of, custody.

The successful applicant will be suitably qualified to fulfil duties at Registered Nurse Level 3.2 and have a passion for Primary Health care within a custodial setting or with vulnerable populations. The Registered Nurse Level 3.2 is

seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 3 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains of clinical care, leadership, education, safety and communication.

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.

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

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

Contact Officer: leigh.r.thompson@act.gov.au (02) 5124 2523 leigh.r.thompson@act.gov.au

Clare Holland House

Registered Nurse Level 1, Transition program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP7003 - 02GD4)

Gazetted: 27 February 2024

Closing Date: 18 March 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:

Clare Holland House provides Specialist Palliative Care Services throughout the ACT including Home-based, Inpatient, Outpatient settings along with outreach to Residential Aged Care Facilities and North Canberra Hospital. The Inpatient Hospice, situated on the shores of Lake Burly Griffin in Barton, provides admission for end of life care, symptom management & optimisation and carer respite for patients diagnosed with a life-limiting illness.

The transition program to specialist palliative care consists of a 12 month contract, which encompasses study days, self-directed learning, workshops and various mentors. As part of the program Clare Holland House offers to fund a specialist certificate in palliative care through Flinders University which will give you credit points towards the graduate program in palliative care at Flinders University. There is the possibility of future employment at Clare Holland House post the 12 month contract.

Registered nurses form a key part of the multidisciplinary team delivering evidence-based, patient centred care to inpatients at this Specialist Palliative care unit.

Under limited direction of the CHH Inpatient CNC you will perform specialist nursing assessment and care to support patients with a range of life-limiting illnesses and their families, you will:

Directly provide comprehensive and coordinated patient centred care (acknowledging the patient and their significant others as the unit of care) utilising processes of continuous assessment, negotiated support and evaluation in accordance with the ANMC National Competency Standards and the National Standards of Palliative Care

Act as a professional role model and resource person in the provision of active, compassionate patient centred care as a member of the interdisciplinary team.

Support the ongoing development of excellence in specialist palliative care nursing by:

Empowering patients and their families to be active participants in their plan of care

Expansion of own knowledge in specialist palliative care and sharing this knowledge with new and less experienced staff using the framework of the National Palliative Care Standards.

Promote the use of Palliative Care Assessment Tools, Karnofsky, SAS, PSS and RUG-ADL to ensure patient and more junior staff understanding of these assessments

Commitment to maintaining professional development and completion of Mandatory E-Learning, ADP and practical training as required.

Willingness to communicate positively with families and external stakeholders in relation to promoting the role of Palliative Care in the wider community.

Participate in evidence based practice through policy development and research, and conduct quality audits and other quality improvement activities

Promote Comply with relevant CHS work place health and safety policies, procedures, work instructions and requests.

Be mindful of manual handling issues at all times and use equipment to safely promote function and movement of patients with increasing disability.

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

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

Eligibility/ Other Requirement:

Mandatory

Successful completion of a diploma in nursing.

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

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

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

Desirable

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Angela Devlin NA angela.devlin@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Allied Health

Social Worker- Health Professional Officer Level 2/3 - Rehabilitation Aged and Community Services

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40159, several - 02GJL)

Gazetted: 28 February 2024

Closing Date: 24 March 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:

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

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care, and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients.

This includes health care and support for people with acute, post-acute and long-term illnesses.

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

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

Please

note:

This requisition is to advertise a multi-classified position to be filled at HP2 and / or HP3 level.

There is a permanent position available, and a 7-month contract with possibility of extension and / or permanency.

A merit list may be created to fill suitable vacancies over the next 12 months. Whilst the advertised positions are full time, part-time hours may be considered.

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

HP2- Position Description

HP3- Position Description

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

- Undergo a pre-employment National Police Check.
- Reference check
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Alison Merrington (02) 5124-0075 Alison.Merrington@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

MHJHADS Business Support Services

Director of Allied Health - Mental Health Justice Health Alcohol and Drug Services

Health Professional Level 6 \$157,201, Canberra (PN: 36846 - 02GGW)

Gazetted: 26 February 2024

Closing Date: 7 March 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:

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

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

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

This is a Senior Allied Health leadership role for the division of MHJHADS which includes leading workforce development, improvements, and reform.

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- 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: Katie McKenzie (02) 5124 1577 Katie.McKenzie@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

Data and Digitalisation

Manager Data Visualisations and Insights

Senior Information Technology Officer Grade C \$119,595 - \$128,465, Canberra (PN: 62386)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Do you have a passion for driving transformational change by turning complex data into actionable insights? Do you thrive in a high-stakes environment and excel in fostering collaborative partnerships? If so, we have an exciting opportunity for you to steer the future of our data visualisation and insights capability in CIT. We are seeking a Manager of Data Visualisations and Insights to lead and collaborate with stakeholders to craft intuitive data dashboards and reports, employing visualisations and narrative techniques. Your expertise will bridge the gap between raw data and informed decision-making, ensuring accessibility and comprehension for both internal and external users.

With a skill for Power BI reporting, you'll elevate CIT's data strategy, empowering stakeholders to make data-driven decisions that propel our mission forward using your strong data literacy and communication skills.

With a knack for managing multiple data projects simultaneously, you will prioritise effectively, solve problems pragmatically, and know when to escalate issues to achieve the best outcomes. Your self-motivation,

responsiveness, and initiative, coupled with sound judgment, professional resilience, and a personal drive, will make you an invaluable asset to our team.

If you're someone who can think on their feet, work efficiently under pressure, and deliver high-quality advice and outcomes that align with CIT's strategic goals, we would love to hear from you. Join us in this exciting role where your contributions will have a lasting impact on the way we understand and share data visualisation and insights.

Key Responsibilities:

Collaborate with stakeholders to develop and refine data dashboards and reports through compelling data visualisations, navigation, and storytelling, to make CIT data accessible and comprehensible to both internal and external users.

Engage closely with data engineering and data scientist teams to support the user-centric development of technical data solutions, such as data pipeline design and delivery between source systems within CIT and other ACT Government directorates.

Utilise high-level verbal, visual, and written communication skills to:

Effectively engage with stakeholders to understand their business requirements and desired reporting outcomes.

Develop clear, concise, and creative visual data communications.

Prepare high-quality written reports, presentations, and documentation.

Develop efficient data models and reporting specifications to support the automation, reusability, and scalability of visualisation solutions.

Maintain an understanding of CIT communication requirements, including style guides and accessibility requirements, and data-related policies and legislation, including privacy and security and their impact on data management, use, sharing, and release.

Provide guidance in collaboration with other team members to data analytics and reporting teams across directorates in their development of Power BI data visualisations.

This position may involve direct supervision of a small team and participation in the CIT leadership team.

Note: The selection process may be based on applications and referee reports only. If you are shortlisted, you may be asked to share examples of Power BI dashboards that you have built. A merit pool will be established from this recruitment process that may be used to fill identical vacancies over the next 12 months.

How to Apply: Interested candidates, showcase your expertise in a concise two-page application and curriculum vitae of no more than three pages, against the attached Position Description.

Applications should be submitted via the Apply Now Button

Contact Officer: LaurenM Clift 6205 2172 LaurenM.Clift@cit.edu.au

Health Community Science

CIT Science

CIT SCIENCE

Science (Forensics or Biometrics) Teacher

Teacher Level 1 \$84,997 - \$114,113, Canberra (PN: 64779)

Gazetted: 27 February 2024

Closing Date: 19 March 2024

Details: Are you a scientist with experience in the forensic and/or biometrics field? Are you looking to share your knowledge, skills and experience with the next generation? Have you considered teaching in the Vocational Education and Training (VET) sector?

CIT Science is seeking an experienced a forensic and/or biometrics specialist to join our teaching team. The CIT Science Department delivers a range of training in the areas of Forensic, Animal and Laboratory Skills. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community and Science and CIT to create unique innovative learning opportunities for students.

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

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

Free parking

The successful candidate will be required to:

Provide educational guidance to students within the forensic and/or biometrics programs.

Support student progression and provide a quality student experience.

Demonstrate understanding of, or readiness to learn about, national VET standards including industry currency, assessment principles and rules of evidence.

Provide support to the development of programs and teaching resources through industry and key stakeholder engagement.

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

Possess current knowledge of, or readiness to learn about, the VET sector.

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

Develop and maintain working relationships with industry and key stakeholders.

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

Eligibility/ Other Requirements: QUALIFICATIONS AND EXPERIENCE

Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant qualifications, industry experience and right attitude.

To be successful in this position you must:

possess a relevant formal qualification, and

demonstrate a broad range of current industry skills and experience.

To become a teacher at CIT you must:

hold a Training and Assessment Certificate IV (such as a TAE40116 or equivalent)

OR

complete a minimum of the Enterprise Trainer – Presenting Skills Set and/or Enterprise Trainer – Mentoring Skills Set and/or Enterprise Trainer and/or Assessor Skill Set and complete the full qualification in 12 months of engagement*

*CIT can assist in you gaining the full qualification. For further information available in CIT Educators Enterprise Agreement 2023-2026.

DESIRABLE

Experience in facilitating and training in a science environment including simulated laboratory and field work.

Ability to understand training packages and industry needs.

Ability to teach both in Forensic and/ or Biometrics disciplines.

Note: This position is for permanent filling. Part-time work options may be considered. Selection may be based on applications and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now Button

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

Contact Officer: Nicole Costigan 02 6207 5515 nicole.costigan@cit.edu.au

Industry Engagement and Strategic Relations

CIT Marketing and Student Recruitment

Future Student Engagement Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 62820)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: The Canberra Institute of Technology (CIT) is seeking an experienced student engagement professional to join the CIT Marketing Team to deliver targeted engagement and outreach activities for schools in the ACT and surrounding region to raise the profile of CIT among prospective students.

About the role

As the CIT Future Student Engagement Officer, you will support the design, delivery and evaluation of an annual program of engagement and outreach activities to attract and engage future students.

Working under the general direction of the CIT Marketing Manager and in collaboration with stakeholders in CIT colleges and departments, you will:

Coordinate and evaluate targeted future student engagement and recruitment activities, including planning and promoting an annual calendar of activities and events for schools.

Promote CIT courses and learning pathways to current school students, including coordinating campus tours and representing CIT at career fairs, information sessions, exhibitions and other events to showcase CIT course offerings to prospective students.

Manage relationships with a range of external stakeholders, including schools, industry, community groups and government.

Produce compelling presentations, publications and resources to inform and inspire future students, and enhance school engagement.

About you

You will be an experienced student engagement or recruitment professional who is responsive and demonstrates initiative.

You will be passionate about education and thrive on creating memorable experiences that engage and inspire future students.

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

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in communications, education, marketing, events or a related field or a minimum of 5 years' professional experience working in communications, education, marketing, outreach, student engagement and/or recruitment.

A current driver's licence.

Experience in communications, outreach, student engagement and/or recruitment in a tertiary education environment will be highly regarded.

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

How to Apply: Applicants should provide a curriculum vitae (CV), a personal pitch of no more than two pages and details of two referees.

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

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

Executive Group Manager, Policy and Cabinet

Temporary Vacancy (ASAP to 30 June 2024)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet Division

Position: E766

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date Circulated: 22 February 2024

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling Executive Group Manager, Policy and Cabinet Division.

In line with our objective of encouraging mobility across the ACTPS, I am seeking Expressions of Interest from interested Executives who may wish to take an opportunity to backfill the role of Executive Group Manager starting ASAP to 30 June 2024.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120. To apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than half a page to Wilhelmina Blount via email, Wilhelmina.Blount@act.gov.au by COB Monday 26 February 2024. Contact Officer: Wilhelmina Blount (02) 6207 0835 Wilhelmina.Blount@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Assistant Director, Power BI

Senior Information Technology Officer Grade C \$119,595 - \$128,465, Canberra (PN: 05211)

Gazetted: 27 February 2024

Closing Date: 5 March 2024

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

The successful candidate will work within a small Power BI team, whilst also working in cooperation with other technical specialists, vendors, and ACT Government directorates. A key element of the Assistant Director, Power BI role is to actively seek out opportunities to mature overall technical capability of the Power BI service for the ACT Government and to participate in the day-to-day operation of the service.

The Assistant Director, Power BI will be required to effectively communicate and liaise with a broad range of stakeholders at all levels of the DDTS organisation, as well as the organisations we enable. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTS.

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

Eligibility/Other requirements: An ACT Government CMTEDD clearance, or the ability to obtain one, is required for this position.

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position may be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position. Selection may be based on application and referee reports only. How to apply: After reviewing the Position Description, please submit a maximum three-page pitch, addressing each of the eight capabilities listed in the "What you require" section of the Position Description and describing your experience and claims of suitability for each capability. Please also provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cynthia Chen (02) 6207 8934 Cynthia.Chen@act.gov.au

Access Canberra

Construction and Planning Regulation

Construction Licensing and Governance

Assistant Director, Licence Compliance

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 38139)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Are you a critical thinker who enjoys finding solutions to complex problems? Do you have great leadership skills? Are you looking for a supportive team that works hard but has fun too? If this is what you are looking for, we may have the perfect role for you!

The Construction Licensing and Governance unit is part of the Construction & Planning Regulation Branch at Access Canberra. We assess and maintain licences and registrations under a variety of legislation including the

Construction Occupations (Licensing) Act 2004 (COLA), the Architects Act 2004 and the Work Health and Safety Act 2011.

The unit performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Commissioner of Work Health and Safety. The unit also undertakes compliance activities relating to licensed entities under COLA and Crown lease provisions under the Planning Act 2023, including the processing of extension of time applications.

The Assistant Director role in the Licence Compliance team will lead a team of senior assessment officers to undertake licence compliance assessments, deliver key projects and government commitments for the Branch and engage with industry, registered training organisations, and compliance officers in the delivery of the unit's work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff. (<https://www.cmtedd.act.gov.au/functions/about>)

Eligibility/Other Requirements:

This position requires a Working with Vulnerable People (WWVP) registration.

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

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

How to Apply: Please submit a written application of no more than two pages responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Adams (02) 6207 7916 Courtney.Adams@act.gov.au

Access Canberra

Licensing and Registration

Licensing and Registration Administration

Business Auditor, Transport Licensing

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 21239)

Gazetted: 22 February 2024

Closing Date: 14 March 2024

Details: The Access Canberra Licensing and Registration Branch comprises several sub-units responsible for compliance, complaint investigation and risk assessment under a range of regulatory schemes. Teams within Licensing and registration Branch also provide support to other business units processing related transactions, such as the Access Canberra Service Centers and Contact Centre. We want to recruit people who are flexible, innovative and who look for solutions to problems, sometimes this will require some 'out of the box' thinking. We encourage all our staff to challenge how things have always been done – because we aim to do it better.

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:

Understanding of Road Transport Legislation is not essential but would be highly regarded.

Experience in using the rego.ACT computer database is not essential but would be highly regarded.

This position does not involve supervision of staff.

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

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees (including your current or most recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Diana Sollazzo (02) 6207 7164 Diana.Sollazzo@act.gov.au

Access Canberra

Fair Trading and Compliance

Fair Trading Conciliations Team

Conciliations Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 52497, several)

Gazetted: 22 February 2024

Closing Date: 3 March 2024

Details: Are you interested in using your skills and creativity to achieve and deliver quality regulatory outcomes? Do you enjoy working through interesting matters and applying legislation to real world consumer-related problems? Are you comfortable bringing people together to resolve matters?

Access Canberra's Conciliations Team is looking for its newest team member - our Conciliations Officer! You will join a fun, committed, supportive team featuring our established Conciliation Officers who work with consumers and traders on Australian Consumer Law matters.

The Conciliations team administers the Compulsory Conciliation Scheme contained in the Fair Trading (Australian Consumer Law) Act 1992 on behalf of the Commissioner for Fair Trading. The team brings consumers and traders together to resolve matters in a cooperative way through an alternative dispute resolution process facilitated by an Access Canberra Conciliation Officer. The Compulsory Conciliation Scheme provides a mechanism for consumers to receive a refund, repair, or replacement by coming to an agreement with the business with which they have a consumer dispute.

The team is also responsible for managing other ACL-related complaints in collaboration with other teams within the Business Unit.

You will play a critical role in achieving appropriate regulatory outcomes through a mix of early resolution, formal conciliation conferences and general regulatory levers. If you are keen to challenge yourself professionally in an environment that will support you to develop your skills as a conciliator, this role is for you. Please see the attached Position Description for an outline of the position's key responsibilities and we look forward to hearing from you! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements:

Previous experience with the Australian Consumer Law is highly desirable.

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

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

Orders of merit: 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: If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

Current curriculum vitae; and

Two-page response addressing the Selection Criteria giving examples of your experience that demonstrate you can successfully perform this role (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kanishka Dayaram (02) 6207 9759 Kanishka.Dayaram@act.gov.au

Access Canberra

Environment, Land and Technical Regulation

Utilities Technical Regulation

Senior Regulatory Officer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 33712)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Are you our new Senior Regulatory Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support safe, reliable, and efficient delivery of regulated services in the Territory? Then this opportunity is for you!

A position of a Senior Regulatory Officer is available within the Utilities Technical Regulation (UTR) team. The Officer will work with licensed and unlicensed utilities and personnel from multiple disciplines and providing support to technical matters to assist with the development and delivery of regulatory projects. Further information on UTR is available at www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview

UTR is seeking applications from experienced people who could effectively support the energy and water regulation teams activities. The application should include responses to selection criteria and curriculum vitae. Further details can be found in the Position Description.

The successful candidate will apply their technical knowledge and skills in regulation to develop/strengthen regulatory settings and shape operational policies that will ensure the rollout of utility infrastructure and activation of new utility activities in accordance with regulatory requirements.

The successful candidate must have highly developed communication skills, including the ability to develop a range of high-quality written documentation, including strategic documentations, legal instruments, a range of briefings, annual compliance report, and Cabinet submissions.

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.

For further information contact Heath Chester, on 0419 162 193 or heath.chester@act.gov.au

Eligibility/Other Requirements:

Qualifications/ requirements

Tertiary qualifications in a demonstrably relevant field would be highly desirable.

Experience in a regulatory environment, within a utility or policy area, is highly desirable.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit list will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be in 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: If the above role sounds like you and you want to be part of a dynamic team working in regulation space, please submit no more than two pages addressing your suitability against the Selection Criteria listed in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Heath Chester (02) 6207 5728 Heath.Chester@act.gov.au

Economic and Financial Group

Insurance Branch

Senior Analyst

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 49217)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Do you have a passion for data and analysis and want to undertake interesting and impactful work? You can apply that passion to a role supporting the two schemes that we manage that provide benefits to help those injured in motor vehicle accidents and private workplace accidents.

If you are enthusiastic and motivated; have good communication skills; enjoy finding solutions; and have an eye for detail, these attributes will go a long way to assist the work of the Motor Accident Injuries (MAI) Commission and the Lifetime Care and Support (LTCS) Scheme. Our positions will provide you with a diverse range of tasks to keep you engaged and interested. You will have the opportunity to further develop your interpersonal skills and will allow you to build productive working relationships.

The MAI Commission and the LTCS Scheme are supported by staff of the Insurance Branch. Please don't let our Branch's name scare you, we are a great place to work. We have a collegiate and supportive culture, and we make the time to connect and catch up for both collaboration and fun. Our friendly teams are able to assist you in transitioning to your new role and are on hand to provide helpful advice.

We operate in line with the ACT Public Service core values of respect, integrity, collaboration and innovation.

How to Apply: Interested applicants are requested to submit an application no more than 2 pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Dimmer (02) 6205 4411 David.Dimmer@act.gov.au

Access Canberra

Corporate Support and Capability

Digital Design and Delivery

Senior Records and Systems Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 39309)

Gazetted: 23 February 2024

Closing Date: 1 March 2024

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

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

We are looking for someone with strong organisational skills and good knowledge of government record handling processes to join our team as a Senior Records and Systems Officer.

To be successful you will be someone with:

Proven experience in the delivery of digital services and outcomes

Demonstrated awareness of government records handling processes

Experience in the administration of IT capabilities such as Electronic Document and Records Management Systems

The ability to self-manage and coordinate workload priorities

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

Eligibility/Other Requirements: Experience in records keeping practices or contemporary project management and reporting practices (such as PRINCE2, Agile or Lean) is highly desirable.

Notes: This is a temporary position for an initial period of 4 months with 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 attach the following to your application:

Your curriculum vitae

Name and contact details of two professional referees

A written pitch of no longer than one page, providing evidence of your suitability for this role. Include specific examples of your experience including details or the context, actions you took and specific outcomes you achieved. Refer to the position description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

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

Procurement ACT

Procurement Policy and Capability

Procurement Capability and Governance

Capability Communications Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 51909)

Gazetted: 22 February 2024

Closing Date: 24 February 2024

Details: A fantastic opportunity exists for a Capability and Communications Officer (ASO6) to join the Capability and Governance Section. The Capability Communications Officer is responsible for leading the development of communication and engagement initiatives that support the delivery of the Procurement Reform initiatives, including the implementation of the Accreditation Program: Goods and Services Procurements, Template Modernisation, and the Procurement Training Pathways. The Capability and Communications Officer will report to

the Assistant Director – Capability, and will work closely with staff across Procurement ACT and the ACT Government to deliver these projects.

The Capability and Communications Officer will deliver effective, well-evidenced and targeted community and stakeholder engagement activities as well as write content and transform it into engaging videos and digital content.

This position may include the supervision of staff.

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a maximum one-page pitch, addressing the professional/technical and behavioural capability set out in the Position description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Charlotte Smith (02) 6207 0254 Charlotte.Smith@act.gov.au

Access Canberra

ENVIRONMENT, LAND AND TECHNICAL REGULATION

Office of the Environment Protection Authority

Environment Protection Officer

Senior Professional Officer Grade C \$119,595 - \$128,465, Canberra (PN: 19288)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

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

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

The EPA is seeking an Environment Protection Officer to work within the Environmental Quality team and conduct regulatory activities related to contaminated sites and hazardous materials.

The EPA sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue. We offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

This position will report to the manager of the Environmental Quality within the EPA.

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:

Current ACT or equivalent Driver's licence

Mandatory qualifications in Engineering, Environmental Science, Applied Science or related field are required or extensive relevant experience in the management of contaminated sites and associated hazardous substances and their impacts on the environment.

Demonstrated ability in the use of Geographic Information Systems and database systems.

Note: This is a temporary position available immediately to 24 December 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please reply to the contact officer with a two page submission responding to the Selection Criteria and outlining why you would be the best person for this position. Applicants should also include in their response a current curriculum vitae, with the details of at least two referees.

For more information, please contact David Power on (02) 6207 5311 or david.power@act.gov.au

Applications should be submitted via the Apply Now button.

Contact Officer: DAVID POWER (02) 6207 5311 DAVID.POWER@act.gov.au

Budget, Procurement, Investments & Borrowings, and Shared Services Finance (BPIF)

Shared Services Finance

Finance Operations/Business Intelligence and Banking Initiatives

Assistant Director, Banking Initiatives (Product Engagement)

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64032)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Shared Services Finance has an exciting opportunity for a banking product and services professional to join our team. If you are capable of juggling product and service offerings, governance, compliance, planning and risk, and can handle the ebb-and-flow of a high-tempo finance operations area, with sufficient motivation not to accept the present state of the world, then you just might be the person that we are looking for.

You will need to demonstrate an understanding of customer experience in the context of delivering banking products and services needed by our directorate/ACT entity partners to support them in delivering their strategic goals. You need to be comfortable taking responsibility for managing the key relationships with our banker and ACT entities, as well as acquire a deep understanding of the banking products offered to the Territory under the Government Services Banking Agreement. You will need to work closely with the contract managers embedded within the team to liaise regarding banking products consumed by the Territory, as well as being able to deal with issues arising from the product and services' terms and conditions. You will need to be across the compliance issues associated with the diverse products, and to ensure broader adherence and compliance with the bank's payment related policies.

If you like big ideas and want to be involved in a changing banking product and service landscape, then you could become part of the continuing Shared Services Finance story.

Eligibility/ Other Requirements:

Demonstrated experience working in a banking services and product management environment is highly desirable. Relevant tertiary qualifications and/or experience in a similar role, either in government or the private sector, will be highly regarded.

Note: This is a temporary position available immediately to 30 June 2025 with the possibility of permanency. A merit pool will be established from this vacancy and may be used to fill vacancies over the next 12 months.

Selection may be based on consideration of the application and referee reports only. This position is based in an office that will be designated for activity-based working (ABW). Under ABW arrangements, you will be part of a neighbourhood but will not have access to a designated workstation/desk.

How to Apply: Please make sure that you supply a two-page 'pitch' addressing the elements of the "What You Require" section of the attached Position Description, as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Alan Ross (02) 6205 1239 Alan.Ross@act.gov.au

Digital Data and Technology Solutions

Executive Branch Manager, Data and Analytics

Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1081)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Are you passionate about using data to make a real difference? Are you excited about the challenges that AI presents? Would you like the opportunity to shape policy at both the local and national levels?

We are looking to fill a temporary vacancy as the head of the ACT's Data Analytics Centre. Vacancy is for six months with possibility of extension. The actual position is Executive Branch Manager, Data and Analytics, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). DDTS is the central technology and data service provider for the whole of the ACT government. DDTS provides professional services that enable the ACT Government to deliver quality outcomes for the Territory.

DDTS provides leadership, analysis and advice on planning, developing and implementing innovative strategies to drive data and digital transformation across government. This involves development of strong relationships with the executive leadership of the ACT Government Directorates and their Chief Information Officers.

The successful applicant will drive the evolution of ACT's data analytics policy, process and capability, balancing the need to deliver business outcomes quickly with ensuring long term sustainability of the data practice as a valued whole of government asset. This position sits on several cross jurisdiction and national forums and has the opportunity to contribute to the development of national policies, for example around Artificial Intelligence. The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, Customer Data and Technology, DDTS.

You will have strong leadership and stakeholder management capabilities with a strong track record of achievement. Demonstrated experience in delivering outcomes in a challenging multi-stakeholder environment is essential.

For further information please see the Executive Capabilities attached.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

Contract: The successful applicant will be placed on a short-term contract for six months with possibility of extension up to two years.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the Executive Capabilities, 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: Rishi Dutta 0418308193 Rishi.Dutta@act.gov.au

Economic and Financial Group

Insurance branch

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 34277)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Do you have a passion for helping people and want to undertake interesting and impactful work? You can apply that passion to a role supporting the two schemes that we manage that provide benefits to help those injured in motor vehicle accidents and private workplace accidents.

If you are enthusiastic and motivated; have good communication skills; enjoy finding solutions; and have an eye for detail, these attributes will go a long way to assist the work of the Motor Accident Injuries (MAI) Commission and the Lifetime Care and Support (LTCS) Scheme. Our positions will provide you with a diverse range of tasks to keep you engaged and interested. You will have the opportunity to further develop your interpersonal and writing skills and will allow you to build productive working relationships.

The MAI Commission and the LTCS Scheme are supported by staff of the Insurance Branch. Please don't let our Branch's name scare you, we are a great place to work. We have a collegiate and supportive culture, and we make the time to connect and catch up for both collaboration and fun. Our friendly teams are able to assist you in transitioning to your new role and are on hand to provide helpful advice.

We operate in line with the ACT Public Service core values of respect, integrity, collaboration and innovation.

How to Apply: Interested applicants are requested to submit an application no more than 2 pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Philip (02) 6207 0018 Andrew.Philip@act.gov.au

Revenue Management

Operations

Operations Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 61398, several)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: The ACT Revenue Office Operations business unit are recruiting Operation Officers at the ASO3 level.

We work in a fast paced customer service environment (includes a call centre) and are seeking capable and reliable officers to join our team.

The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records.

Successful candidates will be able to:

read, understand and apply office policies, procedures and legislation.

undertake high volumes of work.

work efficiently and accurately.

work independently and as part of a team.

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

Eligibility/ Other Requirements:

To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Commonwealth Migration Act 1958 is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

Note: There is one permanent role available and several temporary opportunities with the possibility of extension up to 12 months and/or permanency.

A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

How to Apply: Please review the Position Description and submit a two page pitch (not more than 1,200 words) demonstrating your skills and experience to carry out the duties and responsibilities of the role. Applicants are also required to submit their curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: AlissaZ Chant (02) 6205 2591 AlissaZ.Chant@act.gov.au

Policy & Cabinet

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 33711)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

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

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

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

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

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position currently operates in a hybrid capacity which includes working from home and in office under an activity-based working environment with unallocated desks when in the office. Here is further information on working at CMTEDD, the current Enterprise Agreement and Activity-based working in the ACT Government.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Scarlett Harbin-Owens (02) 6207 2709 Scarlett.Harbin-Owens@act.gov.au

Access Canberra

Licensing and Registration

Births Deaths and Marriages

Administrative Services Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 42576)

Gazetted: 28 February 2024

Closing Date: 6 March 2024

Details: A new opportunity has arisen in the Licensing and Registration Branch to work in the Births, Deaths and Marriages Team. The position involves assessing and processing requests for service, maintaining database systems, liaising with stakeholders, administering a variety of legislation and making decisions.

This position would suit someone who can multitask, has exceptional customer service skills and can handle confidential and sensitive information with care. You'll be working in a small, professional team of experienced licensing officers. If you enjoy a challenge, then this is the job for you.

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:

Skills

Good liaison and communication skills with the ability to communicate with clients over the phone, and in writing; and

Customer Service attributes to provide high quality service and considered, accurate information in line with business needs to customers.

Knowledge

Demonstrate a sound knowledge of documented work practices, procedures, guidelines and instructions and the ability to interpret legislation, regulations and other guideline material relating to the operations of the business unit Including the ability to undertake risk-based assessments as required.

Behaviour

Be proactive in identifying issues and consider solutions to resolve these issues;

Demonstrate commitment to building a positive workplace culture through the principles of Respect, Equity and Diversity; and

Suggest and help implement new ways of working to continuously improve team functionality and effectiveness.

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

This position does not involve direct supervision of personnel.

Further information on working at CMTEDD can be found [here](#).

Notes: This is a temporary position available immediately for up to 12 month. A merit pool will be established from this recruitment and may be used to fill future vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Please submit a written one-page application, contact details of at least two referees and current curriculum vitae.

The one-page response should be written in the form of a pitch and should not specifically address the selection criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: AdamJ Smith (02) 6207 5611 adamj.smith@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group, Strategy and Services Branch

Work Rehabilitation Services

Senior Work Rehabilitation Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 64782)

Gazetted: 28 February 2024

Closing Date: 20 March 2024

Details: The Work Safety Group in Chief Minister, Treasury and Economic Development Directorate seeks an individual passionate about work rehabilitation to join our team.

The senior work rehabilitation officer supports the health benefits of good work through the delivery of work rehabilitation services for the ACT public sector as part of the workers' compensation system.

The role contributes to the team working collaboratively with internal and external stakeholders to facilitate the recovery at, or return to, work of ill or injured employees.

The role is suited to an experienced practitioner with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. If this sounds like a role for you, we encourage you to apply for this opportunity.

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

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualification in an allied health discipline and a minimum of 3 years post qualification experience.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

A current drivers licence.

Highly desirable:

Experience in the delivery of work rehabilitation services.

How to Apply: Please submit your curriculum vitae and a two-page pitch addressing the Selection Criteria. Evidence of current registration and drivers licence should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frances Kaye (02) 6207 4451 Frances.Kaye@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group, Strategy and Services

Work Rehabilitation Services

Work Rehabilitation Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 64785)

Gazetted: 28 February 2024

Closing Date: 20 March 2024

Details: The Work Safety Group in Chief Minister, Treasury and Economic Development Directorate seeks an individual passionate about work rehabilitation to join our team.

Under limited direction, the work rehabilitation officer supports the health benefits of good work through the delivery of work rehabilitation services for the ACT public sector as part of the workers' compensation system.

The position contributes to the team working collaboratively with internal and external stakeholders to facilitate the recovery at, or return to, work for ill or injured employees.

The role is suited to a practitioner who wants to be part of a positive workplace culture and enjoys achieving results. If this sounds like a role for you, then we encourage you to apply for this opportunity.

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

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualification in an allied health discipline and a minimum of 2 years post qualification experience.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

A current drivers licence.

Highly desirable:

Experience in the delivery of work rehabilitation services.

How to Apply: Please submit your curriculum vitae and a two-page pitch addressing the Selection Criteria. Evidence of current registration and drivers licence should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frances Kaye (02) 6207 4451 Frances.Kaye@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Director ICT Operations - Education ICT

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 07226)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Digital, Data and Technology Solutions is looking for an energetic person to join Education ICT as Director, ICT Operations.

The successful candidate will lead a multidisciplinary team and provide strategic advice on Information and Communication Technology within a fast-paced Information Technology Infrastructure Library (ITIL) environment. The role will manage the Education Directorate's Hardware, Software and Access Management lifecycle including the management of application and service contracts on behalf of the Directorate.

To succeed in this position you will need to have strong negotiation and liaison skills with a proven ability to build partnerships with a range of stakeholders to ensure delivery of ICT services that align with the Directorate, DDTS and ACT Government strategy.

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

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

How to Apply: To apply for this position please provide your curriculum vitae with contact details of two referees and a maximum three-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ruecroft (02) 6205 8473 Daniel.Ruecroft@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Assistant Director, Transport Licensing

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 04683)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: The Access Canberra Licensing and Registration Branch comprises several sub-units responsible for compliance, complaint investigation and risk assessment under a range of regulatory schemes. Teams within Licensing and registration Branch also provide support to other business units processing related transactions, such as the Access Canberra Service Centres and the Contact Centre. We want to recruit people who are flexible, innovative and who look for solutions to problems, sometimes this will require some 'out of the box' thinking. We encourage all our staff to challenge how things have always been done – because we aim to do it better.

The duties of the position are to manage day-to-day operations and provide sound advice, innovation and leadership in the Licensing and Registration Branch. This means working closely with your teams to provide stability, guidance, mentoring and development opportunities while also looking for opportunities for improvement and remaining adaptive in a changing regulatory environment.

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

Eligibility/Other Requirements

Understanding of Road Transport Legislation is not essential but would be highly regarded.

Experience using the rego.ACT database is not essential but would be highly regarded.

Notes: This is a temporary position available immediately for 9 months, possibility of extension up to 12 months. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees (one of which being your current or most recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Cross (02) 6207 0179 Lauren.Cross@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

CIT

ICT Business Partner - CIT

Senior Officer Grade A \$162,291, Canberra (PN: 09744)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Customer Engagement Services Branch (CESB) 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.

POSITION OVERVIEW

The role is responsible for the on-going management of the Directorate ICT Business Systems, system life cycle management, associated interfaces and other essential ICT services. The role will be required to ensure strategic alignment to the Directorate, DDTS and ACT Government initiatives. This will require liaison and negotiate with relevant stakeholders, including external vendors to ensure the optimal performance of applications. The role manages a team of technical resources responsible for various components of the business system provision, whilst ensuring effective service provision from DDTS's core ICT services teams.

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

Note: This is a temporary position available immediately for 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants must submit a current curriculum vitae and two-page pitch addressing 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: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

DDTS

Customer, Data and Technology

Initiative Delivery

Program Manager

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 38291)

Gazetted: 28 February 2024

Closing Date: 6 March 2024

Details: Digital, Data and Technology Solutions (DDTS) Customer, Data and Technology Division is seeking highly motivated ICT Program Manager to join the Initiative Delivery Office to deliver multi-directorate ICT solutions and bring quality outcomes for the Territory via a range of business and information technology projects. This program manager will manage and lead a multi-disciplinary team of project management and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. Coordinate a suite of project delivery activities, including budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders in relation to project activities.

Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

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

Eligibility/Other requirements: Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

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

How to apply: If the role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages statement/pitch addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities (Stated in the Position Description), a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Candice Zhou (02) 6207 7473 Candice.Zhou@act.gov.au

Digital Data and Technology Solutions

Customer Data and Technology

Initiative Delivery

Senior Director, Initiative Delivery

Senior Officer Grade A \$162,291, Canberra (PN: 13194)

Gazetted: 28 February 2024

Closing Date: 6 March 2024

Details:

Who are we looking for?

Someone to provide high-level leadership, mentoring, support and strategic guidance to Project Managers and Program Managers to ensure effective management and delivery of projects and programs.

A person who can manage and lead teams responsible for the planning and delivery of a range of complex strategic projects and programs across the ACT Government.

Someone who will be accountable for the health of all programs and projects within the portfolio, and provide solutions to actual or potential problems, issues, and risks. Plan, schedule, monitor, and report on activities related to the portfolio, ensuring that there are appropriate and effective governance arrangements, supported by comprehensive reporting and communication.

A person who can practice financial delegations correctly through the management of the Initiative Delivery cost centres and ensure that there is adequate cost recovery for the billable resources across all projects and programs within delegations guidelines.

Someone who can ensure that the projects are following ACT Government policies, processes, guidelines and methodologies (including quality assurance).

What qualities do you need to have?

Leadership expertise in delivering agreed business outcomes by taking initiative, organising resources, setting clear direction, providing guidance, and mentoring for the team.

An ability to establish and maintain effective and diverse business partnerships, including with senior stakeholders, through collaboration, engagement, responsiveness and influence.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements and decisions from available numerical and verbal information.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Awareness of technical and business market trends and using this knowledge and expertise to enhance collective growth.

A typical day may include:

Managing any escalations that come through from the customer to ensure a prompt resolution is found.

Reviewing and assessing project demand briefs, proposals, variations and reports.

Hosting team and branch meetings. Includes developing and finalising agendas and some content.

Managing several project teams, covering the implementation of software upgrades, infrastructure changes and fitout of new and existing buildings.

Recruiting senior staff and contractors for project and program management

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

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

How to Apply: Please submit two page pitch addressing the Selection Criteria as well as a curriculum vitae.

Applications should be submitted to the Contact Officer

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

Economic Development

Sport and Recreation

ACT Academy of Sport

Performance Dietitian

Professional Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 41108)

Gazetted: 28 February 2024

Closing Date: 20 March 2024

Details: Sport and Recreation are seeking a suitably qualified and enthusiastic professional to join our ACT Academy of Sport (ACTAS) team as a Performance Dietitian. The Performance Dietitian will work within the Performance Services team that provide sport science and sports medicine services to selected athletes from Olympic, Paralympic and Commonwealth Games sports. The Performance Dietitian will provide individual assessments of athletes and design nutrition programs to support training, competition, healthy status, and injury rehabilitation. Additionally, the Performance Dietitian will provide educational services in the form of groupwork and workshop approaches to ACTAS sports groups, coaching staff and select elite and community sporting initiatives.

Eligibility/Other requirements: The successful candidate must hold:

Tertiary qualifications or demonstrated experience in nutrition and dietetics, recognised by Dietitians Australia (DA).

Membership with Dietitians Australia and Sports Dietitians Australia (SDA) with a minimum status of Accredited Sports Dietitian with SDA.

Level 1 ISAK Anthropometry accredited.

Current Level 2 Sports Integrity Australia certification (previously known as ASADA).

Current CPR and First Aid Certification.

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

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

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.

How to apply: Applicants are requested to submit a current curriculum vitae with contact details of two referees, and a written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gavin Thornley (02) 6207 4391 Gavin.Thornley@act.gov.au

CMTEDD Strategic Finance

Director, Budget

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 46382)

Gazetted: 26 February 2024

Closing Date: 18 March 2024

Details: Strategic Finance is looking for an enthusiastic finance professional to lead the Budget team. If you are experienced in business case and budget development, interested in how ACT Government initiatives are formed, implemented, and benefit our community and understand how to create and harness the full potential of high performing teams, this could be the opportunity you have been waiting for.

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

Eligibility/Other requirements: Tertiary qualification in an accounting/finance discipline and CAANZ or CPA Australia membership is highly desirable.

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

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

How to apply: Interested candidates are requested to submit a response of no more than two pages addressing the capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trang Tran (02) 6205 6841 Trang.Tran@act.gov.au

City Renewal Authority

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

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

Development

Executive Branch Manager, Development

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E333)

Gazetted: 22 February 2024

Closing Date: 14 March 2024

Details: The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the City Renewal Authority aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability. The Authority works within the City Renewal Precinct, which spans Dickson, Braddon, Civic, Northbourne Avenue, Haig Park and Acton Waterfront.

Reporting to the Deputy Chief Executive Officer, the Executive Branch Manager, Development provides strategic and technical advice on urban renewal development projects and land sales for the Authority. This is an influential position, leading a number of significant urban development and placemaking projects which will change the look and feel of central Canberra for generations. The role manages a small, multi-disciplinary team and project consultants in the planning and delivery of land release, sale and development program including project feasibility, business case development, procurement, sales strategy planning and project management. The position plays a central role in how the Authority partners and collaborates with industry development partners, other ACT Government Directorates, and the broader community.

We are seeking solution-focused relationship builders who are adept at balancing projects of differing scale and complexity with both commercial and social outcomes. Demonstrated commercial strategy development, procurement, contract management and financial and risk management are well regarded as is a strong appreciation of environment, social and governance principles and their application in the predevelopment environment. This experience may have been gained in either the public or private sectors.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

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

How to Apply: Please send an application quoting Ref No A005451 to Watermark Search International via email: search@watermarksearch.com.au

Contact Officer: Deb Butt (02) 6205 8281 deb.butt@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

Children, Youth and Families

Child and Youth Protection Services, Practice and Performance

The Child and Youth Record Information System (CYRIS)

Senior Director, CYRIS Business Systems

Senior Officer Grade A \$162,291, Canberra (PN: 03847)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Senior Director, CYRIS Business Systems to join the team.

The Senior Director is responsible for managing CYRIS project and sustainment work. The position is responsible for the management of a team of internal CYPS and external vendor staff; vendor and key stakeholder relationships; management of CYRIS initiated business process change; and the integration with policy, practice, and operational areas. The position is also responsible for release management, budget management, and supply of outstanding project deliverables.

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:

- Relevant tertiary qualifications (e.g. in a Human Services or Information Technology or Change Management related discipline) that contributes to the role is highly desired.
- Experience in management within a Human Services organisation and/or experience in management of Business Systems.
- Experience in Project Management is essential.

- A current drivers license (C class) is essential.
- This position does require a Working with Vulnerable People check.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now Button

Contact Officer: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

Communities

Support Services for Children

Child Development Service

Psychologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36164, Several)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Are you an experienced psychologist with an interest in child development, neurodiversity affirming practice, early intervention and assessment? An exciting opportunity exists to develop clinical and leadership skills, contribute to the design of service delivery for autism assessment in the ACT, and join an expanding psychology team in the Child Development Service. The Child Development Service offers psychologists:

- The opportunity to contribute to the development of service delivery models for best practice autism and developmental assessment in the ACT
- The opportunity to apply your skills in early intervention to work with infants, young children and their families
- Collaboration within a social, supportive, multidisciplinary team environment to develop and deliver health promotion, group programs and direct service for children with developmental delay and their families.
- Access to strong individualised support and supervision
- Access to development and a community of practice
- Some flexibility in working hours with an openness to continuing with private practice work

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:

1. This position requires 5 years of experience as a fully registered psychologist
2. This position requires tertiary qualifications in Psychology
3. Current registration as a registered psychologist (with or without AoPE) with the Australian Health Practitioner Regulation Agency (AHPRA)
4. This position requires a current Australian Drivers Licence

Note: Full-time and part-time applicants will be considered. 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: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description. (Maximum 500 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now Button

Contact Officer: Alison De Cure (02) 6205 3503 Alison.DeCure@act.gov.au

Communities

Support Services for Children

Child and Family Centres

Child and Family Cultural Officer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 32579)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: At Community Services Directorate (CSD) we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. The West Belconnen Child and Family Centre currently has a vacancy for a Child and Family Cultural Officer to join the team. The Child and Family Cultural Officer works closely with Team Leaders and Managers from the other Centres to provide cultural mentoring and support for workers within the Child and Family Centres, as well as contributing to the professional learning strategies that enhance staff cultural competencies in working with Aboriginal and Torres Strait Islander children and families.

The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the Branch. The Child and Family Cultural Officer will oversee the Growing Healthy Families program and Aboriginal and Torres Strait Islander groups within the Centres including providing cultural consultations to Child and Family Centre staff as and when required.

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:

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)

Social work degree, Psychology, Mental Health or related discipline plus a minimum of 3 years practice experience in case management and group facilitation.

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

Current Driver's license essential.

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

How to apply: A written response addressing the Selection Criteria within the Position Description and curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Mupangure (02) 6207 6817 Brian.Mupangure@act.gov.au

Communities

Support Services for Children

Child Development Service

Occupational Therapist

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 36142)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and link them with supports to further their development.

The Child Development Service offers occupational therapists:

- The opportunity to apply your skills in early intervention to work with infants, young children, and their families.
- To provide Occupational Therapy early intervention programs to children up to 3 years of age.
- Collaboration within a social, supportive, multidisciplinary team environment to develop and deliver health promotion, group programs and direct service for children with developmental delay and their families.
- Access to strong individualised support and supervision.
- Access for development and a community of practice.

The Child Development Service has a vacancy available for a HP1/2 Occupational Therapist. Full-time and part-time applicants will be considered. Selection may be based on application and referee reports only.

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

Eligibility/ Other Requirements:

This position requires tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

This position does require a current Australian Drivers Licence

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 are required to respond to the Selection Criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now Button

Contact Officer: Eleanor Downing (02) 6205 4212 Eleanor.Downing@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

Investigator

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 44782)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: At the Community Services Directorate (CSD) we value our people and the significant contribution they make to our success in supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT. The Complaints team within Regulation, Assurance and Quality branch provides strategic complaints leadership for high quality complaints handling with consistent systems and processes to achieve positive outcomes within CSD. The Complaints team current have a permanent vacancy for and Investigator to join the team.

Under the direction of the Senior Investigator, the Investigator will provide administrative and professional support in the resolution of complaints about CSD, where required, regulated human services. The position also supports operational policy development as part of quality improvement. This includes providing secretariat support for the CSD Complaints Management Committee. The position requires a reliable person who can work independently as well as part of a small team. The successful applicant will display discretion and integrity while working with sensitive and confidential information.

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: 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: Merit pool: 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 that tells the selection committee about your ability to perform the advertised role relevant to the capabilities set out in the Position Description 'What You Require' and why you are the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Will Constantine (02) 6207 7764 Will.Constantine@act.gov.au

Cultural Facilities Corporation

Collaboration and Engagement

Assistant Director, Business Development and Activations

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 1122)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: The Cultural Facilities Corporation (CFC) is seeking a multi-talented individual to join our team as the Assistant Director, Business Development and Activations in support of Canberra Museum and Gallery and the ACT Historic Places. In this role, you'll have the unique opportunity to drive revenue growth, attract new audiences, create and run events, and enhance visitor experiences at the heart of Canberra's burgeoning Civic and Cultural district.

As a key member of the Collaboration and Engagement team, you'll be responsible for developing and implementing innovative business strategies, collaborating with stakeholders and across the CFC, and managing a small, talented team to ensure the success of a wide variety of experiences, events, and partnerships. If you're passionate about cultural development, innovation, and driving financial sustainability, then we want to hear from you.

Join us in making a meaningful impact in the ACT's cultural landscape.

Eligibility/ Other Requirements: Experience working in ACT Government and/or a medium-large cultural organisation is highly desirable.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Brooke Thomas 0437 290 776 CFC.HR@act.gov.au

ACT Galleries, Museum and Heritage

Education Programs Producer

Curatorial, Collections and Education Officer Class 1 \$78,177 - \$94,120, Canberra (PN: 1307)

Gazetted: 26 February 2024

Closing Date: 1 April 2024

Details: The Cultural Facilities Corporation has an exciting opportunity for an experienced creative professional to be an Education Program Producer to develop and coordinate the delivery of education programs at Canberra Museum and Gallery (CMAG), The Nolan Collection, Lanyon Homestead, Calthorpes House and Mugga Mugga Cottage.

The position is part of the Visitor Experiences team within the Galleries, Museums and Heritage (GMH) Unit, which includes Public Programs and Visitor Services. You will work collaboratively with the Exhibitions and Collections team to develop, deliver and evaluate education programs (onsite, offsite and outreach) that reflect contemporary museum education theory, meet curriculum requirements, are appropriate for the intended audiences and supports the GHM's Learning Policy and the CFC's Strategic Plan (2023-27).

In this position you will establish and maintain partnerships with education, heritage, arts and cultural tourism related organisations and coordinate teacher professional opportunities and broaden the range of learning experiences attached to our permanent, temporary and touring exhibition programs.

This position would suit an organised, strategic, creative person who thrives in delivering impactful, innovative, engaging and creative formal and informal learning / engagement opportunities.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Anne Brake 0439 833 642 CFC.HR@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

Executive Branch Manager, Strategic Policy
Temporary Vacancy (13 March 2024 to 16 April 2024)
Education Directorate
System Policy and Reform
Position: E826

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGAs and MPC Infrastructure Managers

Date Circulated: 22 February 2024

The Education Directorate has a short term opportunity available from 13 March 2024 to 16 April 2024 to fill the position of Executive Branch Manager, Strategic Policy.

The Executive Branch Manager, Strategic Policy reports to the Executive Group Manager, System Policy and Reform.

- Supports the Director-General and Senior Executive Team to lead a range of education reforms;
- Develops and implements transformational policy and programs to ensure ongoing business improvement and sustainability;
- Designs and implements organisational change management and program management systems including communication strategies;
- Manages the effective and efficient delivery of Directorate assets, resources and people, to assist the achievement of Government objectives, policies and priorities;
- Provides leadership to ensure the continuous improvement of education outcomes in the ACT; and
- Actively participates in the management of the Directorate as a member of the Executive Team.

The key deliverables of the Executive Branch Manager are:

- Policy development and Program Management for delivery of key government priorities, particularly relating to the Directorate's Strategic Plan, the Future of Education Strategy, Set up for Success, the Preschool Reform Agreement, and the National Schools Reform Agreement
- Leadership of the Review of the Education Act, implementation of the Child Safe Principles and the Inclusive Education Reform Program.
- Timely management of the Inter-Governmental Relations program.
- Cross government and interjurisdictional representation and negotiation of national agreements and bilateral implementation plans.

The Executive Branch Manager requires a diverse skill set – encompassing change management, program management, strategist, risk management, contract management and strategic stakeholder consultation. Of key importance to the role is experience in leading policy development processes, capability to manage a complex program of work, the ability to engage authentically with internal and external stakeholders, identify innovative solutions and translate these solutions to a well-developed program for implementation. Experience in leading the resolution of complex issues, policy development and program management are essential skills for this role.

The role will require engagement with internal stakeholders (including Principals and other members of school leadership teams, executive colleagues, the ACT Principals' Association and Directorate staff) and external stakeholders (including the Australian Education Union, P&C Council, School Boards, Catholic Education Office and Association of Independent Schools ACT, disability advocates and the early childhood education and care sector) and communication with state and federal education policy experts, and members of the broader community. The Executive Branch Manager will also contribute to leadership and management in the broader Directorate as a member of the corporate executive team.

Note: Selection may be based on written application and referee reports only and is open to current Education Directorate employees only.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a concise, up to one page Expression of Interest and a current Curriculum Vitae (including the contact details of two referees) to Deb Efthymiades via email, Deb.Efthymiades@act.gov.au by COB Thursday 29 February 2024.

Contact Officer: Deb Efthymiades 6205 9171 Deb.Efthymiades@act.gov.au

School Improvement and Performance
North Canberra/Gungahlin
Dickson College
Transition to Work Coordinator (ASbA and WEX) - Dickson College
School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 38266)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Dickson College is a senior secondary college for year 11 and 12 students and home to the Secondary Introductory English Centre for students in year 7-12. The school is situated in the inner north of Canberra and has approximately 840 students.

Dickson College is committed to providing a supportive, innovative, and educationally enriched learning environment. Together, we work to develop informed, caring, creative and confident global citizens.

The Transition to Work Coordinator (ASBA and WEX) officer will work in collaboration with the Careers team, five days a week, within the Dickson College Careers Office to:

Monitor ASBA students' activities, including coordinating enrolments for students, overseeing AVETARS enrolments and monitoring ASBA paperwork and pay slips. They will work closely with SLC for careers to ensure compliance with ASBA requirements, BSSS attainment requirements and other key department policies.

Monitor all work experience (WEX) and Careers based volunteering related activities in collaboration with the Careers team and in compliance with key policies, including coordinating enrolments, conducting WHS inductions, overseeing Inplace, and completing resulting/documentation.

Support the SLC for VET in VET in Schools administrative duties including enrolments, monitoring and resulting as required.

Coordinate career booking and communications including managing Career Calendar bookings, SAS meetings, Intranet pages, Newsfeed.

Coordinate Careers office, updating and streamlining key paperwork, staff meetings, data collection and completing other administrative duties as required by the team.

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)

Knowledge of Microsoft Office Packages and school administration software is highly desirable

First Aid Certificate or a willingness to undertake appropriate training and/or Certificate IV or equivalent e.g. Career Development, Training and Assessment is desirable

Notes: This position is part-time at 33:45 hours per week and the full-time salary noted above will be pro-rata.

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: Applications should include a supporting Statement of Claims of no more than two pages addressing the Selection Criteria in the attached Position Description, which should detail how your relevant skills and abilities would enable you to fulfil the responsibilities of the position. Please provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Eyles (02) 6142 0140 Matthew.Eyles@ed.act.edu.au

Schools Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Careers Assistant

School Assistant 3 \$61,981 - \$66,477, Canberra (PN: 59766)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Melba Copland Secondary School caters to students from years 7 – 12 in the northern suburbs of Belconnen with around 920 students. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

Eligibility/Other Requirements:

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training. Certificate IV or equivalent e.g. Career Development, Training and Assessment

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

How to Apply: Applicants are strongly encouraged to speak with the contact officer in order to gain a thorough understanding of the school context as it relates to the requirements on the position. Applicants should submit an up-to-date curriculum vitae and a written application of no more than two pages that address the selection Criteria based on your skills and experience.

Applications should be submitted via the Apply Now button.

Contact Officer: Adam Mcevoy (02)61420333 Adam.Mcevoy@ed.act.edu.au

School Performance and Improvement

South Weston

The Woden School

Yr7/8 School Assistant 4

School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 48192)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: An exciting opportunity for a passionate and dedicated person to support and enhance the extra curricula activities for students in Years 7 and 8 at The Woden School, Deakin

Yr 7/8 Students participate in a range of innovative education programs designed to promote independence and responsibility. With a strong emphasis on quality teaching and learning the school curriculum has a high focus on literacy and numeracy. Individualised learning also occurs in the areas of personal development and living skills, recreational, vocational, and social experiences.

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

Must have a current ACT Working with Vulnerable People (WWVP) registration

Desirable

First Aid Certificate

Full drivers Licence

Certificate IV or equivalent - Disability Support, Education Support

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

How to Apply: Applicants should submit a two-page written response addressing the Selection Criteria outlining your experience, Professional/Technical Skills and Knowledge relevant to the position. Please include your curriculum vitae and two completed referee reports at time of application.

Applications should be submitted via the Apply Now button.

Service Design & Delivery

Learning & Teaching

Academy of Future Skills

Science Mentors ACT Coordinator (Classroom Teacher)

Teacher Level (EDU) \$84,978 - \$121,038, Canberra (PN: 45732)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: This role requires a classroom teacher with excellent interpersonal and project management skills to coordinate the Science Mentors ACT program. Science Mentors ACT forms part of the Academy of Future Skills, a business unit with the LWPB branch. Science Mentors ACT provides ACT public school students in Years 9 to 12 with the opportunity to work with science and engineering professionals on extended student-driven investigations.

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.

Mandatory

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).
A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

Desirable

Knowledge of the ACT scientific/research community

Notes: This is a temporary position available immediately until 31 October 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. Office based conditions apply to this position.

How to Apply: Interested applicants are required to submit an expression of interest of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role. Applications must include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Turnbull (02) 6207 8601 Kym.Turnbull@act.gov.au

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

Office for Improvement and Performance

South Weston

The Woden School

Student Pathways/WEX

School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 63705)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: The Woden School is seeking a highly motivated person to support young people in Year 9-12 in transitioning to life after school.

The Woden School offers a unique supported high school and college program to eligible students who meet the ACT Disability Criteria. This includes students who have an intellectual disability which may be accompanied by a range of medical conditions, or additional sensory, physical or behavioural disabilities.

At The Woden School students, their families and carers are progressively supported to plan for a range of transition, training pathways and post-school options.

The successful applicant will be supported by the Principal, Executive teachers and Wex co-ordinator.

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

Must have current ACT Working With Vulnerable People (WWVP) Registration

Full Drivers Licence

HIGHLY DESIRABLE

Demonstrated knowledge and understanding of Trauma Informed Practice

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families.

DESIRABLE

Access to a private vehicle

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

How to Apply: Applicants are encouraged to submit a two-page written response addressing the selection criteria outlining your experience, Professional/Technical Skills and Knowledge relevant to the position. Please include your curriculum vitae and two completed referee reports at time of application.

Applications should be submitted via the Apply Now button.

Contact Officer: James Malone (02) 6142 0200 James.Malone@ed.act.edu.au

SPID

South Weston

Telopea Park School

School Leader C Year 7-10 Humanities faculty leader Australian Curriculum

School Leader C \$137,133, Canberra (PN: 12831)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Telopea Park School is a highly dynamic K-10 binational (French Australian) school which is under a binational treaty. The secondary area of the school has approximately 1000 students with approximately 200 of these studying the French Curriculum in the French Stream. Students in the Australian stream of the secondary area study the Australian Curriculum. The secondary Australian Stream utilises the Middle Years Program of the International Baccalaureate.

Our school has a strong focus on inquiry learning and utilising data to inform pedagogy to improve student outcomes. The school sets high expectations to support students' academic and wellbeing growth.

Telopea Park School is seeking a dynamic SLC to lead our secondary area Humanities faculty (Years 7-10) in the delivery of the Australian Curriculum within the International Baccalaureate Middle Years Programme (IB MYP). As a leader in the IB MYP, you will ensure that all planning, curriculum and assessment meets the requirements of the Individuals and Societies subject guide. IB MYP experience is not essential, however you must be willing to undertake any required IB training. The position will also have carriage of the strategic direction of whole school responsibilities.

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

Mandatory

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Cymantha Cantrill (02) 6142 3364 Cymantha.Cantrill@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Senior Finance Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 03232)

Gazetted: 22 February 2024

Closing Date: 29 February 2024

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Senior Finance Officer, to assist with the preparation of internal budgets and financial management within the Education Support Office.

The successful applicant will have excellent communication, technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment, and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to business issues and identify ways to improve existing processes.

Eligibility/Other requirements: Tertiary qualifications in accounting or previous experience in a finance related role is highly desirable. Working knowledge of TM1 and Oracle is also highly desirable.

Notes: This is a temporary position available until 21 October 2024. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written application of no more than 2 pages addressing the Selection Criteria outlined in the Position Description, demonstrating with examples your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niyati Bhatt (02) 6205 0624 Niyati.Bhatt@act.gov.au

Office for Schools

Belconnen Network

Florey Primary School

Executive Assistant

School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 63868)

Gazetted: 22 February 2024

Closing Date: 29 February 2024

Details:

Florey Primary School is a preschool to year 6 school situated in the Belconnen area of Canberra. This diverse multicultural school strives to promote a welcoming, safe and nurturing environment which supports children to excel as learners. We value cultural diversity and develop differentiated teaching and learning programs which enable all students to feel successful and supported in an inclusive environment.

We are seeking a highly motivated person to undertake the role of executive assistant. The successful applicant will support the school Principal and the Executive Team by developing, implementing and maintaining processes that contribute to the efficient and effective management of the school. As part of the role you will provide administrative support to the Principal including diary/calendar management, coordinating meetings, and secretarial support.

Eligibility/ Other Requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

Previous experience in this role or similar

Note: Selection may be based on application and referee reports only. This position is part-time at (22:48) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: The online application form requires a current curriculum vitae and the Selection Criteria to be addressed in no more than two pages. Referee reports are required at time of application submission. Working with Vulnerable people card supplied upon application.

Applications should be submitted via the Apply Now button.

Contact Officer: Briana Brockman (02) 6142 2730 Briana.Brockman@ed.act.edu.au

Schools Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Technology Assistants

School Assistant 3 \$61,981 - \$66,477, Canberra (PN: 45340, several)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: Melba Copland Secondary School caters to students from years 7 – 12 in the northern suburbs of Belconnen with around 920 students. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff.

We are seeking a highly motivated person's to undertake the role of Technology Assistants (Industrial Arts Assistant).

We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

Eligibility/Other Requirements:

Highly Desirable

White Card or a willingness to undertake appropriate training.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent or relevant Trade qualification e.g Automotive Mechanical Technology, Cabinet Making, Carpentry, Engineering, Furniture Making, Joinery.

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

How to Apply: Applicants are strongly encouraged to speak with the contact officer to gain a thorough understanding of the school context as it relates to the requirements on the position. Applicants should submit an up-to-date curriculum vitae and a written application of no more than 2 pages that address the selection Criteria based on your skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Mcevoy (02) 6142 0333 Adam.Mcevoy@ed.act.edu.au

Belconnen Network

Canberra High School

SLC Science and SAS Administration

School Leader C \$137,133, Canberra (PN: 02589)

Gazetted: 22 February 2024

Closing Date: 29 February 2024

Details: Canberra High School is a secondary school catering for students from years 7-10 with approximately 880 student enrolments. The school is situated in the suburb of Macquarie and has close links to both Aranda and Macquarie Primary schools and University of Canberra – Lake Ginninderra College situated within the local area. The school is a diverse community of independent learners. Canberra High School educators are focussed on supporting all students to develop their skills and attitudes to become confident, creative and active citizens. Students are provided opportunities to develop their individual talents through a dynamic curriculum and engaging extra curricula activities. The staff are a dedicated professional team committed to engaging students in challenging and innovative learning experiences, modelling and nurturing respectful relationships, fostering curiosity and a growth mindset, and providing a range of pathways for students to succeed.

Vital to the success of the school, the staff are committed to developing and maintaining positive partnerships with students, families and carers and all those associated with wider school community.

Leadership Capabilities

Leading teaching and learning

Developing self and others

Driving innovation and change

Leading the management of the school

Working with the community

Key Responsibilities of this role

Contribute to the development and achievement of whole school strategic goals, implementation of the school plan and lead school improvement

Demonstrate experience in leading data informed Science faculty PLCs, driving innovation through evidence to improve teaching practices and learning outcomes for all students.

Lead whole school curriculum implementation, using Understanding by Design principles

Demonstrate experience in leading improvement of school practices in operational tasks including administration of Markbook, Sentral and Academic Reporting.

Eligibility/ Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011

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

How to Apply: To apply you must provide:

- Supporting statement (maximum five pages) addressing the leadership capabilities and be written with a focus on the key responsibilities specified for the position,
- Current curriculum vitae and
- Name and contact details for two referees.

Applications should be submitted via the Apply Now button.

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

Contact Officer: Estelle Gillingham (02) 6142 0800 Estelle.Gillingham@ed.act.edu.au

School Improvement

North/Gungahlin

Ngunnawal Primary School

Business Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 36777)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: This position is an active member of the school leadership team, overseeing 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 with the school leadership team and the school community to support student outcomes.

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

Eligibility/Other Requirements:

This position requires a Working with Vulnerable People (WWVP) registration.

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

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae. Please attach two written referee reports in the online application

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Turner (02)620 58182 Rebecca.Turner@ed.act.edu.au

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

North Gungahlin

Margaret Hendry School

School Leader B - Deputy Principal

School Leader B \$159,091, Canberra (PN: 49222)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details:

School Overview:

Margaret Hendry School is a P-6 school located in the suburb of Taylor in the North Gungahlin Network. The school has recently been expanded with the capacity for 1200 enrolments. Margaret Hendry School participated in a Special Purpose Review in Term 2 2023, resulting in the establishment of a strategic focus on improving reading outcomes for all learners, increasing children's safety and wellbeing and enhancing communication effectiveness. The executive structure is one SLA, 2 SLBs and an SLC overseeing each year level cohort.

Support the Principal to develop and achieve whole-school strategic goals and implement the school / section plan.

Assist the Principal to manage the human, financial and physical resources of the school / section to achieve optimal social and educational outcomes for all students. Lead and coordinate the implementation of Directorate policies and procedures in all aspects of curriculum development and delivery, assessment and reporting and program evaluation. In conjunction with the Principal, develop and implement processes to ensure ongoing student and staff support, including staff supervision and professional development.

Support the Principal to establish and maintain positive and collaborative relationships with students, staff, parents / carers and stakeholder groups in the wider community. Seek appropriate feedback, advice, and ongoing professional development opportunities. Strategically coordinate, lead and support staff in promoting values, priorities, and initiatives of the public education system.

Eligibility/ Other Requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now Button

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

Contact Officer: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

School Leader C Junior Campus

School Leader C \$137,133, Canberra (PN: 46348)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Caroline Chisholm School is a dual campus P-10 school. Each day we live three key values of respect, responsibility, and perseverance, with four underlying beliefs of learning, equity, growth and inclusion. Our vision as a school community is to champion excellence and equity in our community. We hold high expectations and encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is seeking an executive teacher to work as an integral part of the P-10 executive team, specifically on our junior campus. The team consists of the school principal, four deputy principals and nine executive teachers who lead across the four domains of Teaching, Learning, Strategy and Wellbeing. The roles shift biennially, as such the successful applicants will show expertise across leadership capabilities.

The successful applicant will be team focused, agile and effective in all aspects of the operational nature of a P-10 school and will contribute to the strategic agenda through their work in one of the domains listed above.

Duties include, but are not limited to:

Collect, critically evaluate, and interrogate school wide data to inform teaching and learning cycles aligned with the Australian Curriculum version 9.0.

Lead the implementation of numeracy across P-6 including differentiation and response to intervention through coaching and mentoring processes.

Model, build and sustain respectful relationships with all groups in the school community.

Work as a member of a P-10 executive team to embed school wide initiatives, and current research.

Lead a multidisciplinary team to support students displaying complex and challenging behaviours.

Contribute to the development and achievement of whole school strategic goals including the quality improvement plan.

Undertake an appropriate teaching load as determined by the principal.

Eligibility/ Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011

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

How to Apply: Supporting statement (maximum five pages) addressing the leadership capabilities and be written with a focus on the key responsibilities specified for the position,

Current curriculum vitae and Name and contact details for two referees.

Applications should be submitted via the Apply Now Button

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

Contact Officer: Nicky Smith (02) 6142 0020 Nicky.Smith@ed.act.edu.au

School Improvement

North Canberra Gungahlin

Gold Creek School

Associate Principal Gold creek School Junior Site - Gold Creek School

School Leader B \$159,091, Canberra (PN: 23497)

Gazetted: 26 February 2024

Closing Date: 4 March 2024

Details: Gold Creek School is a P-10 International Baccalaureate (IB) School situated in the North/ Gungahlin network. We are seeking to recruit an experienced school leader with a commitment to high quality educational outcomes for students.

We cater for students from preschool to year 10 offering both the IB Primary Years Programme (PYP) and the IB Middle Years Programme (MYP). Our teachers and leaders are deeply committed to the principles of the IB, with its focus on academic excellence, differentiated instruction, rich co-curricular experiences and active global citizenship. We strive to develop global minded citizens who learn from one another, share unique perspectives, foster mutual respect, and cultivate the core values of an IB education. Gold Creek School is seeking an inspiring and innovative leader who will work in collaboration with the wider executive team to achieve the priorities outlined in the School Improvement Plan 2022-2026.

Leadership responsibilities include, but not limited to:

Lead the development, implementation and monitoring of high quality curriculum delivery with a focus on the International Baccalaureate Primary Years Program.

Coach staff in evidence based practices, with a strong focus on inclusive practices.

Lead and manage staff on the Gold Creek School Primary Site.

Lead Professional Learning Communities (PLCs) with teaching team/s through a collaborative culture focused on student learning and results.

Support the Principal as a part of the senior leadership team in the promotion and implementation of the school vision and School Improvement Plan.

Lead and monitor the implementation of the National Quality Framework in the preschools attached to GCS.

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)

Current ACT Teacher Registration through ACT Teacher Quality Institute (TQI).

For further information on ACT teacher registration refer to <https://www.tqi.act.edu.au/registration>

An Early Childhood Education qualification is highly desirable

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

How to apply: Please submit your response of no more than five pages, addressing the School Leader Capability Framework, together with your curriculum vitae and the names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Breen (02) 6142 1300 Daniel.Breen@ed.act.edu.au

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

Business Services

People and Performance

Recruitment

Director, Recruitment

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 33469)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: The Director, Recruitment will support the Directorate and Senior Director Recruitment in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

The Director Recruitment is one of two Director positions within the Section who will work collaboratively to support the functions of the Team. The Director Recruitment will have a focus on:

Centralised Recruitment offers and onboarding for all School based vacancies and positions.

Annual school leader, classroom teacher and school administrative employee transfer rounds

Regulatory processes including TQI Professional Registration and Working with Vulnerable People registration.

Day to day operational recruitment activities including utilising and evaluating data to meet the directorates teacher attraction and retention strategy.

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

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

How to Apply: Please provide a maximum one-page response outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now Button

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

School Improvement

North Gungahlin Network

Lyneham High School

Deputy Principal - Student Engagement - Lyneham High School

School Leader B \$159,091, Canberra (PN: 04121)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Lyneham High School is a 7-10 school located in the North Gungahlin Network with a total school enrolment of approximately 1080 students. Lyneham High builds on its strong traditions to provide an inclusive, dynamic and innovative learning community that values Care, Quality and Creativity. Lyneham High School is a Professional Learning Community where the professional work of staff is focused on collaboration, sharing knowledge and practice and achieving growth in learning outcomes for our students. A range of specialised programs, along with many extracurricular opportunities, ensure the talents, passions and needs of students across a range of backgrounds and abilities are met in targeted ways.

Lyneham High School is seeking a dynamic, innovative and collaborative SLB to lead and unite the school community. The successful applicant will demonstrate strength in building positive and productive relationships with student, staff and families.

Eligibility/Other requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Ford (02) 6205 6399 jacqui.ford@ed.act.edu.au

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

Office for Schools

Belconnen Network

Melba Copland Secondary School

SLC Maths and Technology

School Leader C \$137,133, Canberra (PN: 32692)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Melba Copland Secondary School is a 7-12 school located across two campuses in the Belconnen Network. The High School is 7-9 and the college is 10-12. MCSS is recruiting a SLC on the high school campus to lead the Maths and Technology Faculty, along with coordinating NAPLAN and School Professional Experience. HSR training is highly desirable.

The ideal candidate will work as part of a large executive team to enact the school's strategic agenda. As an instructional leader, they will foster respectful, and meaningful connections with our school community, while offering strategic guidance and mentoring to enable the successful execution of school programs and initiatives.

The successful applicant will be responsible for:

Implementation and quality assurance of the Australian Curriculum

Implementation of an effective, results-oriented PLC model.

Building teacher and LSA capacity through effective coaching, mentoring and instructional leadership.

Leading whole school events.

Engaging proactively with parents to enhance communication and collaboration for optimal educational outcomes.

Implement restorative practices to address conflicts and promote a positive school culture.

Demonstrate a commitment to Positive Behaviour for Learning as a framework, fostering a culture that prioritises positive behaviour, social-emotional development, and academic success for all students.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain TQI.

A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011 (WwVP).

Notes: Applicants may not be invited for interview if the position has been advertised where assessment can be made on the application and referee only. All applicants deemed suitable for the position will be placed in either a merit pool or a merit list, depending on the individual school's requirement at the time of advertising.

How to Apply: Please read the How to Apply section of the job advertisement and submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum six pages) curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adriano Di Crescenzo (02) 6142 0333 Adriano.diCrescenzo@ed.act.edu.au

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

School Performance and Improvement

North/Gungahlin

Throsby School

Executive Assistant & Enrolments Officer - Throsby School

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 52638)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Throsby School is a P-6 school located in Throsby in the Gungahlin region. The successful applicant will coordinate and oversee workflow & support the smooth flow of the Principal's office. They will also manage and coordinate student enrolments, functions & processes including data entry, absences and student records.

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) First aid certificate, or willing to undertake first aid training, is desirable.

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

How to apply: Please submit your response addressing the Selection Criteria together with your curriculum vitae and two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susannah Cooke (02) 6142 2880 Susannah.Cooke@ed.act.edu.au

Business Services

People and Performance

People and Conduct

Assistant Director Injury Management Business Partner

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 61097)

Gazetted: 27 February 2024

Closing Date: 5 March 2024

Details: The Assistant Director Injury Management Business Partner (IMBP) sits within the People and Conduct team of the People and Performance Branch. The IMBP is part of the greater HR Business Partnering team and is responsible for the front-end management of workers' compensation and non-compensation matters. The Assistant Director IMBP provides injury management advice and long-tail claim management across the Directorate's workforce.

The Assistant Director IMBP plays a critical role in building and maintaining positive relationships with key stakeholders including Chief Minister, Treasury, Economic Development Directorate (CMTEDD) Injury Management Team and EML. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Eligibility/ Other Requirements: This position requires a solid understanding of injury management in a HR context or relevant qualifications/experience in a similar role.

Note: This is a temporary position available immediately to 20 January 2025 with the possibility of permanency.

Selection may be based on application and referee reports only.

How to Apply:

Please submit a two-page written response addressing why you are best suited for this position and your experience against the Professional and 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: Anthony Goodwin 0438 432515 Anthony.Goodwin@act.gov.au

School Improvement and Performance

Belconnen Network

Charnwood Dunlop School

Staffing, communication and Enrolment Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 45706)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: We are seeking a highly motivated person to undertake the role of staffing, communication, and enrolment officer. The successful applicant will support the school executive team by developing, implementing, and maintaining processes that contribute to the efficient and effective management of the school, including staffing/human resource management. As part of the administration team, you will provide administrative support to the Executive Team and support the school with day-to-day staffing requirements, including the engagement and management of all relief staff. You will assist staff with leave submission and other staffing and HR enquiries. Under the direction of the Business Manager, the successful applicant will be required to work both independently and collaboratively to manage student enrolments and student records, as well as related ongoing administrative

processes. This includes the administrative tasks associated with processing enrolments from the enrolment app into the school's Sentral database, coordinating pre-enrolment interviews with relevant staff and verifying all required documentation.

The position also includes supporting the communication avenues to the school community, in particular coordinating, preparing and delivering the school newsletters and maintaining the school calendar. The successful applicant should demonstrate high level understanding of school administrative processes, as well as proficiency in the use of a variety of computer applications, databases, and spreadsheets, including the Sentral Administrative System, Microsoft Office and Google Suite (or an ability to learn and adapt accordingly). Applicants are strongly encouraged to discuss the position with the contact officer.

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

Applications should be submitted via the Apply Now Button

Contact Officer: Karrina Patterson (02) 6142 2680 Karrina.Patterson@ed.act.edu.au

School Performance & Improvement

Tuggeranong Network

Caroline Chisholm School

Principal - Caroline Chisholm School

School Leader A 3 \$208,684, Canberra (PN: 12084)

Gazetted: 27 February 2024

Closing Date: 14 March 2024

Details: Caroline Chisholm School is located in southeast Tuggeranong catering for students from Preschool to Year 10, with approximately 628 enrolments. The school comprises two co-located sites. The Junior Campus caters for Preschool to Year 6 students and the Senior Campus is designed to provide a Middle School for Years 7-8 and a Senior School for Years 9 and 10. We are well resourced with hall/gym, library, canteen and playing fields for each campus. The Senior Campus also has high quality facilities to provide VET pathways for students in Hospitality, Furniture and Horticulture. The dedicated staff work together to ensure students have a strong sense of belonging to the school community and an appreciation and realisation of their capabilities and potential. High expectations are articulated through a rigorous curriculum and co-curricular program allowing students to explore and develop their strengths and talents.

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages).

A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Collins 02) 6205 8219 EDU.DSIOffice@act.gov.au

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

School Improvement and Performance

Belconnen Network

Charnwood Dunlop School

Excursion and Administration Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 38169)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: This officer will lead the front office team at the school. As part of the front facing team, a welcoming, friendly, and helpful customer service approach is critical. The successful applicant will undertake a variety of administration tasks including telephone and in person enquiries, supporting first aid for students, and liaising with families. They will also manage the excursion processes and support the Intensive English Centre (IEC)

administration across the school. This includes the administrative organisation, booking venues and transport, creating the permission notes, collating, and recording responses and liaising with the coordinating executive staff member.

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

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

Applications should be submitted via the Apply Now Button

Contact Officer: Karrina Patterson (02) 6142 2680 Karrina.Patterson@ed.act.edu.au

School Improvement and Performance

Belconnen Network

Charnwood Dunlop School

Administrative Assistant

School Assistant 3 \$61,981 - \$66,477, Canberra (PN: 28683)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: Charnwood-Dunlop school is located in West Belconnen and caters for students from preschool to year 6.

We provide mainstream and disability education programs, host the Belconnen Intensive English Centre and offer a 3 year old preschool program. We have 400 students and a staff of 55 including teaching, administrative and educational support staff. Charnwood-Dunlop values its strong sense of community encouraging and enabling collaboration among parents, students, the School Board, school staff, and the wider community.

Charnwood-Dunlop School is looking for a highly motivated front of house administration assistant who will play a vital role in providing outstanding service and support to the school community. The successful applicant will undertake a variety of administration tasks including student attendance data, customer service, telephone enquiries and general reception and administrative support.

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

Applications should be submitted via the Apply Now Button

Contact Officer: Karrina Patterson (02) 6142 2680 Karrina.Patterson@ed.act.edu.au

Schools Performance and Improvement Division

Tuggeranong Network

Erindale College

Enrolment and Student Administration Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 19547)

Gazetted: 22 February 2024

Closing Date: 29 February 2024

Details: Provide high level administrative support within a specific work area. This includes maintaining and coordination of enrolments, student administrative systems and processes, records management and various publications whilst also contributing to the smooth operation of the Student Services environment

Eligibility/ Other Requirements:

Must have current ACT Working with Vulnerable People (WWVP) Registration

Note: This position may be filled by application and reference only

How to Apply: Please complete a two page pitch outlining your experience and focusing on the points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and completed referee report at time of application

Please note position may be filled by application and reference only

Applications should be submitted via the Apply Now button.

Contact Officer: Leica Burt (02)61422977 Leica.Burt@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

Environment

Resilient Landscapes

Biosecurity and Rural Services

Program Coordinator - Invasive animals and overabundant wildlife

Technical Officer Level 4 \$95,746 - \$109,072, Canberra (PN: 50061)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: The invasive animal and overabundant wildlife team are seeking a program coordinator to deliver overabundant wildlife programs and invasive species programs. We are seeking a team member who is motivated by program outcomes, able to collaborate with diverse stakeholders and enjoys the challenge of delivering critical land management programs. The role will be provided structured support and provides extensive opportunities for development and formal training.

Eligibility/ Other Requirements:

Mandatory:

Possess a manual C class drivers' licence.

Relevant tertiary qualifications in natural resource management or equivalent relevant working experience in natural resource management program delivery.

Highly Desirable:

Be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings.

Understanding of Incident Control Systems (ICS) and experience in operating in an Incident Management Team desirable.

Note: This is a temporary position available immediately to 25 June 2025.

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 each of the seven Selection Criteria listed in the Position Description.

Please limit responses to a maximum of 350 words per criterion.

Applications should be submitted via the Apply Now Button

Contact Officer: Mark Sweaney (02) 6205 0526 Mark.Sweaney@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Biosecurity Veterinarian

Veterinary Officer Level 2 \$101,052 - \$133,965, Canberra (PN: 33389)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Are you thinking about your next career move? Perhaps you're looking for something a bit different and are looking to experience a role with a bit of case diversity? The Biosecurity and Rural Services team located at Stromlo are seeking a self motivated veterinarian to join our friendly team.

As our Biosecurity Veterinarian, you will conduct and assist a variety of activities to achieve efficient and effective delivery of operational goals relating to biosecurity (animal health/disease preparedness and response).

This position may offer the ability to work remotely at times, in addition to office based work. There may be some in field and stakeholder extension work as part of the role.

This position is open to registered veterinarians.

Eligibility/ Other Requirements: Degree in Bachelor of Veterinary Science

Note: This is a temporary position available immediately to 30 June 2024 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: Please provide a response to each of the seven Selection Criteria listed in the Position Description .

Please limit responses to a maximum of 350 words per criterion.

Applications should be submitted via the Apply Now Button

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments Projects

Project Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 50058)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details:

The ACT Parks and Conservation Service (PCS) is responsible for the management of our parks, reserves, and commercial forests. PCS protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. This position sits in the National Parks and Catchments Projects team, which is a key project delivery arm of the National Parks and Catchments region of PCS. This team delivers infrastructure renewal, visitor access and enhancement, and catchment resilience projects stemming chiefly from the Orroral Valley fire. This team works closely with the Namadgi, Tidbinbilla and Murrumbidgee River Corridor Teams who lead and deliver broader operational programs across the National Parks and Catchments region.

The successful applicant will be a motivated professional who will develop and implement medium scale works projects in Namadgi National Park and across the National Parks and Catchments region. Projects are chiefly focussed on infrastructure renewal, visitor access and enhancement, and water quality management, and will include walking trail resilience upgrades, picnicking and camping facility upgrades, road access improvements, and catchment remediation actions.

Eligibility/ Other Requirements:

Mandatory:

Tertiary qualifications and experience in natural resource management, environmental science or equivalent

Vehicle driver's license

Able to work alone in remote areas

Be prepared to wear a uniform

Have current ACT Working with Vulnerable People (WWVP) Registration

Highly desirable:

Experience in construction, especially in the protected area estate

Ability to use ArcGIS and in-field mapping technology

Note: This is a temporary position available immediately to 31 March 2025 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Tom McElroy 0427805952 Tom.McElroy@act.gov.au

Environment, Heritage and Water

Office of Nature Conservation

Biodiversity Policy

Director, Nature Conservation Policy

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 16011)

Gazetted: 27 February 2024

Closing Date: 19 March 2024

Details: This is an exciting opportunity to shape the future of nature conservation in the ACT. The newly formed Office of Nature Conservation (ONC) brings together policy, science and data expertise to accelerate and coordinate unified thinking and action to respond to the immense conservation challenges facing the ACT. We work closely and collaboratively with multiple partners within and beyond government. We are seeking a creative, collaborative and dynamic leader of ONC's Nature Conservation Policy team.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications in environmental policy, environmental science, natural resource management, public policy, or related disciplines.

Postgraduate qualifications in environmental policy, environmental science, natural resource management, public policy, or related disciplines;

Knowledge of ACT or similar ecosystems and environmental management issues;

Three years senior level experience in government or other complex institutional environment related to nature conservation/biodiversity, driving policy and/or strategic processes.

Notes: A Merit Pool will be established from this selection process and may 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 include a CV and a 2-3 page response to the selection criteria (responding to each selection criterion in turn, not a single consolidated response). You are welcome and encouraged to discuss the position with the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney 0422281818 Rosie.Cooney@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Governance, Assurance and Performance and Government Services

Governance Coordination Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64778)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Do you have experience providing supporting services across areas of governance, audit, risk, performance planning and reporting or parliamentary/assembly related services? Are you looking for the chance to expand your skills? Then we offer an exciting opportunity!

The Governance, Assurance and Performance (GAP) and Government Services teams at the Environment, Planning and Sustainable Development Directorate (EPSDD) provide advisory and support services on organisational governance, strategic performance reporting, audit, strategic asset management, business risk and emergency management, and government and ministerial services. The teams sit within the broader corporate services division of the Directorate, bringing connections across Strategic Finance, ICT and Assets, and People and Capability.

The vacancy: The advertised position covers work across both the GAP and Government Services teams over ten months. Working across these teams, you will play an essential role in contributing to a range of services and projects. Primarily in the areas of committee secretariat coordination, assisting with research and development of policies and briefs, and working with the Government Services team on the progression of critical Cabinet, ministerial and Assembly related material.

We are looking for a motivated and curious person who enjoys learning and can think logically, prepare clear and accurate written material and who is comfortable engaging with team mates and colleagues to find best fit solutions and outcomes. We need an outgoing, confident, team player who is able to work across a broad scope of areas and is committed to supporting the Directorate and its staff deliver on its goals, objectives and commitments. The position description provides more detail on this exciting opportunity.

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

This position will combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Note: This is a temporary position available immediately for 10 months. An order of merit may be used to fill further vacancies within the broader GAP and Government Services teams.

How to Apply: To apply, you will need to submit:

a pitch of no more than one page outlining your relevant Skills, Knowledge, Behaviour and experience against the Selection Criteria;

a current curriculum vitae and;

provide the names and contact details of two referees, including one referee who is a current/recent supervisor.

Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Phillips (02) 6205 1225 Ian.Phillips@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 Human Rights Commission

Victims of Crime Commissioner

Family Violence Safety Action program

Family Violence Safety Action Program - Case Coordinator

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 58849)

Gazetted: 27 February 2024

Closing Date: 11 March 2024

Details: Do you currently work with victim survivors of family violence? Would you like to work in a passionate team, applying emerging research to address family violence risk?

The Family Violence Safety Action Program (FVSAP) based at Victim Support ACT (VSACT) is seeking a highly motivated individual with excellent advocacy and communication skills to join our team at the ACT Human Rights Commission.

The FVSAP team provide a collaborative, wrap around response to matters where there is serious risk of family violence harm or lethality. Working under the direction of the FVSAP Assistant Directors, the Case Coordinator will undertake a range of duties to support safe and appropriate responses to victim survivors who are at risk of serious harm or lethality due to domestic and family violence.

The FVSAP utilises frameworks including Safe and Together and MARAC to support the wider ACT system to increase perpetrator visibility and accountability to reduce serious risk of harm or lethality.

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

Understanding of the legal and service systems that interact with persons affected by, or using DFV is highly desirable.

This position requires a Working with Vulnerable People Check.

This position requires a National Police 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.

How to Apply: Please submit a two-page pitch which demonstrates the capability requirements listed in the Position Description and why you would like to undertake this role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now Button

Contact Officer: Kim Ward (02) 6207 1517 Kim.Ward@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Courts Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64054)

Gazetted: 28 February 2024

Closing Date: 6 March 2024

Details: Expressions of Interest (EOI) are sought for a newly created temporary role of Senior Finance Officer position at the ACT Courts and Tribunal. The Courts Finance team are looking for an enthusiastic person with management and financial accounting experience in order to provide high quality financial advice to a range of stakeholders on budget management and financial performance reporting.

The primary role is to support a range of ad hoc, monthly and end of financial year accounting tasks within tight reporting deadlines. The role will be pivotal in assisting the Senior Director Finance in maintaining the complex

accounting requirements for the Public Private Partnership (PPP). This role will also assist the Management Accountant with the internal budget allocation, financial modelling, Financial Management Report (FMR) and Business Unit compilation and analysis and reporting using the TM1 application. The right person will have advanced excel skills to undertake complex analysis and forecasting for financial reporting.

This role will have supervisory responsibility to oversee accounts payable, accounts receivable, banking and trust transfers, general ledger journals and account reconciliations. This is a pivotal role to provide guidance to and contribute to end of financial year deadlines, financial reporting and other external reporting deadlines. A good working knowledge of the Microsoft Office Suite, Trim, APIAS, Oracle, EMS is essential. A good working knowledge or ability to quickly gain a good working knowledge in TM1 in budgets, forecasting and FMR variance reporting is highly desirable.

This role will appeal to a person who has good attention to detail, likes working in a busy office, can effectively communicate with internal and external clients and can negotiate and interpret legislation and procedural guidance.

Eligibility/Other requirements: Qualifications in accounting or equivalent, CPA or ICA membership is highly desirable.

Notes: This is a temporary position available immediately for a period of up to six months. This position is available to ACT Government officers and employees only.

A merit pool will be established from this selection process. Selection may be based on application and referee reports only.

How to apply: Applications are to include the following:

A one-page personal pitch, a curriculum vitae, and details of two referees.

You are encouraged to make contact with the Contact Officer for more information.

Applications should be sent to the Contact Officer.

Contact Officer: Leanne Thomas (02) 6207 6539 Leanne.Thomas@Courts.act.gov.au

ACT Government Solicitor

Several

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 50992, several)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: The ACT Government Solicitor is seeking applications from motivated and committed self-starters to fill the position of Executive Assistant to a member of our Executive Team.

The Role

This position provides high level executive support to a member of the ACTGS Executive Team. To be successful in the role, the Executive Assistant is required to exercise a considerable degree of independence and sound judgement. The Executive Assistant is also required to deal with sensitive issues and have the capacity to continuously prioritise matters.

The Executive Assistant liaises with stakeholders at all levels within the ACTGS and the ACT Government and must maintain a high level of confidentiality and discretion, respond quickly to business needs, and adhere to tight timeframes.

Competitive candidates will demonstrate excellent organisational and interpersonal skills, the ability to provide excellent support to executives and work flexibly within a team environment. If you possess these skills and exhibit strong attention to detail, as well good judgement in a variety of situations you should consider this role.

Eligibility/Other requirements: The successful applicant will be required to undergo a National Police Check.

The successful applicant must be available to commence in their new role within six weeks of acceptance of offer.

Notes: An order of merit may be established for the purposes of recruiting similar positions in the future.

Applicants may be selected on application only.

How to apply: Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the Professional/Technical skills and Knowledge and the Behavioural Capabilities. The pitch is not to exceed two pages and the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities can be found in the Position Description.

The details of two referees that can be contacted are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndal Bennett (02) 6207 0666 actgshr@act.gov.au

ACT Government Solicitor

Legal Practice

Solicitor - Permanent and Temporary positions available

Government Solicitor 1 \$85,148 - \$125,754, Canberra (PN: 31925, several)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: Are you excited about growing and developing the breadth of your government legal expertise? If so, consider applying for roles at the ACT Government Solicitor (ACTGS).

The ACTGS is the ACT Government's legal service provider and offers broad opportunities to successful candidates to excel as a Government Solicitor.

Together with the Office of the Solicitor-General, ACTGS operates as a legal practice providing legal services which aim to protect the interests of the Territory, its Ministers and agencies. ACTGS is seeking motivated lawyers with experience and interest in the following areas of practice:

Public and Constitutional Law; Citizen Rights and Welfare; Claims, Inquests and Inquiries; Commercial Advising and Commercial Dispute Resolution; Property, Land and Construction; and Regulation and Employment.

Role of Solicitor

Under direction of the Practice Leader, the Solicitor provides legal services on routine matters. The Solicitor assists more experienced lawyers in the preparation and conduct of routine matters before courts and tribunals.

Advice provided by the Solicitor typically includes matters that may be critical to the achievement of the overall objectives of Directorates or Agency, or the broader ACT Government.

For more information relating to the duties please refer to the attached Position Description.

ACTGS Career Development and Workforce

ACTGS actively encourages development of solicitors through movement between areas of practice. Development strategies also include transfers and outplacements with ACT Government agencies both at level and through higher duty opportunities.

ACTGS also supports hybrid working arrangements which meet operational requirements.

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

Eligibility/Other requirements: Applicants must be admitted as an Australian legal practitioner.

Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

Notes: An order of merit may be established for the purposes of recruiting similar positions in the future.

Applicants may be selected on application only.

How to apply: Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the Professional/Technical skills and Knowledge and the Behavioural Capabilities. The pitch is not to exceed two pages and the Professional/Technical skills and Knowledge, and the Behavioural Capabilities can be found in the Position Description.

The details of two referees that can be contacted are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndal Bennett (02) 6207 0666 actgshr@act.gov.au

Legislation, Policy and Programs

Criminal Law

Senior Policy Officer

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 60145)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Legislation, Policy and Programs is seeking applications from an experienced Senior Policy Officer, at the SOG C level, to deliver complex and technical legal policy work across our Branch. The Criminal Law Branch works on a broad range of criminal law policy issues including bail and sentencing policy, criminal procedure and regulatory policy, corrections and policing policy and criminal law responses to domestic, family and sexual violence. The successful applicant will progress an extensive work program and prepare high quality reports, briefs, submissions and correspondence for Ministers. The successful applicant will develop and promote positive relationships with key stakeholders, manage secretariat functions for high level meetings and will work closely with JACS Executive members.

To be successful, the applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills. An understanding of or experience working in the criminal justice system is desirable.

Eligibility/ Other Requirements: Relevant tertiary qualifications in law or a related field is highly desirable but not essential.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

Legislation, Policy and Programs

Criminal Law

Senior Policy Officer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 53514)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Legislation, Policy and Programs is seeking applications from an experienced Senior Policy Officer, at the SOG C level, to deliver complex and technical legal policy work across our Branch. The Criminal Law Branch works on a broad range of criminal law policy issues including bail and sentencing policy, criminal procedure and regulatory policy, corrections and policing policy and criminal law responses to domestic, family and sexual violence. The successful applicant will progress an extensive work program and prepare high quality reports, briefs, submissions and correspondence for Ministers. The successful applicant will develop and promote positive relationships with key stakeholders, manage secretariat functions for high level meetings and will work closely with JACS Executive members.

To be successful, the applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills. An understanding of or experience working in the criminal justice system is desirable.

Eligibility/ Other Requirements: Relevant tertiary qualifications in law or a related field is highly desirable but not essential.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

ACT Corrective Services

Operational Support

Policy and Risk Management

Director, Quality Assurance and Risk

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64772)

Gazetted: 26 February 2024

Closing Date: 12 March 2024

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Director, Quality Assurance and Risk (SOGB), Operational Support.

The successful applicant will provide strategic leadership and day to day supervision and management responsibilities for the Quality Assurance and Risk Management Unit including achieving objectives and monitoring performance against the Business Unit Plan.

In addition, you will conduct ongoing monitoring and reporting of a variety of quality assurance and risk management activities and build productive working relationships with internal and external stakeholders, to ensure quality and risk management activities are completed in accordance with shared objectives.

Further to this, you will review, innovate and enhance audit and risk standards, reporting, assessments and activities, through consultation with stakeholders and research to reflect best practice and ensure accuracy and integrity, and recommend business improvements.

To be successful, you will demonstrate experience in governance and risk management, exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents undertake research and analysis and interpret legislation, regulations, corporate objectives, instructions and other guideline materials relating to the quality assurance and risk management activities of the agency.

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

Eligibility/Other Requirements:

A degree or equivalent qualification in a relevant technical (compliance/risk management/auditing) or justice related field in such as or a minimum of five years relevant experience is highly desirable.

The successful candidate will be required to undergo a National Police check.

How to Apply: To apply, applicants are required to submit two items:

A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements;

a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Reuben (02) 6205 3389 Liz.Reuben@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law and Criminal Law Branches

Policy Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 42654, Several)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: Do you enjoy a challenge and want to help shape the direction of the ACT's justice system in a fast-paced and dynamic work environment? The Civil and Regulatory Law Branch and Criminal Law Branch in the Justice and Community Safety Directorate each have an exciting opportunity available for individuals looking to work in legal policy, who would like to contribute to achieving great outcomes for the ACT community.

One ASO6 position is available in each Branch. A permanent ASO 6 Policy Officer role is available in our Housing and Consumer protection team in the Civil Law Branch and a temporary vacancy with the possibility of permanency is available in our Domestic, Family and Sexual Violence team in the Criminal Law Branch.

Civil and Regulatory Law's Housing and Consumer Protection team is responsible for legislation governing private housing such as tenancy and strata law and other civil laws such as defamation, succession, consumer protection and a range of regulatory matters. As a member of the Civil and Regulatory Law Branch, you will also contribute to the wellbeing of Canberrans through your work on the administration of the justice system and developing and administering a variety of justice and community safety initiatives.

Criminal Law's Domestic, Family and Sexual Violence team is responsible for progressing law reform relating to family and sexual violence including in relation to the administration of civil and criminal law proceedings for these matters. The Criminal Law Branch also provides scrutiny advice to our ACT Public Sector colleagues in relation to the construction and framing of offences in ACT legislation.

As a Policy Officer, under the supervision of team leaders, you will be a part of work developing and implementing policy and legislation relating to general criminal, civil and commercial law.

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

Eligibility/ Other Requirements:

Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications is highly desirable.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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: Candidates will be assessed against the ASO6 level and must specifically indicate which position they are applying for in their application.

Please submit:

a pitch of no more than two pages, describing how you would approach the role and addressing the technical/professional and behavioural capabilities from the Position Description.

a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Keira Germech (02) 6205 3310 Keira.Germech@act.gov.au

This is a temporary position available immediately for a period of up to 6 months with the possibility of extension up to 12 months and/or permanency.

Victims of Crime Commissioner

Family Violence Safety Action Program

Family Violence Safety Action Program - Perpetrator Response Advisor

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 58850)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Do you currently work with perpetrators of family violence? Would you like to work in fast paced and productive team, applying emerging research to address family violence risk?

The Family Violence Safety Action Program (FVSAP) based at Victim Support ACT (VSACT) is seeking a highly motivated individual with excellent advocacy and communication skills to join our team at the ACT Human Rights Commission.

The FVSAP team provide a collaborative, wrap around responses to matters where there is serious risk of family violence harm or lethality. Working under the direction of the FVSAP Director, and alongside victim survivor case coordinators, the Perpetrator Response Advisor (PRA) will provide domestic and family violence informed case coordination in relation to high-risk perpetrators.

The PRA focuses on the causal factors of DFV perpetration and mapping perpetrator patterns of violence. The role utilises frameworks including Safe and Together and MARAC to support the wider ACT system (agencies that engage with perpetrators including ACTCS, AFP, CYPS, AoD agencies and MH agencies) to increase perpetrator visibility and accountability to reduce serious risk of harm or lethality.

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

Understanding of the legal and service systems that interact with persons affected by, or using DFV is highly desirable.

This position requires a Working with Vulnerable People Check.

This position requires a National Police Check.

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

How to Apply: Please submit a two-page pitch which demonstrates the capability requirements listed in the Position Description and why you would like to undertake this role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now Button

Contact Officer: Claire Chapman (02) 6205 3157 Claire.Chapman@act.gov.au

Corrective Services

Offender Reintegration

Programs Unit

Programs Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 16040)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Programs Officer (ASO6).

The position is part of a skilled team committed to effective program delivery for offenders and detainees in both the community and in custody.

Working closely with other Programs Officers, under the direction of a Team Leader, you will deliver therapeutic and psychoeducational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation.

You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute verbal and written reports.

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

Eligibility/ Other Requirements: Compliance Requirements/Qualifications

Experience working with offenders is highly desirable.

Tertiary qualifications in a relevant discipline, such as Psychology, Education, Social Work or Behavioural Sciences are highly desirable.

This position requires Working with Vulnerable People registration.

The successful candidate may be required to undertake some evening work and may be provided the opportunity to perform some weekend work.

Background police checks will be conducted.

Driver's licence is essential.

The occupant of this role will be required to work at various ACTCS locations including the AMC and 2 Constitution Avenue, Canberra City.

How to Apply: Applicants are required to submit three items: (1) one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees, with one referee being a current supervisor/manager; and (3) a copy of your Driver's Licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now Button

ACT Corrective Services

Custodial Operations

AMC Property Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 44628)

Gazetted: 23 February 2024

Closing Date: 8 March 2024

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of AMC Property Officer (ASO4) –within Custodial Operations.

The successful applicant will assist with the accurate and prompt processing of detainee property as well as the management of detainee discharges at the AMC.

Further to this, you will be required to undertake a range of administrative and customer service tasks, including preparation of agendas and minute taking, manage property records and documents including databases.

To be successful, you will have the ability to work in a demanding and busy environment, have strong administration skills and the ability to effectively communicate with a diverse range of stakeholders including Custodial Officers and detainees.

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

Eligibility/ Other Requirements:

This position does require a Working with Vulnerable People registration.

How to Apply:

To apply, applicants are required to submit four items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements ; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager) ;and (4) a copy of your current Working with Vulnerable People registration. Please ensure you submit all four items.

Applications should be submitted via the Apply Now Button

ACT Corrective Services

Offender Reintegration

Executive Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 50553)

Gazetted: 23 February 2024

Closing Date: 15 March 2024

Details: ACT Corrective Services (ACTCS) is looking for a highly motivated and conscientious person to fill the position of Executive Officer to the Assistant Commissioner, Offender Reintegration.

As the Executive Officer to the Assistant Commissioner, you will provide high level organisational and practical support to achieve the business goals. This will include supporting the implementation and regulation of strategic organisational initiatives.

The successful candidate will demonstrate high quality customer service and will maintain effective liaison between ACTCS and other directorates and external organisations.

Further to this, the successful candidate will provide secretariat support in meetings as required, including drafting correspondence, briefings and reports including to ministerial, cabinet and other high level requests.

To be successful, you will have the ability to work in a demanding environment, possess excellent communication and interpersonal skills, in addition to having a high attention to detail and strong organisational and coordination skills

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

Eligibility/ Other Requirements: The successful candidate will be required to undergo a National Police check.

2. Demonstrated computer literacy with experience in the use of Windows based computer applications is highly desirable.

3. This position does require a pre-employment medical.

How to Apply: To apply, applicants are required to submit two items: (1) a one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now Button

Contact Officer: Narelle Pamplin (02) 6205 0197 Narelle.Pamplin@act.gov.au

Justice

ACT Courts and Tribunal

Registrar's Office (Magistrates and Supreme Courts)

Registry Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 23219, several)

Gazetted: 22 February 2024

Closing Date: 7 March 2024

Details: The ACT Courts and Tribunal are looking for Registry Officers to work across various teams across the ACT Courts Registry. These roles will have a particular purpose to support workloads, priorities, and operational requirements as they emerge across various teams and functions.

Under the supervision of a Team Leader, you will provide administrative services, and support to judicial officers, court users and clients across various jurisdictions of the Magistrates and Supreme Courts. This includes timely and accurate processing of documents and court orders on court files, recording and managing of court outcomes, and managing and monitoring payments and collection of public monies as required at the front counter of the ACT Law Courts.

The nature of the Registry Officer role is such that you may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal will provide support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

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

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

How to Apply: Please submit a maximum two-page pitch, addressing the Professional/Technical and Behavioural Capabilities set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Ibrahim (02) 5124 9613 marianne.ibrahim@courts.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

Deputy Chief Projects Officer

Temporary Vacancy (1 April 2024 to 1 October 2024)

Major Projects Canberra

Office of the Chief Projects Officer

Position: E1198

(Remuneration equivalent to Executive Level 3.3)

Circulated to: Band 2 and Band 3 Executives

Date Circulated: 23 February 2024

Major Projects Canberra is seeking a highly experienced and skilled executive leader to perform the role of Deputy Chief Projects Officer (DCPO) for six-months, with the possibility of extension, pending recruitment.

Reporting to the Chief Projects Officer, the DCPO is a key position within Major Projects Canberra (MPC). The DCPO provides strategic leadership across MPC and ensures key ACT Government infrastructure projects are delivered in a safe, timely, value for money and quality manner.

The DCPO leads and provides support and guidance to the project directors of four Designated projects – Canberra Hospital Expansion Project, Canberra Theatre redevelopment, CIT Woden Projects and the Northside Hospital Project.

Qualifications/Requirements

Mandatory:

- The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects.
- Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

Desirable:

- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

To apply: If you are interested in this exciting opportunity, please provide no more than two pages addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications to Dee Chicco via email, dee.chicco@act.gov.au by COB Friday 8 March 2024.

Contact Officer: Dee Chicco 6205 2778 dee.chicco@act.gov.au

Property and Government Insourcing Group

ACT Property Group

Integrated Facilities Management – Property Upgrades Team

Director, Property Maintenance Team

Infrastructure Officer 4 \$141,407 - \$160,178, Canberra (PN: 64627)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: ACT Property Group (ACTPG) Integrated Facilities Management (IFM) Team is responsible for the delivery of both planned and reactive repairs and maintenance (R&M) services as well as building and property upgrades. ACTPG are looking for a highly motivated and energetic individual to fill the position of Director, Property Maintenance. This position provides oversight and leadership for all planned repairs and maintenance activities across a large portfolio of sites and buildings.

The Director, Property Maintenance will take on a senior leadership responsibility within the Property Maintenance and Upgrades section and contribute to strategic planning and collaboration across the ACTPG.

To succeed in this position, you will need to demonstrate extensive skills and experience in people management, procurement, and contract management as well as well-developed negotiation and communication skills.

A key focus of this position for the first 12 months will be to coordinate a suite of business improvements and operational governance to ensure consistency in business practices and record management as well as regulatory compliance in the procurement of goods and services.

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

Eligibility/ Other Requirements:

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

Hold significant building and/or infrastructure knowledge and/or project management experience.

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV) and a Project Management qualification (Diploma);

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

How to Apply: Please review the Position Description along with the advertisement for details about the role and associated responsibilities and expectations. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now Button

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

Contact Officer: SeanA Colson 0412931834 SeanA.Colson@act.gov.au

Property and Government Insourcing Group

ACT Property Group

Integrated Facilities Management

Infrastructure Project Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 22609)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: This position will provide administrative and technical support for an operational governance review. The position will work with a supervisor and teams to identify current processes and gaps and develop and implement process improvements. Under direction you will develop process maps, standard operating procedures and file management structures needed to streamline and manage team tasks and activities. The role will assist in developing a suite of documents to support the day-to-day running of the business. Under direction you will also be tasked with other duties to assist in the operation of the broader section.

Technical capabilities required include strong IT and writing skills and the ability to develop documents using the suite of Microsoft Office products. The ability to engage with people and teams to assist in gaining a clear understanding of operational processes is important. As is the ability, under direction, to then articulate this into clear and practical operational processes.

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

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

Eligibility/ Other Requirements: This position requires:

Experience in a field such as Public Sector, Business Administration, Governance, Policy Development or Business Analyst that will support your capabilities to undertake the requirements of this position.

A current driver's licence (car).

Hold or have the capacity to obtain White Card, Silica Awareness and Asbestos Awareness.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

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

A current Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now Button

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

Contact Officer: John Dickie 62130700 ACTPGCorporate@act.gov.au

Suburban Land Agency

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

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

Governance & Corporate Services

Work Health and Safety

Director, WHS

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 40201)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Are you a highly experienced and committed individual focussed on delivering high quality outcomes to support organisational safety and performance? Then this position may be for you. The Director, WHS is part of the Agency's Governance & Corporate Services Branch and reports to the Senior Director, People and Culture. In this position you will be required to demonstrate strong leadership skills and be an affective communicator that is able to influence organisational outcomes. This role provides high level advice to SLA Executive, Board committees and staff and is responsible for WHS and wellbeing initiatives.

This role provides an opportunity to work closely with WHS colleagues across the ACT Public Service, including our colleagues in = EPSDD. The Director leads several WHS Committees, participate in Whole of Government project working groups, and respond to audit recommendations. Furthermore, this position is required to think strategically so you will need have strong prioritisation and people management skills in this diverse and face paced role.

At SLA we are committed to the ACTPS Flexible Work Policy and we live these values. In this role, there will be an operational requirement to work within the office approximately 2 days per week and be available to attend other face-to-face workshops, site visits and Board Committee meetings as required.

Eligibility/Other Requirements

Highly Desirable

A minimum of five years' experience in a relevant field

Relevant tertiary and/or professional qualifications in Workplace Health and Safety; Project Management; and/or Planning or related specialities

Previous experience working within Government.

Notes: This is a temporary position available from 19 April 2024 to 9 May 2025 with 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 will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This is a Canberra based position.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Brooks (02) 6207 0637 Cherie.Brooks@act.gov.au

Suburban Land Agency

Governance and Corporate Services

Work Health and Safety

Assistant Director, Work, Health, and Wellbeing

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 53325)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: Are you a highly proficient and experienced WHS Officer that is agile, a strong communicator and can influence a positive culture focussed on safety and performance? If so, this position may be for you. In this position you will need to have strong initiative, be able to drive converse with a range of stakeholders and lead a variety of meetings as required. We are looking for a team player who is collaborative and dedicated to the organisational safety.

The Assistant Director – Work, Health and Wellbeing reports to the Director – Work Health and Safety and plays a key role in delivering on the Agency's commitment to the health, safety and wellbeing of our people. This role provides work health safety and wellbeing advice, assistance and support in relation to WHS and wellbeing legislative obligations, standards and policy within the Agency.

To be successful in this role, you will have extensive experience in WHS and Wellbeing, an ability to work independently as well as part of the team where you will contribute to strategic planning of priorities and health and wellbeing initiatives.

There is also a requirement to attend onsite inspections and working in the office approximately two days per week under flexible work arrangements.

Eligibility/ Other Requirements: Mandatory and Highly Desirable

Certificate IV in Workplace Health and Safety (Highly Desirable)

Certificate IV in Training and Assessment (TAE) and/or qualifications and experience in WHS auditing (highly desirable)

Driver's licence class C is (mandatory)

First aid or fire warden qualification and/or willingness to obtain one and be designated as first aid and/or fire warden officer (highly desirable)

Note: This is a temporary position available immediately to 19 May 2024 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now Button

Contact Officer: Joanne Jeacocke (02) 6205 9519 Joanne.Jeacocke@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

Director-General

Temporary Vacancy (1 March 2024 to 30 April 2024 with possible extension)

Transport Canberra and City Services

Position: E918

(Remuneration equivalent to Executive Level 4.3)

Circulated to: Band 3 Executives

Date Circulated: 22 February 2024

The Head of Service is seeking applications for the short-term filling of Director-General Transport Canberra and City Services.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$463,868 - \$482,488 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$413,783.

To apply: Interested applicants are requested to submit a covering letter, current curriculum vitae and the details of two referees. A detailed application is not

required. Please submit by email to Kathy Leigh by Noon 27 February 2024.
Contact Officer: Kathy Leigh

ACT NoWaste

Strategic Coordination and Planning

Senior Project Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 50042)

Gazetted: 28 February 2024

Closing Date: 20 March 2024

Details: Do you want to make a positive difference to the way Canberra sustainably manages waste? ACT NoWaste is seeking a motivated, dedicated and high performing Senior Project Officer to work in the Strategic Coordination and Planning team to deliver exceptional waste services.

ACT NoWaste is unique in recycling and waste management in Australia. We work across both state/territory and local government-level functions, which provides opportunities to influence waste management outcomes and deliver sustainable services to the ACT community.

You will join a small team of highly experienced officers who work collaboratively and responsively to deliver waste service projects. ACT NoWaste is a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Responsibilities for this position include: project management, quantitative and qualitative analysis, supporting the development of waste management solutions and project deliverables, and public sector procurement. Tasks that you can enjoy at work include research and analysis, critical thinking to manage complex issues, stakeholder engagement, communication, attention to detail, drafting and preparation of documents and opportunities to learn.

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 LGBTQI are encouraged to apply.

(ACT NoWaste currently operates under hybrid working conditions. There is an expectation the successful candidate has the ability to be present in the Dickson Office a 1-2 days a week and when required.)

Eligibility/ Other Requirements: Qualifications or experience in projects or procurement management would be highly regarded

Note: This is a temporary position available immediately to 31 December 2025. A Merit Pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

How to Apply: In order to apply, please submit your curriculum vitae and a three-page pitch discussing your experience and aptitudes against the Skills and Knowledge, and Behavioural criteria listed in the Position Description. Shortlisted applicants will be required to undertake a written component as part of the interview process.

Applications should be submitted via the Apply Now Button

Contact Officer: Janice Carruthers (02) 6207 9592 Janice.Carruthers@act.gov.au

City Services

City Presentation

Urban Treescapes

Technical Officer, Programs

Technical Officer Level 3 \$83,414 - \$93,809, Canberra (PN: 49302)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Do you have a passion for protecting trees and a desire to work as part of a small, supportive team? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the

maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Technical Support Officer, Programs available immediately.

The Technical Support Officer, Programs is responsible for providing administrative and technical support to the Urban Treescapes Programs team including processing of invoices, assisting with budget reporting documentation, preparation of correspondence, data collection, and carrying out technical assessments of trees. This position will be based in Dickson but will require occasional field work throughout Canberra's urban open space.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than three pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now Button

Contact Officer: Sagi Liberman (02) 6205 3762 Sagi.Liberman@act.gov.au

City Services

City Presentation

Urban Treescapes

Technical Officer, Programs

Technical Officer Level 3 \$83,414 - \$93,809, Canberra (PN: 49301)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Do you have a passion for protecting trees and a desire to work as part of a small, supportive team? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Technical Support Officer, Programs available immediately.

The Technical Support Officer, Programs is responsible for providing administrative and technical support to the Urban Treescapes Programs team including processing of invoices, assisting with budget reporting documentation, preparation of correspondence, data collection, and carrying out technical assessments of trees. This position will be based in Dickson but will require occasional field work throughout Canberra's urban open space.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

Note: This is a temporary position available immediately for up to 6 months with the possibility of extension up to 6 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool may

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

How to Apply: Applications should include:

A statement of no more than three pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted to the Contact Officer

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

City Services

City Presentation

Urban Treescapes

Technical Officer, Programs

Technical Officer Level 3 \$83,414 - \$93,809, Canberra (PN: 54952)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Do you have a passion for protecting trees and a desire to work as part of a small, supportive team? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Technical Support Officer, Programs available immediately.

The Technical Support Officer, Programs is responsible for providing administrative and technical support to the Urban Treescapes Programs team including processing of invoices, assisting with budget reporting documentation, preparation of correspondence, data collection, and carrying out technical assessments of trees. This position will be based in Dickson but will require occasional field work throughout Canberra's urban open space.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than two pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now Button

Contact Officer: Sagi Liberman (02) 6205 3762 Sagi.Liberman@act.gov.au

City Services

City Presentation

Urban Treescapes

Technical Support Officer, Programs

Technical Officer Level 2 \$71,955 - \$81,886, Canberra (PN: 18125)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Do you have a passion for protecting trees and a desire to work as part of a small, supportive team? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Technical Support Officer, Programs available immediately.

The Technical Support Officer, Programs is responsible for providing administrative and technical support to the Urban Treescapes Programs team including processing of invoices, assisting with budget reporting documentation, preparation of correspondence, data collection, and carrying out technical assessments of trees. This position will be based in Dickson but will require occasional field work throughout Canberra's urban open space.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than two pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now Button

Contact Officer: Alana Siqueira (02) 6207 6034 Alana.Siqueira@act.gov.au

City Services

City Presentation

Urban Treescapes

Team Leader, Planting

General Service Officer Level 7 \$71,955 - \$75,787, Canberra (PN: 54953)

Gazetted: 28 February 2024

Closing Date: 13 March 2024

Details: Are you a leader who can nurture a team and keep Canberra green? If so, you could help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, temporary vacancy for the role of Team Leader, Planting available immediately for up to 6 months with the possibility of extension and/or permanency.

Team Leaders are responsible for leading a team of workers carrying out tree planting and maintenance activities. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely, allocation of plant and equipment for jobs, record keeping and reporting, and carrying out site auditing as required. The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

Note: This is a temporary position available immediately for up to 6 months with the possibility of extension up to 6 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than three pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted to the Contact Officer.

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

Contact Officer: Stephanie Cox 0468 719 834 Stephanie.Cox@act.gov.au

City Services

City Presentation

Place Management

Pest Control Supervisor

General Service Officer Level 8 \$77,681 - \$81,886, Canberra (PN: 13727)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: This position requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team of pest control staff responsible for specialised weed, pest and plant health services throughout Canberra's Urban Open Space. A key delivery of the role is to ensuring that weed and pest control, plant health activities and chemical supplies are delivered on time and that relevant quality and safety standards are met.

Eligibility/ Other Requirements:

Certificate III – Horticulture/Turf/Landscaping or equivalent as a minimum are essential.

Australian Qualification Framework (AQF) 3 Chemical Accreditation and AQF 4 Chemical Risk Management are essential.

Certificate III - Urban Pest Management is highly desirable.

General Pest Management Licence – units 5,6 and 18 in Urban Pest Management is desirable.

Workplace Health and Safety Induction (White Card), Asbestos awareness and Silica awareness or willingness to obtain.

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain.

Implement Traffic Control Plans qualification or a willingness to obtain.

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

How to Apply: A supporting statement outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description. A current curriculum vitae with 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: Lisa Flederis (02) 6207 1580 Lisa.Flederis@act.gov.au

Transport Canberra and Business Services

Domestic Animal Services

Manager, Animal Welfare

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 17392)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: Based at the Domestic Animal Services facility in Symonston, the Animal Welfare Manager plays a vital role in our enforcement of the Animal Welfare Act 1992. They are responsible for driving regulation, policy and strategy pertaining to animal welfare matters within the Australian Capital Territory (ACT), including developing, maturing, and delivering the ACT's Animal Management and Welfare Strategy, Cat Plan, Canberra Dog Model, and other Government priorities pertaining to animal welfare.

The role also provides support to the ACT's Animal Welfare Advisory Committee (AWAC), including assisting with drafting Codes of Practice and preparing high level reports and briefing documents.

This position is appointed as an Inspector under the Animal Welfare Act 1992. This position does not involve direct supervision of staff and is expected to operate with a high degree of autonomy.

Notes: This is a temporary position available immediately for 6 months with 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

Light Rail Operations

Contracts and Commercial

Director, Transport Contracts

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 35989)

Gazetted: 27 February 2024

Closing Date: 12 March 2024

Details: Transport Canberra is seeking an enthusiastic and experienced Director to lead, manage and deploy public transport solution contracts, including fare collection and bus movement for fleet performance. These systems operate mostly in a self-contained and secure environment, however there is a need to manage process and compliance interfaces with other corporate and transport systems and technology.

The Director, Transport Contracts manages the full contract life cycle to ensure that customer and user needs are met and that all targets (commercial and performance) are achieved.

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

Eligibility/Other requirements: Experience and knowledge of contract management principles, methodologies and tools (including understanding of PPP contracts or similar).

Tertiary or equivalent qualifications in Contract Management or related discipline would be an advantage.

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

Selection may be based on application and referee reports only.

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

How to apply: Interested candidates are requested to provide a written pitch (maximum two pages) addressing the "What You Require" section of the Position Description. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

Transport and City Services

ACT NoWaste

Waste Regulation

Assistant Director - Licencing and Assessment

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 39832)

Gazetted: 26 February 2024

Closing Date: 11 March 2024

Details: The Assistant Director - Licencing and Assessment works directly with internal and external stakeholders ensuring the effective delivery of regulatory functions under the Act and Regulation (Waste Management and Resource Recovery Act).

You will bring your skills in staff management, stakeholder engagement, brief and report writing, analysis of complex information, and your ability to work both autonomously and as part of a team. These skills, together with a positive attitude and a commitment to continual learning and development, will see you well placed to excel in this role.

Are you interested and want to know more?

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Eligibility/ Other Requirements: To be eligible you must be an Australian citizen or a permanent resident.

Note: This is a temporary position available 1 April 2024 to 29 November 2024. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is part-time at (22:48) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and experience in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a response to the Selection Criteria of no more than three pages, outlining why you are the best person for the role.

Applications should be submitted via the Apply Now Button

Contact Officer: Joley Vidau 0438 464 845 Joley.Vidau@act.gov.au

Transport Canberra and Business Services

Domestic Animal Services

Assistant Director, Business Support

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 53004)

Gazetted: 23 February 2024

Closing Date: 15 March 2024

Details: Based at the Domestic Animal Services facility in Symonston, the Assistant Director Business Support leads the administrative and business support functions of DAS.

The Assistant Director Business Support motivates and positively influence team and individual outcomes, providing ongoing support and guidance to foster an environment of continuous learning. They have a strong attention to detail, a values-based leadership style, and a proven ability to draw on the right skills and the right time to align team performance and develop capacity to achieve organisational objectives.

Within this multi-faceted role, they work individually, and with their team, to deliver excellent customer service.

This position is required to supervise a small administrative support team.

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 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: Michelle Corlett (02) 6205 2660 Michelle.Corlett@act.gov.au

City Services

**Roads ACT
Works**

Temporary Traffic Management (TTM) Leading Hand

General Service Officer Level 7 \$71,955 - \$75,787, Canberra (PN: 63952)

Gazetted: 22 February 2024

Closing Date: 24 March 2024

Details: This position is responsible for leading traffic control and temporary traffic management (TTM) implementation to support Roads ACT crews that are undertaking hot asphalt works and other road maintenance activities near or on public roads, road verges and medians or pathways.

As these sites regularly require temporary traffic control for road users (i.e., pedestrian and vehicle), it is the responsibility of this role to maximise safety and minimise inconvenience for both workers and road and path users during maintenance activities.

Daily activities of this position include planning, programming, and implementing temporary traffic management and traffic control requirements across various worksites and road environments in line with operational programs and tasks. This role will also identify improvements in the Works unit's traffic management plans and report them to the site Supervisor and Works Manager. This role will be required manage a small team and to assist in the implementation of agreed actions for improvement as well as induct new staff into TTM operations for Roads ACT.

Duties:

Direct, plan and implement traffic in accordance with the authorised traffic guidance scheme and/or work program in accordance to Austroads guidelines. Undertake minor amendments to traffic guidance scheme on site as required for any improvements or conflicts.

Undertake site safety risk assessments and implement traffic control consistent with the approved Traffic Management Plans (TMP) and relevant standards and work health and safety legislation while ensuring all works are in accordance with safe work practices including safe work method statements and standard operating procedures.

Assist with the induction and training of new staff into TTM operations for Roads ACT and oversee the day-to-day operation of fleet, equipment, and machinery, including pre-start checks and basic maintenance applicable to your team.

Effectively use emails and prepare basic reports as required and utilise mobile devices to assist in daily tasks while keeping effective records, including traffic incident reports, sign records and queue lengths.

Consistently lead by example in delivering high quality customer service to the Canberra community, develop and maintain a positive, respectful work culture that ensures equity and inclusion for all employees.

Undertake other road maintenance activities as directed by the Works Supervisor.

This position involves direct supervision of traffic management staff.

This position will not be able to participate on the Roads ACT - Works call out.

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

Eligibility/Other Requirements:

Traffic controller (TCR) – essential.

Implement traffic control plans (IMP) - essential.

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential

HLTAID011 – Provide First Aid – essential or ability to obtain within six months of appointment.

RIIRTM301E Operate truck or trailer mounted attenuators essential or ability to obtain within six months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or obtainable within six months of appointment.

Competent in mobile software applications and the Microsoft Office suite (Word, Excel, Outlook, PowerPoint)

This position does require a pre-employment medical.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position. Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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

How to Apply: A supporting statement of no more than 3 pages outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description. A current curriculum vitae with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

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

City Services

Roads ACT

Works

Concrete / Ganger

General Service Officer Level 7 \$71,955 - \$75,787, Canberra (PN: 64701)

Gazetted: 22 February 2024

Closing Date: 24 March 2024

Details: The primary responsibilities of the position are to lead road and path maintenance crews and contractors carrying out general road and path maintenance duties, with accountability for administration, productivity, efficiency, quality standards, work, health safety systems and environmental requirements.

Under limited supervision, you will be responsible for leading teams and oversee the work of the team, employing an independent approach and display a high degree of initiative. The tasks encompass the provision of trade and equivalent level guidance and provide assistance to other members of a work team, including staff training, estimating materials for jobs, planning, programming, prioritising and allocating work to crews. The role will oversee the completion of maintenance records and preparation of minor reports. Roads ACT is looking for candidates who have experience in leading small teams and working on construction sites on a road environment. The role will plan, and program works for the team and will ensure that quality standards are met, and that data is recorded in the TCCS Asset Management System. The position may sometimes be required to undertake surveillance activities on contractor's sites.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

Primary duties included, but are not limited to:

Lead, plan, program, coordinate and participate in the activities of work crews, including contractors, ensuring that daily activities are completed and recorded efficiently and accurately, to the required quality standards with information recorded in the TCCS asset management system on computers or in-field mobile devices. Carry out instructions on daily work schedules and allocate resources to achieve targets, ensuring safety standards are met in line with work, health, and safety (WHS) and traffic management requirements.

Read and interpret plans, specifications and general conditions and implement these into work activities while ensuring that all variations to job requests are approved by the Delegate prior to work being commenced when supervising contractor works.

Complete and review daily costing/labour sheets for the crew and associated documentation for works and ensure a high quality of record-keeping is achieved.

Conduct on-the-job training for new and existing staff members for equipment and machinery, safety requirements and environmental practices. This includes running daily onsite toolbox start of work sessions. Operate and use plant and equipment associated in undertaking applicable works while ensuring equipment and machinery are secured at the end of every shift. Ensure vehicle/equipment checks and checklists are completed at required times. This position does involve direct supervision of staff and managing productivity.

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

Eligibility/Other Requirements:

Traffic controller (TCR) – essential.

Implement traffic control plans (IMP) - essential.

CPCWHS1001 - Prepare to work safely in the construction industry – essential.

11084NAT - Course in Asbestos Awareness - essential.

10830NAT - Course in Crystalline Silica Exposure Prevention – essential

HLTAID011 – Provide First Aid – essential or ability to obtain within six months of appointment.

Current driver's licence class C is essential, class MR (medium rigid) essential or obtainable within six months of appointment.

Competent in mobile software applications and the Microsoft Office suite (Word, Excel, Outlook, PowerPoint)

This position does require a pre-employment medical.

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

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position.

Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

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

How to Apply: A supporting statement of no more than three pages outlining experience and/or ability and clearly addressing each of the requirements listed in 'Selection Criteria' section in the attached Position Description. A current curriculum vitae with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

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

Worksafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Strategy

Director Strategy

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 50813)

Gazetted: 28 February 2024

Closing Date: 13 March 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, Strategy. The Director will manage the day-to-day operations of the Assistant Directors responsible for three separate strategy streams and provide expert advice to the Senior Leadership Team on policy and implementation issues.

The successful candidate will have strong communication and interpersonal skills with demonstrated leadership and collaboration experience, project management skills and demonstrated experience building organisational capability.

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 the identification, development, and implementation of strategic priorities for WorkSafe ACT.

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 will be established from this selection process and may be used to fill vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: 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 address the other requirements listed in the Position Description.

Applications should be submitted via the Apply Now Button

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

WorkSafe ACT

WorkSafe ACT

HR & Corporate

Corporate Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 64632)

Gazetted: 27 February 2024

Closing Date: 12 March 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 vibrant and energetic individual to fill the role of Corporate Support Officer within our HR & Corporate Team. The HR & Corporate team is a small yet efficient team who works together closely to provide a high level of support functions to ensure the agency continues to meet its operational priorities.

This position plays a key role in facilitating a range of office business services including coordinating and managing facilities and property matters, facilitating ICT hardware requests, fleet management and stationery.

You will have demonstrated ability to self-manage and determine priorities and will be a team player. If this sounds like you, we encourage you to apply!

Notes: 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.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig 0434 563 568 Andrew.Craig@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade B \$140,226 - \$157,418

David McClatchey, Section 68(1), 26 February 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Toma Sriubiskyte, Section 68(1), 14 February 2024

Administration Service Officer 3 \$ 72,889 - \$ 78,177

Jane Shepherd, Section 68 (1), 26 February 2024

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

Kaneez Raza, Section 68 (1), 12 March 2024

Christopher Dixon Section 68 (1), 11 March 2024

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

Anjluka Guglani, Section 68 (1), 2 March 2024

Canberra Health Services

Health Service Officer Level 2/3 \$55,859 - \$61,238 (Retention Point CHS only \$61,336 - \$66,129)

Khwunta Buahombura, Section 68(1), 29 February 2024

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

Zoe Carter, Section 68(1), 29 February 2024

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

Niamh Kathleen Collett, Section 68(1), 26 February 2024

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Nerrida Cooper, Section 68(1), 4 March 2024

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

Christopher Lloyd Donaldson, Section 68(1), 27 February 2024

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

Alice Du Puit, Section 68(1), 27 February 2024

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

Donna Gibson, Section 68(1), 22 February 2024

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

Lisa Hazell, Section 68(1), 29 February 2024

Health Service Officer Level 3 \$59,421 - \$61,238 (Retention Point CHS only \$61,336 - \$66,129)

Aruna Karunadasage, Section 68(1), 28 February 2024

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Aleksandra Lavurovska, Section 68(1), 11 January 2024

Technical Officer Level 1 \$66,742 - \$69,805

Lamiaa Mahmoud, Section 68(1), 22 February 2024

Allied Health Assistant 2 (Qualified) \$61,335 - \$67,889 (up to \$69,805 depending on qualification level)

Sian Owen-Jones, Section 68(1), 4 March 2024

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

Kirsten Sippel, Section 68(1), 19 February 2024

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

Sheela Subedi, Section 68(1), 2 March 2024

Canberra Institute of Technology

Senior Officer Grade A \$162,291

Monica Kempster, Section 68(1), 26 February 2024

Teacher Level 1 \$84,997 - \$114,113

Jin Kook, Section 68(1), 26 February 2024

Senior Officer Grade C \$119,595 - \$128,465

Alessandro Surian, Section 68(1), 26 February 2024

Teacher Level 1 \$84,997 - \$114,113

Patrick Vance, Section 68(1), 26 February 2024

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$80,535 - \$86,909

Amy Miller, Section 68(1), 26 February 2024

City Renewal Authority

Senior Officer Grade C \$119,595 - \$128,465

Quyen Le, Section 68(1), 23 February 2024

Community Services

Administrative Services Officer Class 5 \$89,114 - \$94,120

Katherine Fane, Section 68(1), 12 February 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Chong Feng, Section 68(1), 26 February 2024

Child and Youth Protection Professional Level 2 \$82,312 - \$109,592

Albert Watego, Section 68(1), 27 February 2024

Education

School Assistant 4 \$73,960 - \$79,814

Iszac Bell, Section 68(1), 26 February 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Milica Gissane, Section 68(1), 27 February 2024

School Assistant 2/3 \$55,054 - \$66,477

Tane Kiriona, Section 68(1), 26 February 2024

Environment, Planning and Sustainable Development

Senior Officer Grade C \$119,595 - \$128,465

Riaz Deen, Section 68 (1), 29 February 2024

Justice and Community Safety

Graduate Paramedic Intern \$76,422 plus penalties

Jacqueline Brown, Section 68(1), 26 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Lauren Buddle, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Christopher Caruana, Section 68(1), 26 February 2024

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

Xingtong Chen, Section 68(1), 28 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Georgia Clark, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

David Cox, Section 68(1), 26 February 2023

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

Leanne Dunshea, Section 68(1), 28 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Christopher Hayward, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Grace Hibberson, Section 68(1), 26 February 2024

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

Emilia Jakovceska, Section 68(1), 28 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Rebecca Ladd, Section 68(1), 26 February 2024

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

Deborah Marler, Section 68(1), 28 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

David McDonald, Section 68(1), 26 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Abigail McIntyre, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Matisse McNair, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Liam Milnes, Section 68(1), 26 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Robyn Norrie, Section 68(1), 26 February 2024

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

Wendy Salt, Section 68(1), 28 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Gabrielle Scerri, Section 68(1), 26 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Harrison Southwell, Section 68(1), 26 February 2024

Graduate Paramedic Intern \$76,422 plus penalties

Chloe Thornton, Section 68(1), 26 February 2024

Ambulance Support Officer 1 \$62,860 - \$66,802

Jamie-lee Watt, Section 68(1), 26 February 2024

Major Projects Canberra

Administrative Services Officer Class 6 \$95,746 - \$109,072

Purna Prasad Veeramachaneni, Section 68(1), 26 February 2024

Worksafe ACT

Senior Officer Grade A \$162,291

Frank Cachia, Section 68(1), 4 March 2024

TRANSFERS

Canberra Health Services

Beatrice Mwaniki

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25045) (Gazetted 3 November 2023)

Suresh Thazhathuveetil Jose

From: Health Professional Level 3 \$105,180

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23316) (Gazetted 15 January 2024)

Gemma Urbaniak

From: Registered Midwife Level 2 \$100,957

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 64715) (Gazetted 6 December 2023)

Education

Karrina Patterson

From: Administrative Services Officer Class 6 \$95,746

Education

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education, Canberra (PN. 39721) (Gazetted 22 November 2023)

Environment, Planning and Sustainable Development

Jenna Carroll

From: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$119,595 - \$128,465

Environment, Planning and Sustainable Development, Canberra (PN. 15225) (Gazetted 9 June 2023)

Suburban Land Agency

Joanne Mitchell

From: Infrastructure Officer 4 \$141,407 - \$160,178

Environment, Planning and Sustainable Development

To: Infrastructure Officer 4 \$141,407 - \$160,178

Suburban Land Agency, Canberra (PN. 55958) (Gazetted 15 December 2023)

PROMOTIONS

ACT Health

Population Health Health Protection Service Immunisation

Fotis Sgouros

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health

To: †Senior Officer Grade C \$119,595 - \$128,465

ACT Health, Canberra (PN. 17543) (Gazetted 13 November 2023)

North Canberra Hospital Surgical Division Endoscopy

Feby Daniel Joshua

From: Registered Nurse 2 \$ 100,957- 4107,000

ACT Health

To: Registered Nurse 3 \$ 115,743 - \$ 130,846

North Canberra hospital, Canberra (PN. 601118) (Gazetted 2 November 2023)

Canberra Health Services

Clinical Services Cancer and Ambulatory Services Cancer Nursing

Diljo Augustin

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. 37992) (Gazetted 10 January 2024)

Clinical Services Mental Health Justice Health Alcohol & Drug Services Adult Community Mental Health

Mosa Dennis

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 14224) (Gazetted 11 January 2024)

Clinical Services Rehab, Aged and Community Service Community Care Program

Joanne Helen Dix

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. 36393) (Gazetted 16 November 2023)

Thomas Doyle

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Health Services

To: †Senior Officer Grade C \$119,595 - \$128,465

Canberra Health Services, Canberra (PN. 36837) (Gazetted 10 January 2024)

Clinical Services

Jack Ewart

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. 18678) (Gazetted 16 November 2023)

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Teenu George

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 64744) (Gazetted 14 July 2023)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Nursing Clinical Support

Katherine Heffernan

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 16407) (Gazetted 21 July 2023)

Clinical Services

Mental Health Justice Health, Alcohol and Drug Service

Child and Adolescent Mental health Services

Samuel Jones

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. 52123) (Gazetted 15 January 2024)

CHS Clinical Services

Rehabilitation, Aged and Community Services

Nursing

Sindhumol Manoj

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. 22231) (Gazetted 15 January 2024)

Mana Montazer

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 64714) (Gazetted 6 December 2023)

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Mark Thomas Ryan

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. 40401) (Gazetted 24 February 2023)

Clinical Services

Mental Health Justice Health, Alcohol and Drug Services

Child and Adolescent Mental health Services

Arushia Sharma

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. 49488) (Gazetted 15 January 2024)

Canberra Institute of Technology

Industry Engagement and Strategic Relations

CIT Marketing

Tessa Efrossynis

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Institute of Technology

To: †Senior Officer Grade C \$119,595 - \$128,465

Canberra Institute of Technology, Canberra (PN. 63855) (Gazetted 8 December 2023)

Chief Minister, Treasury and Economic Development

OIRWS

Work Safety Group

Injury Management

Tehreem Itlaq

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 44303) (Gazetted 17 November 2023)

Corporate

Corporate Management

Governance Security and Audit

Trudy Page

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety

To: †Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 48831) (Gazetted 19 September 2024)

Access Canberra

Licensing and Registration

Rachelle Turk

From: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 15452) (Gazetted 16 August 2023)

Community Services

Office of the Coordinator-General for Family Safety

Breanne McGregor

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. 58331) (Gazetted 7 December 2023)

OCGFS

NA

NA

Glen Wilkins

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety

To: †Senior Officer Grade C \$119,595 - \$128,465

Community Services, Canberra (PN. 38550) (Gazetted 2 December 2022)

Education

Business Services Division

School Facilities Management Branch

Office of the Executive Branch Manager, School Facilities Management

Rachel Burton

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 63396) (Gazetted 15 December 2023)

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Brendon Jones

From: \$84,978 - \$121,038

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 12753) (Gazetted 4 July 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

School Improvement Group

School Operations

Margaret Power

From: Senior Officer Grade C \$119,595 - \$128,465

Education

To: †Senior Officer Grade B \$140,226 - \$157,418

Education, Canberra (PN. 44971) (Gazetted 16 August 2023)

Service Design & Delivery

Student Engagement

Student Engagement - Allied Health Service

Kate Sanderson

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

Canberra Health Services

To: Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Education, Canberra (PN. 53735) (Gazetted 12 January 2023)

School Improvement

Nth Canberra / Gungahlin Network

Margaret Hendry School

Shilpa Sivaram

From: Administrative Services Officer Class 2 \$64,744 - \$71,126
Education

To: Administrative Services Officer Class 3 \$72,889 - \$78,177
Education, Canberra (PN: 41314) (Gazetted 08 January 2024)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Governance, Compliance and Legal

Government Services

Yukiko Ireland

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
Environment, Planning and Sustainable Development, Canberra (PN. 44984) (Gazetted 9 January 2024)

Corporate Services

Finance, Information and Asset

Strategic Finance

Ella Caitcheon

From: Senior Officer Grade B \$140,226 - \$157,418
Environment, Planning and Sustainable Development

To: Senior Officer Grade B \$140,226 - \$157,418
Environment and Planning, Canberra (PN. 21767) (Gazetted 19 December 2023)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Alisha Anderson

From: Administrative Services Officer Class 2/3 \$64,744 - \$78,177
Canberra Health Services

To: Administrative Services Officer Class 5 \$89,114 - \$94,120
Justice and Community Safety, Canberra (PN. 14764) (Gazetted 20 September 2023)

ACT Corrective Services

Community Operations

Erin Harris

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Justice and Community Safety

To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Justice and Community Safety, Canberra (PN. 12657) (Gazetted 26 July 2023)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Susan Walizada

From: Administrative Services Officer Class 6 \$95,746 - \$109,072
Justice and Community Safety

To: †Senior Officer Grade C \$119,595 - \$128,465
Justice and Community Safety, Canberra (PN. 56637) (Gazetted 17 March 2023)

Major Projects Canberra

Canberra Hospital Expansion Project Delivery

Kathleen Evans

From: Infrastructure Officer 5 \$168,466

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$180,393

Major Projects Canberra, Canberra (PN. 48943) (Gazetted 5 December 2023)

Project Development and Support

Project Management Office

Reporting

Isaac Hales

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

Major Projects Canberra, Canberra (PN. 63101) (Gazetted 3 October 2023)

Transport Canberra and City Services

Territory and Business Services

Libraries ACT

Digital Services

Adrian Constance

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. 42106) (Gazetted 8 January 2024)

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

Media and Communications

Owen Waring

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Worksafe ACT

To: †Senior Officer Grade C \$119,595 - \$128,465

Worksafe ACT, Canberra (PN. 54445) (Gazetted 9 January 2024)

CORRIGENDA

Canberra Health Services

Permanent appointment for David Blee gazetted 18 January 2024 has been declined.

