



ACT Government Gazette

Gazetted Notices for the week beginning 25 February 2021

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Office of the Director-General

Communications and Government Relations

Ministerial and Government Services

Senior Director, Ministerial and Government Services

Senior Officer Grade A \$151,002, Canberra (PN: 29472)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Details: The ACT Health Directorate is looking for an experienced leader to manage and guide the Ministerial and Government Service (MAGS) team.

The MAGS team provides operational and strategic support to the health Ministers' Offices, the Director-General, the Deputy Director-General and ACT Health staff on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

The ideal candidate possess high level customer service skills and has the ability to critically analyse and use sound judgement regarding sensitive matters. They need to be adaptable and flexible to accommodate change and provide responsive services to meet service needs of the Minister's Offices and the Directorate.

To be successful in this role you will have a high degree of drive and be a good strategic thinker. You will have strong knowledge of Cabinet, Assembly, and machinery of government processes. You will be able to solve problems by being proactive and have confident negotiation skills. You will also have an eye for detail and an ability to work collaboratively with colleagues and stakeholders at all levels.

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

Eligibility/Other Requirements:

Highly Desirable:

Previous experience or strong knowledge of Cabinet, Assembly, and machinery of government processes.

Mandatory:

Undergo a pre-employment National Police check

Note: This is a temporary position available from 1 April 2021 up until 30 June 2021 with the possibility of extension up to six 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 send a two-page written pitch along with your curriculum vitae and the names and contact details of two referees to the Contact Officer.

Applications should be submitted to the Contact Officer.

Contact Officer: Naveen Wijemanne (02) 5124 9814 naveen.wijemanne@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Digital Health Record Analyst

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50745)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

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

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

The Digital Health Record Program team is comprised of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record Implementation Program team. Digital Health Record Analysts will be responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position is will be focussed on the configuration required for dental services.

There is no doubt this project will be challenging at times with competing deadlines and priorities. 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 job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may 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 three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 philippa.kirkpatrick@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Digital Health Record Analyst

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50747)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

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

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

The Digital Health Record Program team is comprised of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record Implementation Program team. Digital Health Record Analysts will be responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position is will be focussed on the configuration required for dental services.

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

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may 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 three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 philippa.kirkpatrick@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Digital Health Record Analyst

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50743)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

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

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The Digital Health Record Program team is comprised of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record Implementation Program team. Digital Health Record Analysts will be responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position is will be focussed on the configuration required for dental services.

There is no doubt this project will be challenging at times with competing deadlines and priorities. 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 job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may 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 three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 philippa.kirkpatrick@act.gov.au

Digital Solutions Division
Future Capability and Governance
Digital Health Record Hub
Technical Specialist, Operational Databases
Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50200)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

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

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

The Digital Health Record Program team will comprise of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Technical Specialist, Operational Databases who will be responsible for the installation and administration of the databases and operational base environments that support the operation of the Digital Health Record. This position will work with the broader Technical team, Epic and third-party vendors to support configuration, deployment, proactive monitoring and maintenance.

There is no doubt this project will be challenging at times with competing deadlines and priorities. 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 job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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: All ACT employees are required to undergo employment screening. However, if you are selected for this position, it 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.

Note: This is a temporary position available as immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period.

Depending on the skills and experience of the candidate, the position may come with an Attraction and Retention Incentive (ARIn) for the two-year program period. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The value of such ARIn would be negotiated as part of the selection process. 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 three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached applicant pack. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 justine.spina@act.gov.au

Calvary Public Hospital Bruce

Division: GRACE -Geriatric Rapid Acute Care Evaluation
Position Title: GRACE Clinical Manager (CM)
Classification: Registered Nurse Level 3 \$111,179 - \$115,754, Canberra (Expected)

Gazette Date: 03 March 2021

Closing Date: 14 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14888

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Rowena Hogan (02) 6201 6676 Rowena.Hogan@calvary-act.com.au

Division: Closer to Home

Position Title: Tissue Viability Clinical Nurse Consultant

Classification: Registered Nurse Level 3 \$111,179 - \$115,754, Canberra (Expected)

Gazette Date: 03 March 2021

Closing Date: 11 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14924

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Rowena Hogan (02) 6201 6676 Rowena.Hogan@calvary-act.com.au

Division: Physiotherapy

Position Title: Senior Physiotherapist

Classification: Health Professional 4 \$110,395 - \$118,832, Canberra (Expected)

Gazette Date: 03 March 2021

Closing Date: 14 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15003

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Jeanie Weber (02) 6201 6194 jeanie.weber@calvary-act.com.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

Clinical Services

Surgery

Operating Room

Registered Nurse - Peri-Operative Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34069, several)

Gazetted: 02 March 2021

Closing Date: 1 April 2021

About us:

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended

Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Overview of the work area and position:

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

The Peri-operative Registered Nurse implements a systemic and planned approach to activities associated with the provision of holistic patient care during the peri-operative experience. The nursing care associated with the provision of surgery is delivered within current standards and guidelines.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

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

- * Undergo a pre-employment National Police check.

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

Note:

There are several permanent and temporary positions available for filling within Scrub/Scout, Anaesthetics, PACU and EDSU. Temporary positions are available for a period of three to 12 months. There are both full-time and part-time hours available. Selection may be based on application and referee reports only.

Contact Officers: Scrub/Scout - Ben Lollback (02) 5124 2765 Ben.Lollback@act.gov.au

Anaesthetics - Sandra Pilloni (02) 5124 2765 sandra.pilloni@act.gov.au

Extended Day Surgery Unit - Deanne Cole (02) 5124 2765 deanne.cole@act.gov.au

Post Anaesthetic Care Unit - Sharon Jeffery (02) 5124 2765 Sharon.Jeffery@act.gov.au

Contact Officer: Ben Lollback (02) 5124 2765 ben.lollback@act.gov.au

Clinical Services

Women, Youth and Children

Women's and Babies

Maternity/Gynaecology Outpatients Clinical Midwifery Manager

Registered Midwife Level 3.2 \$122,360, Canberra (PN: 22392)

Gazetted: 26 February 2021

Closing Date: 12 March 2021

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

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

The CHWC offers antenatal, birthing and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Nursing and Midwifery (Maternity), the Clinical Midwifery Manager will provide midwifery leadership and support staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services.

Eligibility/Other Requirements

Mandatory:

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

Extensive clinical experience in the relevant field.

Desirable:

Post graduate qualification in midwifery practice and/or,

Post graduate qualification in management and/or leadership

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 (OMU).

Note:

This position is part-time at 19 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Michelle Thinius (02) 5124 7392 michelle.thinius@act.gov.au

Clinical Services

Women, Youth and Children

Paediatric Services

Palliative Care Clinical Educator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 49502)

Gazetted: 26 February 2021

Closing Date: 12 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

The Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents in the ACT and surrounding areas. The service is child and family centred to ensure the successful delivery of health care.

The Australian Capital Territory (ACT) Paediatric Palliative Care Service (PPCS) is based at the Centenary Hospital for Women and Children and provides consultancy services directly to patients, primary care teams and communities of care within the patient's local community, across the Australian Capital Territory and children

living in regional Southern New South Wales. Paediatric palliative care is provided across antenatal, neonatal, paediatric and late adolescence.

The purpose of the PPCS is to provide holistic care and support to all patients with life limiting conditions and their families. This is achieved through the provision of competent and compassionate care in an appropriate setting for all children engaged with our service.

The ACT PPCS service will participate in a Paediatric Palliative Care National Education and Quality Improvement Project from July 2020 to July 2023. The project aim is to achieve service quality improvement through education in acute and community health settings. Education leads will be established in each participating jurisdiction throughout Australia. Queensland is the project lead and will also participate in the project activities along with the other states and territories. The Nursing educator role will be responsible for collaborating with other paediatric palliative care educators (i.e. nursing, medical and allied health) within the Queensland project team and with counterparts in other states participating in the project. Locally, collaboration with stakeholders from the Centenary Hospital for Women and Children, The Canberra Hospital Palliative Care team, Clare Holland House Hospice, Sydney Children's Hospital Network will be integral to the role.

The Nurse Educator is a Registered Nurse who is accountable at an advanced practice level for the design, implementation and assessment of nursing education programs incorporating adult learning principles, managing educational resources and providing paediatric nursing expertise related to educational issues within the Paediatric Palliative Care National Education and Quality Improvement Collaborative Project (PPCN EQIC). The Nurse Educator leads and supports a culture of development and enquiry which actively encourages and facilitates clinical, professional and organisational learning within a Supported Practice Framework.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in education or a relevant area.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for a period of 10 months with the possibility of extension. This position is part-time at 8 hrs per week and the full-time salary noted above will be pro-rata.

Contact Officer: Fiona Cameron (02) 51247737 fiona.j.cameron@act.gov.au

Clinical Services

Paediatrics

Social Worker

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 48608)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Social Work service provides individual interventions for children and young people with diabetes and their families and carers. As a social worker you will provide clinical assessment, management and evaluation of social work care to patients in tertiary and ambulatory care with diabetes and other chronic conditions. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health.

You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Dietitians to provide interdisciplinary care for people with complex diabetes. You will also have the opportunity to contribute to service development as the team embarks on a new model of care.

The Diabetes Social Worker will be operationally responsible to the Service Coordinator of the Paediatric Endocrinology and Diabetes Service in the Division of Women, Youth and Children. Professional supports will be provided through newly established professional governance structures.

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available at 14.7 hours per week up until 31 January 2021 and the full-time salary noted above will be paid pro-rata.

Contact Officer: Rosemary Young (02) 5124 4007 rosemary.young@act.gov.au

Clinical Services

Medicine

Emergency Department

Specialist 1-5 Emergency Department

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 47325, several)

Gazetted: 02 March 2021

Closing Date: 26 March 2021

Details:

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About us:

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- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Five Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Overview of the work area and position:

We are a large medical team of 34 FACEMs, a postgraduate fellow, three Senior Registrars, 30 registrars, and multiple other junior medical staff.

It is a very exciting time for Canberra Hospital Emergency Department (ED), with a modern, expanded physical space consisting of a five bed resuscitation area, 30 acute beds, 16 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with six beds and two consult rooms. The coming years include the building of "Canberra Hospital Expansion" – new build for critical care services with a state of the art 114 bed Emergency Department.

We are one of the busiest EDs in the country;

- We are seeing over 89,000 presentations per annum
- We have approximately 20% paediatric presentations
- We have high acuity with admission rates of more than 35%
- We have a significant trauma case-load
- There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University
- Rostering is flexible and innovative
- There are opportunities to make a significant contribution to a growing department
- Highly competitive remuneration with extensive support for professional development

Canberra is a large city with high quality restaurants, cafes and bars to enjoy after work. The real joys of Canberra are the options available on your days off. Take your pick of the fabulous beaches of the South Coast, the excitement of Sydney, the nearby award-winning wineries, or the many galleries and museums of the Nation's Capital. If adventure's more your thing, imagine the midweek trips to ski fresh powder snow, world standard mountain bike tracks, hiking, kayaking, sailing, rock climbing and fishing, all on your doorstep. The weather is great and traffic not an issue.

The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Be a member of the Fellowship of the Australasian College for Emergency Medicine (FACEM)

- Candidates will be considered for selection if they have successfully completed the FACEM fellowship exam written and clinical components by the date of completion of this selection process, AND are elected to Fellowship within 12 months of the selection process.

Prior to commencement the successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are Permanent and temporary positions available. The temporary positions are available for a period of 12 months with the possibility of extension and/or permanency. There is the potential for flexible full-time and part-time hours. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Salary, Remuneration and Conditions:

Specialist 1-5 - \$180,732 - \$223,029 Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

There are two advertisements running concurrently on Req Id 01UJ9 and 01UJA. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Annual Salary: Indicative total package value of between: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000 - \$75,000. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$429,477.10

Reimbursement of relocation costs may be available if you are the successful candidate for a permanent position.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

Contact Officer: Dr Samuel Scanlan (02) 5124 3309 samuel.scanlan@act.gov.au

Clinical Services

Rehabilitation Aged Care and Community Services

Allied Health

Occupational Therapy Clinical Practice Lead

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 20272)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This

includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population.

The Occupational Therapy services within RACS involves the provision of clinical assessments and interventions to facilitate positive patient outcomes for a range of patients who vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Services are offered in community, ambulatory and inpatient settings including The Canberra Hospital and University of Canberra Hospital.

Services are provided to National Disability Insurance Scheme participants and also to people eligible for services funded by the Commonwealth Home Support Program.

Eligibility/Other Requirements:

Mandatory:

Degree in Occupational Therapy

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence

A minimum of five years' experience working as an occupational therapist

Desirable:

Experience working with patients in a rehabilitation and/or community setting

Working towards or achieved Post-Graduate qualification in a related field

Behavioural Capabilities:

Strong organisational skills with a high degree of initiative, flexibility and ability to work autonomously whilst being able to accommodate and lead change.

Strong interpersonal skills and confidence with communicating across a range of media.

Strong problem-solving skills and capacity to obtain and interpret information.

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*.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

Clinical Services

Surgery

Division of Surgery

Assistant in Nursing - Ward 6B, 10A and across Surgical Wards

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 18256, several)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.

Overview

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

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

There are several permanent and temporary full-time and part-time Assistant in Nursing positions available in the surgical ward areas.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Strong communication and interpersonal skills.

Eligibility/Other Requirements:

Relevant Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

The successful applicant will need to be available to work shifts 7 days a week, mornings, evenings and night shifts.

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Note: There are permanent part-time and temporary part-time position's available for up to 12 months for up to 32 hours per week. The full-time salary noted above will be paid pro-rata.

Contact Officer: Clair Collins (02) 5124 2364 clair.collins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Services

Custodial Mental Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 39502)

Gazetted: 26 February 2021

Closing Date: 12 March 2021

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

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

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Overview of the work area and position

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services 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, and court settings.

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 carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019* for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

Eligibility/Other Requirements:

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum one year (preferably three years) post-qualification experience

Desirable:

Experience of working in an acute inpatient or community mental health service.

Other:

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Gillian Sharp (02) 5124 1813 gillian.sharp@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Clinical Nurse Consultant- Wound Management

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 33203)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Details: Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies for the Clinical Nurse Consultant – Wound Management RN3.1 position. This full-time consultancy role provides high level clinical leadership in the specialty of wound management. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

Our Vision: Creating exceptional health care together.

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

Overview of the work area and position:

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity.

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs. The position is physically based at the Belconnen Community Health Centre.

Eligibility/Other Requirements:

Mandatory:

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

Hold current Australian driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health settings applicable to the position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary register for positions available for a period of up to six months.

Contact Officer: Libby Coates (02) 51241276 libby.coates@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 34421)

Gazetted: 26 February 2021

Closing Date: 15 March 2021

Details: **Our Vision:** Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

Forensic Mental Health Services is a unit of Justice Health Services 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, and court settings. The care provided is 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 carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Custodial Mental Health (CMH) provides multidisciplinary, community equivalent, mental health care to detainees experiencing moderate to severe mental illness and those at risk of self-harm and suicide in the ACT's two custodial centres, the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). CMH operates a 7-day service including public holidays. As a specialist service, FMHS supports continuing professional development via regular access to internal and external education activities and clinical supervision.

Custodial allowance applies (Please refer to the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019* for a full account of employment conditions). Please note, this position is based at the AMC. The AMC currently allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate frequent change

Resilience and calm in the face of conflict or uncertainty.

Eligibility/Other Requirements:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum five-years post-qualification experience in mental health nursing.

Desirable:

Experience of working in a custodial or similar setting

Other:

The successful applicant will have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Gillian Sharp (02) 5124 1813 gillian.sharp@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Supportive Care Team

Cancer Specialist Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 34994)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

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

The Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of cancer or malignant haematology, across the cancer trajectory.

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

Eligibility/Other Requirements:

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Relevant registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of five years' experience working professionally in nursing is preferred or holds relevant post-graduate qualifications.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available for a period of 13 weeks commencing 27 May 2021.

Contact Officer: David Larkin (02) 5124 8540 david.larkin@act.gov.au

Clinical Services

Medicine

Ambulatory

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22147)

Gazetted: 03 March 2021

Closing Date: 19 March 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The CNC position is responsible for the operational management and clinical leadership of the Cardiac and Heart Function Rehabilitation programs, the Heart Function Service, Cardiology Outpatient Nursing and the Arrhythmia Nurse Service. These services provide inpatient and outpatient services to patients with cardiovascular disease and arrhythmias, Heart Failure and Cardiothoracic patients.

The main responsibility of the CNC is to support the registered nurses in the services to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by Cardiovascular Disease. The services work closely with multidisciplinary teams utilising their skills, to deliver a holistic model of care. Education in these services promote optimal self-management principles using and supported by evidence based practices. The services are delivered in the inpatient, pre-operative and outpatient settings, and in the early stages after discharge. The activities required of this role at this level are predominately clinical in nature, however excellent management and leadership skills to these services is paramount.

About You

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Behavioural Capabilities

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

Effective communication skills and the ability to liaise with stakeholder across a variety of levels.

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and service needs.

Demonstrate initiative and a strong work ethic, participating in continuous quality improvement activities.

Eligibility/Other Requirements:

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

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

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

Tertiary qualifications in relevant field.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Margaret McManus (02) 5124 5164 margaret.McManus@act.gov.au

Clinical Services

Food and Sterilising

Sterilising Services

Loans Officer

Sterilising Services Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 29370)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

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region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

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

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

Desirable:

Relevant qualification in Sterilising such as Certificate III in Sterilising.

A current driver's licence is highly desirable.

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 (OMU).

Note:

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application only. This position involves participating in a rotating roster.

The rotating shift roster will require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Natalie Ogilvie (02) 5124 2283 natalie.ogilvie@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Podiatrist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 39943)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

RACS work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management, and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Overview of the work area and position

Under supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in and across designated areas or units as part of a multidisciplinary team.

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

Eligibility/Other Requirements:

Behavioural Capabilities

Strong organisational skills and ability to work independently with a high degree of drive

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

Position Requirements/Qualifications:

Tertiary qualifications in Podiatry

Be registered with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary identical positions within Community Care Podiatry over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Amanda McLean (02) 5124 1229 amanda.mclean@act.gov.au

Clinical Services

Medicine

Emergency

Emergency Department Administration Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 20960, several)

Gazetted: 26 February 2021

Closing Date: 12 March 2021

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Emergency Department Administration Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, 7 days a week.

The position reports to the Emergency Department Administration Manager.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

Eligibility/Other Requirements:

Mandatory:

The successful applicants must have the ability to work on a 24 hour, 7 days a week rotating roster.

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 (OMU).

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential; and

Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential;

Note:

There are permanent and temporary positions available, with the temporary positions being available for a period of three months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Lindsay Ottaway (02) 5124 4500 lindsay.ottaway@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Psychologist, ACOS

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 16183)

Gazetted: 26 February 2021

Closing Date: 15 March 2021

Details: **Our Vision:** Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

Mental Health, Justice Health, 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 of well-being and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

The position reports to the ACOS Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

About You

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

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access MHJHADS services

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Eligibility/Other Requirement:

Relevant Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA and a minimum of three years (ideal five years) experience working professionally in mental health is preferred.

The successful applicant will need to have a current drivers licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialling and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Julia Heffernan (02) 5124 7830 julia.heffernan@act.gov.au

Clinical Services

Community Care Nursing

Community Care Program

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29931)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Registered Nurses for a Register to fill possible planned vacancies in the Clinical Development Nurse Role over the next 12 months. This is a full-time role, working under limited direction of the Nurse Manager. You will perform the duties of a, Clinical Development/Nurse Registered Nurse Level 2, to provide education and training for Nursing staff across the community care program.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

ABOUT YOU

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

Behavioural Capabilities

Ability to lead by positive example including mentoring and provision of education

Organisational and time management skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Eligibility/Other Requirements:

Relevant registered or eligible for registration qualifications and a minimum of four years' experience working professionally in post graduate qualifications and recent experience in a wide range of clinical environments is preferred.

Must hold a current Australian drivers' licence,

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

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

Relevant Certificate in training and assessment or have successfully completed train the trainer courses, with CHS.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary register for positions available for a period of up to 12 months.

Contact Officer: Libby Coates (02) 5124 1276 libby.coates@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

Health, Community and Science College

CIT Science

Senior Teacher

Teacher Level 2 \$110,445, Canberra (PN: 37598)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: Are you a customer focused leader with the ability to nourish and grow Industry networks? Can you support staff and students in distance education with high level eLearn skills and online pedagogy? Are you committed to providing the best outcomes for students, and employing focused quality assurance methods to program delivery and assessment?

CIT Science is seeking a Senior Teacher who is highly experienced in flexible delivery, to support distance, online and Higher education programs. This position will include a teaching load across the Science programs.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other requirements: Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40*. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021*. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable:

Work experience in Australian policing agencies

Teaching experience in Higher Education

How to Apply: Please provide a written response addressing the Selection Criteria along with a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 michelle.flatt@cit.edu.au

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

CIT Education and Training Services

CIT Yurauna Centre

Student Recruitment and Support

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50861)

Gazetted: 02 March 2021

Closing Date: 18 March 2021

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality?

We are looking for staff that empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, organised and a team player able to work without direction and have excellent communication skills. This role will be to recruit and support students in their programs. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes.

If you believe that you could fit this role, please apply describing how and what you would bring to this role.

Eligibility/Other Requirements:

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

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Current drivers licence.

Desirable:

Qualifications in Business Administration would be highly regarded.

Note: This is a temporary position available from 29 March 2021 up until 29 December 2021.

How to Apply: Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@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, Revenue Management Group

Temporary Vacancy (asap – 30 June 2021)

Chief Minister, Treasury and Economic Development Directorate

Economic, Budget and Industrial Relations

Position: E1003

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 04 March 2021

Expressions of interest are sought for the temporary filling of the position of the Executive Group Manager, Revenue Management Group, Economic Budget and Industrial Relations.

As Executive Group Manager, Revenue Management Group, you will gain experience in managing a team of around 120 staff, oversee customer service delivery, deal with taxation legislation, and revenue policy. The successful applicant will also be appointed as the Commissioner for ACT Revenue, which is a statutory position appointed by the Treasurer under the *Taxation Administration Act 1999*. The position reports directly to the Deputy Under Treasurer, Economic Budget and Industrial Relations.

This position is available ASAP until 30 June 2021 while the nominal Executive Group Manager is acting Executive Group Manager, Economic and Financial Group. However, it may be shortened depending on the outcome and timing of a national recruitment process for an Under Treasurer.

For further information please see the attached position description.

To apply: Please submit an expression of interest of no more than two pages demonstrating your experience against the Executive Capabilities in the attached duty statement, details of two referees, and a current curriculum vitae to Sue Vroombout via email, sue.vroombout@act.gov.au by 4pm on Friday 5 March 2021.

Note: The successful candidate may be selected on the basis of written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Sue Vroombout, 0428 290 364, sue.vroombout@act.gov.au

Shared Services

Strategic Business

Digital, Data and Technology Solutions

Governance and Assurance Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48334)

Gazetted: 26 February 2021

Closing Date: 15 March 2021

Details: The Strategic Business Unit of Digital, Data and Technology Solutions (DDTS) is looking to fill the role of Governance and Assurance Officer. This role provides support in the governance of a range of business and information technology projects, often concurrently, in accordance with DDTS's portfolio governance framework. The role assists the project governance and assurance team by providing administrative and coordination support with a strong attention to detail, excellent communication and quickly adapting to changing priorities. The role also provides development opportunities to lead and work independently on tasks, with limited supervision.

What you Require:

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

Professional / Technical Skills and Knowledge:

Knowledge of a diversity of project management methodologies (for example: PRINCE2, PMBOK, Agile or Lean etc.)

Knowledge and familiarity with project assurance and coordination functions

Knowledge of or familiarity with relevant tools such as but not limited to, ServiceNow Project Portfolio Management and Microsoft Office suite (including MS Teams SharePoint).

Knowledge of Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Shared Services utilises the Skills Framework for the Information Age (SFIA) to define the required ICT skill set. The following generic SFIA skills apply to this role. Further information on SFIA skills can be found at: <https://www.sfia-online.org/en/framework/sfia-7/a-to-z-skills-collection>.

Quality management QUMG 4: - Assists projects, functions or teams in planning the quality management for their area of responsibility. Assists in the development of new or improved practices and organisational processes or standards. Facilitates localised improvements to the quality system or services.

Portfolio, programme, and project support PROF 3: - Uses recommended portfolio, programme and project control solutions for planning, scheduling, and tracking. Sets up project files, compiles, and distributes reports. Provides administrative services to project boards, project assurance teams and quality review meetings. Provides guidance on project management software, procedures, processes, tools, and techniques.

Conformance review CORE 3: - Collects and collates evidence as part of a formally conducted and planned review of activities, processes, products, or services. Examines records as part of specified testing strategies for evidence of compliance with management directives, or the identification of abnormal occurrences.

Behavioural Capabilities:

Ability to plan and organise activities well in advance, prioritise workloads and meet set deadlines, taking account of changing circumstances.

Well-developed communication and liaison skills, including developing and maintaining productive and collaborative working relationships with team members, clients, and other stakeholders.

Detail orientation and accuracy with qualitative and quantitative data.

Problem-solving skills, with the ability to analyse and probe for further information.

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:

An ACT Government CMTEDD Baseline clearance (or ability to obtain one) is required for this position.

Note: This is a temporary position available from 16 April 2021 to 01 December 2021 with the possibility of permanency.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (mentioned in the 'what you will do' section of the Position Description. Your pitch should detail your achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Khayam Sheikh (02) 6207 7999 khayam.sheikh@act.gov.au

Shared Services

Partnership Services

Performance, Governance and Service Delivery

Customer Experience and Business Improvement Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 29673)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: Are you someone who likes to think critically, solve problems, and come up with new ideas? Do you love dealing with people and influencing change? Are numbers and data analysis your thing? We need you! Shared Services is seeking a candidate for the role of Customer Experience and Business Improvement Officer. The role is responsible for monitoring, managing, reporting on, and analysing customer feedback received through a variety of channels, and collating data on Shared Services performance for our various governing forums. The successful applicant will gain an overview of all services provided by Shared Services and how we support Directorates to deliver their services to the community. They will be required to liaise with managers and staff across Shared Services on feedback received and influence a customer-focused culture. They will also get to contribute to real business improvement initiatives that will improve the customer experience and ultimately better enable Directorates to focus on their core tasks. The successful applicant will have excellent communication and collaboration skills, a strong customer focus and be somebody who enjoys problem solving, process improvement and data analysis.

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

How to Apply: Please submit your curriculum vitae with contact details of at least two referees and a two-page response detailing why you think you're the best person for the job. Your suitability will be assessed based on your Skills, Knowledge and Behavioural capabilities in relation to the duties/responsibilities of the role. Your response can be written as a 'pitch' or you can choose to address each capability individually.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerry Banks (02) 6207 0645 gerry.banks@act.gov.au

Access Canberra

Office of the Deputy Director-General

Executive Officer

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 36223)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Details: Do you have what it takes to be the next Executive Officer of Access Canberra?

This important role provides dynamic support to both the Head of Access Canberra (Deputy Director-General) and Chief Operating Officer (Executive Group Manager) to ensure that organisational priorities are being achieved right across the agency.

From providing timely advice, pulling together complex briefings, undertaking projects, liaising directly with key stakeholders, no two days are the same in this fast-paced agency. In this role you will need to be creative, agile and anticipatory to meet competing demands in a busy operational agency environment.

Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters. You'll thrive on meeting new challenges and get immense satisfaction from directly supporting the strategic direction of the agency and seeing the positive impact Access Canberra can deliver for its community.

This role guarantees to develop your leadership, management and strategic thinking capabilities and prepare you for senior leadership roles into the future.

If you're looking to accelerate your career by placing you in a pivotal role that puts you at the heart of leading a fast-paced and community facing operational agency, please apply.

Eligibility/Other requirements: Tertiary qualifications and/or relevant previous experience is desirable.

Notes: This is a temporary position is available immediately for a period of three months with the possibility of extension and/or permanency. An order of merit or a merit list 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please supply a one to two page pitch outlining why you are the best person for the job. Please also include a copy of your curriculum vitae along with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

Economic Development

Skills Canberra

Branch Coordination and Governance

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 26215)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: Skills Canberra is seeking expressions of interest to temporarily fill the Executive Officer (ASO5) position. A key position in the Branch Coordination and Governance unit of Skills Canberra, the successful applicant will support the Executive Branch Manager and the branch more broadly.

Eligibility/Other Requirements: This position requires a comprehensive working knowledge of WIRE/TRIM.

Note: This is a temporary position available for a period of six weeks with the possibility of permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are invited to submit an expression of interest comprising a supporting statement of no more than two pages, curriculum vitae and the names of two referees. In your supporting statement outline your suitability for the position, including your knowledge and experience of the duties outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aimee Vassallo (02) 6205 4040 aimee.vassallo@act.gov.au

Access Canberra

Office of the Deputy-Director General

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46798)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Executive Assistant extraordinaire who can perform magic and amaze others by their skills and actions, and do it over and over again each day.

In this important position, you will play a vital role to support our master magicians within the Office of the Director-General Access Canberra to perform remarkable feats and conjure amazing outcomes in support of our Minister/s and the ACT community.

If you're a person who likes to help make things happen and amaze others with your executive support skills, we want you to join our magical team in Access Canberra.

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

Note: This is a temporary position available immediately for a period of three months with the possibility of permanency. Previous applicants do not need to reapply and will be considered as part of this process. 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply. Selection may be based on application and referee reports only. If you have any questions or would like to know more about this role, please contact the Contact Officer.

How to Apply: Send us a one page pitch and curriculum vitae outlining how your magic touch makes you the perfect person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

Commercial Services Infrastructure Group

ACT Property Group

Finance and Systems

Budgets and Assets Accounting Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46707)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: This position supports the provision of expert financial advice and support by the Finance and Systems team to the ACT Property Group business and business units on reporting, budget and other strategic finance matters. The person in this role will develop and provide technical and strategic financial advice, analysis, planning, financial management, asset accounting, budgeting and reporting. This position is an all-rounder supporting all the Assistant Directors of the strategic finance team.

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

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

Eligibility/Other Requirements: This position requires a current driver's licence.

The following are highly desirable:

Tertiary qualifications in accounting, finance or a relevant field;

Experience with property management and/or financial management systems;

Membership of, or progression towards, CPA or CA status.

Note: This is a temporary position available for up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nishi Gamage (02) 6205 3985 nishi.gamage@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.

Access Canberra

Projects, Governance and Support

Government and Business Coordination

Government Business and Coordination Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38223, several)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: Can you rub your head and pat your stomach while hopping on one leg? Are you able to leap over a tall pile of briefings and correspondence in a single bound? Do you enjoy the thrill of the chase? If so, a role at the ASO6 level in Access Canberra's Government Business and Coordination team awaits.

We currently have an expected permanent vacancy and are looking for enthusiastic, flexible, and fun people to join our small, high performing team. We take an agile approach to delivering on our varied objectives and actively encourage cross-skilling and work rotations to provide variety and development opportunities across the whole team.

Our work is highly visible, and we are the centre of work to support the Minister, the Assembly and Access Canberra's Executive on all things ministerial and government business.

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

Notes: 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 operates within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: If this sounds like an opportunity that interests you, please submit your curriculum vitae and a one-page pitch (750 words) outlining why your Skills, Knowledge and Behaviour Capabilities make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stewart Turner (02) 6207 1231 stewart.turner@act.gov.au

Shared Services

Finance Services

Finance Operations

Finance Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 07587)

Gazetted: 01 March 2021

Closing Date: 8 March 2021

Details: Shared Services Finance Operations is currently seeking enthusiastic and highly motivated individuals to join their team. In these roles you will be responsible for undertaking a range of support services and functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be committed to high quality customer service principles, have well developed problem solving and analytical skills and have a demonstrated ability to prioritise workloads in order to meet tight deadlines whilst maintaining high standards of quality.

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: Previous experience in a finance operations or accounts processing environment would be highly regarded

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages. Along with current curriculum vitae.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

Access Canberra

Licensing

Licence and Registration Administration

Specialist Driver Licensing Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 00354)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Consider yourself a good juggler of priorities? Thrive in a productive and energetic workplace? Always asking friends if you can check their driver licence photos? Seem to have a memory for numberplates?

The Licensing and Registration Administration (LARA) team is a diverse, innovative and professional team of people who come from a wide variety of backgrounds and share a passion for road safety. We are looking for a considerate, methodical and motivated person to fill the role of Specialist Driver Licensing Officer.

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Licence and Registration Administration (LARA) Team specialises in supporting process development for legislation regulation and providing specialist Road Transport Authority (RTA) advice to the whole of Access Canberra. Additionally, LARA are responsible for processing RTA transactions that may be too complex to perform in a service centre or over the phone, this includes driver licence medical monitoring, court ordered driver licence sanctions and Public Vehicle Driver Licences.

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.

How to Apply: Please submit a current curriculum vitae and pitch of no more than two pages outlining how your Skills, Knowledge and Behaviour Capabilities allow you to perform the duties as described.

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: Patricia Ryan (02) 6207 8197 patriciaX.ryan@act.gov.au

Policy and Cabinet

Corporate Support

Corporate Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 34805)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: Chief Minister, Treasury and Economic Development (CMTEDD's) Policy and Cabinet Division is seeking a Corporate Manager.

The Corporate Support team works collaboratively across the Policy and Cabinet and Communication and Engagement division. The team provides administrative support and is responsible for the operational and financial management across the two divisions.

The Corporate Manager provides strategic, operational and administrative support to senior executives and their branches and is also responsible for the overarching business and financial management across the two divisions. 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 education qualifications in finance is desirable.

Note: This is a temporary position available for up to 12 months with the possibility of extension. A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note that the Policy and Cabinet Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement.

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.

Applicants must submit the following: A pitch no longer than 1000 words 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.

A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Hicks (02) 6205 1049 jessica.hicks@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Unified Communications

Voice Support Officer

Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 28755)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Digital, Data and Technology Solutions is looking for a Voice Support Officer to support the ACT Government's Cisco telephony and mobile network solutions. The role sits in the Networks and Communication Services team, reports to the Manager of Unified Communications, and works closely with all ACT Government Directorates.

In this role you will be responsible for:

Provide first level voice systems support for large government enterprise environment

Action requests for ordering and configuration of telephones and peripheral devices

Provide input into change management services

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:

Demonstrated knowledge and experience supporting mobile and/or desktop telephone systems.

Demonstrated knowledge and experience, in the ordering, configuration and delivery of mobile device products and services

ITIL Foundations V3 Certificate highly desirable.

Driver's license C class is essential.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available for a period of 15 March 2021 to 15 July 2021 with the possibility of permanency.

How to Apply: Please provide a covering letter along with a two-page pitch addressing your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Eccleston (02) 6207 7963 shane.eccleston@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Integrated facilities management

Field maintenance officer

General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 22619)

Gazetted: 26 February 2021

Closing Date: 12 March 2021

Details: Are you an all-rounder, with a 'can do' attitude? Do you like to be out in the field, making the Territory a better place to live for all? Do you like a job where no two days are the same? This job could be for you.

This role provides a range of general maintenance services to ACT Government owned and managed properties, install and removes flags and banners and maintains non-building assets like fountains and memorials when required. This role is primarily out in the field delivering programmed and as required maintenance services. The person in this role works with the Field Maintenance team to deliver a range of works.

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.

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:

Hold or have the capacity to obtain White Card and Asbestos Awareness

A current driver's licence.

Qualification/s in building trades or similar are highly desirable.

Certificate/Tickets in Traffic Control, Working at Heights, Working in Confined Space, or the ability to obtain these are desirable.

Notes: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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.

Please include a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Integrated facilities management

Director, Property intake, security and operations

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50473)

Gazetted: 26 February 2021

Closing Date: 15 March 2021

Details: This position provides a unique opportunity for the successful candidate to consolidate a varied background in security, building maintenance and intake management. This is a dynamic job, where no two days will ever be the same. The role is both a manager and a leader of a multi-disciplinary team including trade professionals and office-based staff that ensure buildings and maintenance are managed well and our customers have a service driven response to maintenance concerns.

The person in this role will manage and oversee security functions in the organisation, including electronic and physical access security. The team also manages a trade compliance role that ensures our trades and contractors deliver a good quality and compliant trade services.

The person in this role ensures the team delivers high quality, efficient and productive trade and customer focussed services, provides professional guidance and direction, sets the strategic agenda with the team and manages human resource and industrial matters relevant to the team.

The person in this role will also provide customers and senior leaders with information and reports on the activities, achievements and productivity of the team. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community.

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

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:

A current driver's licence (car) is required.

The following are highly desirable:

Hold or have the capacity to obtain White Card and Asbestos Awareness

Qualification/s in facilities management, project management, property management, management, procurement, contract management or similar.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please 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.

2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Luchetti (02) 6205 4866 christine.luchetti@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.

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

Office of Director-General

Organisational Governance

Ministerial and Executive Governance

Cabinet Liaison Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 55630)

Gazetted: 26 February 2021

Closing Date: 5 March 2021

Details: Community Services Directorate (CSD) is seeking an experienced officer for the Cabinet Liaison Officer position for its Governance Unit. This position whilst supporting the Senior Director, Organisational Governance, will undertake preparation and management of Cabinet and Assembly documents for the Directorate requiring a high degree of sensitivity. The position manages a team of 4 staff. 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: A strong understanding and experience in supporting, Cabinet and Assembly processes 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. Selection may be based on application and referee reports only.

How to Apply: A response to each of the Selection Criteria outlining experience and/or ability, focusing on experience in Cabinet and Assembly processes with a maximum of 400 words per Criteria to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Housing ACT

Infrastructure and Contracts

Asset Design and Delivery

Assistant Director, Asset Design and Delivery

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 34795)

Gazetted: 25 February 2021

Closing Date: 4 March 2021

Details: The Assistant Director, Asset Design and Delivery, supervises the Design team's operational responsibilities, and supports the Design Director and Senior Director to deliver design projects marked for redevelopment as part of the public housing growing and renewing program.

The Assistant Director works closely with the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community. The position collaborates with various teams throughout Housing ACT to share information, ensuring the project-built form meets the changing needs of Housing ACT tenants.

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 a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications to be submitted as if an expression of interest, no more than one A4 page, including a curriculum vitae. For more information relating to this position please review the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helene Tabor (02) 6207 1813 helene.tabor@act.gov.au

Inclusion and Participation

Community and Social Inclusion

Social Recovery

Director, Social Recovery

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46548)

Gazetted: 26 February 2021

Closing Date: 5 March 2021

Details: Inclusion and Participation Division is seeking expressions of interest from suitable candidates for a six-month vacancy for the position of Director, Social Recovery.

The Director, Social Recovery, works in partnership with community partners and ACT Government agencies to manage and coordinate all social recovery functions under the ACT Emergency Plan and Administration Arrangement Orders.

This includes maintenance and activation of the Community Recovery Network and Liaison Officers, establishment of evacuation centres and representation at relevant national and local committees and working groups.

Demonstrated experience in a senior leadership role, superior written and oral communication and interpersonal skills and the ability to lead and deliver effective outcomes in a fast and efficient manner is a requirement.

The occupant is required to liaise and manage in a calm and focused manner during times of emergencies in collaboration with cross-government colleagues, community leaders, Directorate Executive and Ministerial staff. The occupant will be required to demonstrate a high level of sensitivity, confidentiality, and a flexible approach to tight deadlines.

Eligibility/Other Requirements:

Given the nature of emergencies and social recovery processes, some out of hours work is expected in the role. Officers at SOGB and above have access to leave provisions in lieu to cover time worked.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Summerrell (02) 6207 5718 jessica.summerrell@act.gov.au

Director of Public Prosecutions

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

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

ACT DPP

Non Legal

Disability Liaison Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50729)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: The Office of the Director of Public Prosecutions (DPP) is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director.

The role of the Disability Liaison Officer is to act as a bridge between vulnerable witnesses who identify as having a disability, and their family members, and prosecutors.

The successful applicant will support people with disability and reasonable adjustment needs, providing advice and information ensuring it is made accessible to people engaged with the justice system so they can understand, and fully participate in, court proceedings.

The successful applicant will support DPP staff in the form of training and the development of resources, as well as otherwise supporting the other roles and functions of the Director.

This is mainly an administrative based role which liaises with other agencies and where appropriate refers people with a disability to other support services.

If at any given time, the number of witnesses who identify as having a disability does not support a full-time load, the Disability Liaison Officer will be expected to assist with other vulnerable witnesses and administrative tasks as directed.

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

Eligibility/Other Requirements:

Lived experience of disability is highly desirable including being a person with disability, a supporter of people with disability or having significant experience in understanding issues experienced by people with disability.

Police Check required.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mercy Wilkie (02) 6207 5399 mercy.wilkie@act.gov.au

Education

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

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

School Improvement and Performance Division

North and Gungahlin Network

Dickson College

Office Manager - Student Services

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 15040)

Gazetted: 26 February 2021

Closing Date: 8 March 2021

Details: Dickson College is seeking a highly motivated person for the role of Office Manager for Student Services. The position works within the Student Wellbeing faculty and manages a small team to provide services such as enrolments, attendance, parent communication, class selection, special consideration applications, student wellbeing supports and reporting requirements.

The Office Manager is required to work independently and be self directed, demonstrating initiative and high level communication skills. They are a main contact point for several executive teachers, the Deputy Principal for Students, the Business Manager and the Principal. The Office Manager is responsible for coordinating work flow in the student services team and direct supervision of a small team.

The position is full time and has direct supervision responsibilities.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Highly Desirable

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

Knowledge of Microsoft Office Packages and school administration software, including Sentral and Timetabler.

Experience working in a school environment.

Note: This is a temporary position available immediately up until the 26 January 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit claims against the Selection Criteria (maximum three pages), a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Esther Duffy (02) 6142 0140 esther.duffy@ed.act.edu.au

Business Services

Infrastructures and Capital Works

Repairs and Maintenance

Network Project Officer

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 44152)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: The Education Directorate delivers high quality education services through government schools, registers non government schools and administers vocational education and training in the ACT. Within the Directorate Infrastructure and Capital Works Branch (ICW) is responsible for the overall management of public school buildings and infrastructure and the Directorate's corporate office facilities and infrastructure. The Repairs and Maintenance (RandM) unit within ICW manages the repairs and maintenance of ACT Government school buildings and facilities including:

General repairs and maintenance in schools.

Hazardous materials removal and school hazardous materials management plans.

Fire, emergency lighting and security systems.

Tree safety assessments.

Lifts and automatic doors.

School insurance claims.

Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems in all schools.

Preschool grounds maintenance including replenishment of preschool soft fall areas and sandpits.

Auditing and maintenance programs.

RandM are looking to engage a Network Project to manage the repairs and maintenance of public education facilities within the ACT.

Should you wish to discuss the role please contact the contact officer.

Eligibility/Other requirements:

Mandatory Requirements

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

Hold a relevant building degree;

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

Current driver's licence.

Highly Desirable

Possession of a white card or willingness to complete the required training.

Asbestos awareness training certificate or willingness to complete the required training.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available immediately for a period of 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. If interviews are required, they will be conducted via Video or Teleconference.

How to Apply: Applicants should address the numbered Selection Criteria located in the Position Description and limit responses to 250-300 words (max) per criteria and also attach a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Kidman (02) 6207 0002 fiona.kidman@act.gov.au

School Performance and Improvement

North Gungahlin Network

Harrison School

Staffing Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 37512)

Gazetted: 03 March 2021

Closing Date: 17 March 2021

Details: Harrison School is a vibrant Preschool to Year 10 school. The successful applicant will be responsible for booking and engagement for day to day relief staff to cover classes and programs using the schools and Directorate online systems. Administer the leave and employee absences. Records management and related matters of relief staffing including staff contracts and induction processes. You will have proven ability to manage outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve. The successful applicant will work closely with the Corporate Manager and the Senior Administration Manager within the administration area.

Eligibility/Other requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 19 April 2021 to 17 September 2021 with possibility of permanency.

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria located in the Position Description and two written referee report reflecting the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

System, Policy and Reform

Children's Education and Care

Investigation Officer

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 01635)

Gazetted: 02 March 2021

Closing Date: 9 March 2021

Details: Early Childhood Policy and Regulation (ECPR) is seeking an experienced Investigation Officer to work with an Investigation Team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law Act 2010* (National Law) and the *Children and Young People Act 2008* (CYP Act).

Children's Education and Care Assurance (CECA), is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations.

ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises three teams; Quality Assessment and Rating, Audit and Risk Management and Investigations.

The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the National Law and the CYP Act. They will conduct inspections, interview relevant parties, and draft witness statements relevant to investigations. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director.

Eligibility/Other Requirements:

Certificate IV in investigations or higher, a relevant discipline or equivalent experience is required.

Knowledge and understanding of the Education and Care Services National Law 2010, the Children and Young People Act 2008, the Education and Care Services National Regulations 2011 and the ACT Childcare Services Standards is desirable.

A current driver's licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants need to address the Section Criteria, provide a copy of their curriculum vitae, and contact details of at least two referees. Interested applicants are encouraged to contact the Contact Officer for any queries regarding the position.

Applications should be submitted via the Apply Now button below.

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

School Performance and Improvement

North Gungahlin

Majura Primary School

Deputy Principal

School Leader B \$147,337, Canberra (PN: 04003)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Majura Primary School is looking for an innovative and effective school leader to support the principal in developing and implementing the school improvement agenda.

Majura is a large and growing P-6 school with a passionate and engaged parent community. The Deputy Principal will work with parents, staff, paraprofessionals and outside agencies to ensure that personalised and differentiated programs are developed to meet the needs of all our learners.

As an effective change manager, the Deputy Principal will support staff to develop shared beliefs and consistent learning and teaching practices to place the students at the centre of all we do.

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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 curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and the details of 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: Liz Bobos (02) 6142 3140 liz.bobos@ed.act.edu.au

Service Design and Delivery

Student Engagement

Flexible Education

Indigenous Student Engagement Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46681)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Flexible Education are looking for an Indigenous Student Engagement Officer to join the team. The successful applicant must have the ability to communicate effectively and sensitively, including the capability to consult with Aboriginal and Torres Strait Islander students, families and community members, school staff and other stakeholders. A comprehensive knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools is a must, as well as insight into the issues important to

Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students

Eligibility/Other requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Possession of a current driver's license and access to a private vehicle is desirable.

Notes: Please note, this is an Identified position for Aboriginal and Torres Strait Islanders. 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 response no more than three pages to the Selection Criteria located 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: Jennie Lindsay (02) 6142 0093 jennie.lindsay@ed.act.edu.au

School Improvement and Performance Division

Tuggeranong Network

Taylor Primary School

School Assistant - Taylor Primary School

School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 50829)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Taylor Primary School is seeking an educator who is passionate and demonstrates experience working in early childhood education, specifically in the preschool environment.

The successful applicant will demonstrate enthusiasm for the pedagogical approach taken at Taylor Primary School. Knowledge or willingness to learn and implement practices that reflect an inquiry mindset and concepts of co-construction and student agency is fundamental in this role. We believe in children experiencing learning that fosters the dispositions of creativity, compassion, curiosity, and confidence.

The ability to demonstrate responsiveness to the needs of all children is essential, as well as collaboration with preschool educators and all staff to form a dynamic and innovative early childhood team.

The successful applicant will join a team and a school with an embedded professional learning culture that is highly collaborative, supported by instructional leaders and educators who are all committed to the school vision and pedagogical approach at Taylor Primary School.

Eligibility/Other Requirements:

Current First Aid.

Cert 3 in Education and Care.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a part-time temporary position available immediately at 18:45 hours per week for a period of six months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please respond to the Selection Criteria in the Position Description. Alignment with the school context is highly desirable. Provide examples of working in a preschool and primary school setting as a school assistant.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Fenn (02) 6142 3000 belinda.fenn@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

**Climate Change and Energy
Climate Change and Energy
Program and Policy**

Program and Policy Officers

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50583, several)

Gazetted: 03 March 2021

Closing Date: 19 March 2021

Details: Climate Change and Energy Division is seeking to employ Program and Policy Officers to work across a variety of sections within our Division.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. And, provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

Eligibility/Other requirements:

A current ACT or equivalent driver's licence may be required.

Occasional weekend work may be required.

Notes: We currently have vacancies across the Division and this process will be used to create a merit list for both policy and programs officer positions within the Division and may be used to fill identical temporary and permanent positions in the Division over the next twelve months.

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

A Two-page pitch supporting statement addressing the Selection Criteria located in the Position Description.

A Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Roden (02) 6207 4789 helen.roden@act.gov.au

**City Renewal Authority
Design and Place Strategy
Project Manager**

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 34217)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: The City Renewal Authority is leading the transformation of the designated City Renewal Precinct which includes Dickson, Northbourne Avenue, Haig Park, Civic and Acton. It is responsible for managing the renewal of the Precinct through the implementation of its approved Renewal Program. It works with other Government Directorates, agencies and the broader community to achieve its strategic goals.

The position is with the Design and Place Strategy team of the Authority's organisational structure. The position is responsible for the day-to-day management and delivery of allocated tasks including urban design, landscape architecture and related urban renewal project-based activities as well as providing support and advice to other agency staff.

This opportunity exists for a Project Manager to work on a temporary 12 month basis with the Design and Place Strategy team on a number of significant city building projects within the city centre from design through to implementation phases. Selection criteria is related to project management and implementation and design management as part of a specialist team that focuses on place making associated with sustainable, people centred outcomes.

Notes: This is a temporary position available for a period from 09 March 2021 to 09 March 2022. This will be a merit based selection process inclusive of submission of curriculum vitae, assessment based on Selection Criteria/Skills, review and interview by selection panel and inclusive of referee checks.

How to Apply: Please submit a cover letter inclusive of response to the Selection Criteria and Skills/Experience, curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dennis Eiszele 0414 632 119 dennis.eiszele@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Legal and Integrity Services

Senior Director, Legal Services

Senior Officer Grade A \$151,002, Canberra (PN: 47793)

Gazetted: 26 February 2021

Closing Date: 5 March 2021

Details: The Governance, Compliance and Legal Services Branch is responsible for the design, deliver and embed systems, solutions and practices that support Environment, Planning and Sustainability Development Directorate (EPSDD) operations and strategic performance. The Branch provides prompt, consistent advice including in relation to matters such as organisational governance, strategic performance, risk and assurance, records, information and knowledge management, legal policy and emergency management.

We strive to be informed, connected and innovative in our approach and are committed to building organisational capability, resilience and performance.

We are looking for people interested in joining us for a temporary opportunity as the Acting Senior Director of the Legal and Integrity Services team. As a Senior Director you will operate with a high degree of independence and participate in the leadership of the branch. You will play a key advisory role within the Directorate and be responsible for the leadership of the Legal and Integrity Services team.

Working with a talented, motivated and professional team you will get the opportunity to contribute to the Directorate's law reform program across a diverse subject matter and with direct input to COVID-19 related whole of government legislation and related advice. We will look to you to coordinate and support the continued provision of strategic and high-quality advice, submission, reports, briefs and correspondence in relation to the diverse work of the Directorate. You will be our lead point of engagement with Parliamentary Counsels Office and the Chief Solicitor.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of interest are sought from potential candidates and should include a maximum two page pitch addressing the Selection Criteria located in the Position Description along with a copy of your current curriculum vitae and details of two referees. Please forward your expression of interest to the Contact Officer.

Contact Officer: Chantel Potter (02) 6207 4780 chantel.potter@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships / Operations Coordination

Operations Coordination and GIS Officer

Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 13499)

Gazetted: 01 March 2021

Closing Date: 17 March 2021

Details: The Operations Coordination team sits in the Parks and Partnerships Section within the Parks and Conservation Service (PCS). The team is responsible for business systems, GIS functions, data integration, coordinating operations planning and workflows and supporting the delivery of work across the conservation estate. The team works closely with internal government stakeholders to ensure that core park management programs are coordinated, prioritised and deliver on agreed conservation objectives and outcomes.

This position will plan and coordinate projects relating to the delivery of work to deliver core park management programs as well as provide spatial analysis, data management and Geographical Information Systems (GIS) technical support. The position will work closely with PCS staff as well as Conservation Research, and Natural

Resource Management teams in the Division. The position will support and report to the Manager, Operations Coordination.

Eligibility/Other Requirements:

Mandatory:

Relevant qualifications and experience in spatial science, environment, natural resource management or related qualifications.

Current manual driver's license class C.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Highly Desirable:

Experience using ArcGIS Online/Portal, ArcGIS Pro, Survey123, Collector, ArcGIS Dashboards, PowerBI, Excel, cloud database skills, or ability to learn.

Experience or understanding of relational database management systems.

Good problem-solving, communications and stakeholder liaison skills

High attention to detail

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmine Glover 0434 896 248 jasmine.glover@act.gov.au

Environment

Conservation Planning and Policy

Water Policy

Senior Policy Officer - Water Policy

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35702)

Gazetted: 01 March 2021

Closing Date: 17 March 2021

Details: The Water Policy Section is responsible for the development and coordinated implementation of ACT water policies and strategies. The Section is involved in national and regional water policy and programs, including the National Water Initiative, the Murray-Darling Basin Plan, the ACT Water Strategy and the ACT and Region Catchment Strategy.

The successful applicant will have opportunities to be involved in a diverse portfolio of work. The position will be tasked to gather, analyse and interpret information from various sources to support evidence-based water policy, manage projects, draft briefing material for Government representatives at inter-governmental fora and prepare other documentation relevant to the priorities of the Section. We are seeking a highly motivated candidate interested in developing or furthering their skills and experience in water policy.

Note: This is a temporary position available immediately for a period of up to 12 months the possibility of permanency. An order of merit will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: In applying for the position please provide a response to the Selection Criteria contained within the Position Description. Your claim against the Selection Criteria should not exceed 750 words maximum. A current curriculum vitae with at least two referees is also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Breen (02) 6207 8268 ryan.breen@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Offender Reintegration

Executive Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50553)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, organised professional to join Offender Reintegration as an Executive Officer.

Offender Reintegration plays a vital role in the successful reintegration of an offender into the community by seeking to reduce criminogenic risk and supporting an offender to address other causal factors related to their offending behaviour.

The successful applicant will provide office management and administrative support to the Executive Branch Manager and the Offender Reintegration team by organising the Executive Branch Manager's correspondence and other documentation; drafting correspondence, briefings and reports including to ministerial, cabinet and other high level requests; and providing secretariat support to management committees/meetings.

In addition, you will assist the Executive Branch Manager to plan, manage and develop financial, regulatory, legislative, administrative and information technology (IT) functions. Including communicating executive decisions to staff, managers, and stakeholders, and by building and maintaining professional relationships.

Further to this, you will undertake research and analysis tasks, assist with the co-ordination and management of internal action plans, and attend meetings and provide subsequent briefings to the Executive Branch Manager and act as proxy as required.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

Eligibility/Other Requirements:

The successful candidate will be required to undergo a National Police check.

Demonstrated computer literacy with experience in the use of Windows based computer applications is highly desirable.

This position does require a pre-employment medical.

How to Apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and Please ensure you submit all two items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Pamplin (02) 6205 0197 narelle.pamplin@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Senior Policy/Program Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38160, several)

Gazetted: 26 February 2021

Closing Date: 16 March 2021

Details: The Justice Reform Branch is seeking applications for several Senior Policy/Program Officers.

The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers a range of initiatives related to community safety and improving outcomes for vulnerable people in contact with the justice system, with a priority focus on Aboriginal and Torres Strait Islander people. It also runs the Restorative Justice Unit; manages the ACT Policing arrangements; and coordinates the implementation of the ACT Government Aboriginal and Torres Strait Islander Agreement Justice Action Plan.

Senior Policy/Program Officers work closely with government and community stakeholders to develop and implement strategic policies, programs and initiatives related to justice reinvestment, crime prevention, restorative practice, reducing recidivism, reducing incarceration rates, justice housing and victims of crime. Responsibilities can include developing whole of government strategies, research and evaluation, providing high quality strategic advice, reporting to Government, and managing funding arrangements for the delivery of justice related programs.

Senior Policy/Program Officers require an understanding of how justice policy and programs uniquely impact Aboriginal and Torres Strait Islander people and other vulnerable groups in the ACT community. This is an opportunity to join a dynamic team and deliver policy and programs that will have a tangible impact on the Canberra community.

Eligibility/Other requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: There are two 12 month temporary vacancies and a number of expected vacancies across the Branch, with a possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In no more than two pages please tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Copeman (02) 6205 3749 kym.copeman@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing Section

Legislation Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 42312)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details:

The ACT Parliamentary Counsel's Office is looking for a Legislation Officer for the Legislative Publishing Section (LPS) of the Office.

Do you like reading? Do you have an eye for detail and strive for a high degree of accuracy?

Are you proficient with Microsoft Word? Do you understand why templates are used? Do you know about styles and formatting, and why section breaks are so important?

PCO is looking for someone who is interested in developing proofreading and editing skills for draft legislation. You will be working individually and collaboratively as part of a team responsible for complex legislative publishing and editing tasks and will assist with:

Editing of draft legislation.

Preparation of republished legislation for the ACT legislation register.

Notification of legislation on the ACT legislation register.

Preparation and publication of legislative information.

Checking of new and amended legislation.

An understanding of the ACT legislative process would be an advantage, but we are not looking for lawyers. You need to be able to concentrate for extended periods of time and use guides and procedures to ensure documents are consistent and adhere to office drafting and publishing standards.

If you think you tick all the boxes and you care about getting it right, then we would like to hear from you.

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should provide a short statement no more than two pages outlining how your Skills, Knowledge and Behavioural Capabilities make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the capabilities required to perform the position in drafting your statement. Please also include a current curriculum vitae and contact details of two referees.

Applications should be emailed to the Contact Officer.

Contact Officer: Karen Brown (02) 6205 3741 karen.brown@act.gov.au

ACT Emergency Services Agency

ACT State Emergency Services

Assistant Director Education and Development

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48024)

Gazetted: 03 March 2021

Closing Date: 19 March 2021

Details: Are you a great communicator, enthusiastic and dedicated? Would you like to be part of an Emergency Services Agency (ESA) 'team of teams' that ensures our members are skilled and supported to meet community needs? An opportunity exists to manage the learning and development of our majority volunteer workforce.

The Assistant Director – Education and Development (ED) supports the ACT Rural Fire Service (ACTRFS) and ACT State Emergency Service (ACTSES) in the delivery of the relevant functions as outlined in the *ACT Emergencies Act (2004)*, through education and skills development of both staff and the volunteer membership.

Leading the ED team, you will develop and co-ordinate diverse learning and development programs including skills acquisition, skills maintenance and professional development. This includes high-level analysis of the services' education and development needs followed by operationalisation of those needs.

You will work closely with the Membership Team to build effective and collaborative relationships that support operationally ready Emergency Services. Your superior communication and negotiation skills will develop and maintain positive and productive working relationships across the teams and membership as well as the broader ACTESA.

You will need to have experience in design and delivery of adult education and an understanding of the Vocational Education and Training (VET) sector.

You will be a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative and sound judgement, displaying integrity and professionalism at all times.

As this position will work collaboratively with the Membership Team, experience in interacting with a complex and diverse volunteer membership would be an advantage.

Eligibility/Other requirements:

Background and Security clearance checks will be conducted including National Police Records Check.

Certificate IV TAE or equivalent relevant qualifications in a field related to adult education and training are **highly desirable**.

An understanding of Emergency management is **desirable**.

Minimum C Class ACT driver's licence is essential.

A pre-employment medical is required for all new employees. The ACTRFS also requires the successful applicant to undertake an annual fitness test for persons performing fire ground activities.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

This position will be required to work after hours and weekends, including attending meetings, local Unit and Brigade visits and through periods of operational response. Participation in the Duty Officer roster in either Service may be also be required.

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: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driver's licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Draheim (02) 6207 8400 anthony.draheim@act.gov.au

Legislation Policy and Programs

Justice Reform Branch

Senior Policy/Program Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41359)

Gazetted: 03 March 2021

Closing Date: 19 March 2021

Details: The Justice Reform Branch is seeking applications for a Senior Policy/Program Officer.

The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers a range of initiatives related to

community safety and improving outcomes for vulnerable people in contact with the justice system, with a priority focus on Aboriginal and Torres Strait Islander people. It also runs the Restorative Justice Unit; manages the ACT Policing arrangements; and coordinates the implementation of the ACT Government Aboriginal and Torres Strait Islander Agreement Justice Action Plan.

Senior Policy/Program Officers work closely with government and community stakeholders to develop and implement strategic policies, programs and initiatives related to justice reinvestment, crime prevention, restorative practice, reducing recidivism, reducing incarceration rates, justice housing and victims of crime. Responsibilities can include developing whole of government strategies, research and evaluation, providing high quality strategic advice, reporting to Government, and managing funding arrangements for the delivery of justice related programs.

Senior Policy/Program Officers require an understanding of how justice policy and programs uniquely impact Aboriginal and Torres Strait Islander people and other vulnerable groups in the ACT community.

This is an opportunity to join a dynamic team and deliver policy and programs that will have a tangible impact on the Canberra community.

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

Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Copeman (02) 6205 3749 kym.copeman@act.gov.au

Corporate

Governance and Business Improvement

Assistant Director EDRMS

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 44438)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: The Governance and Business Improvement Branch has an exciting opportunity for an enthusiastic project manager to help business units within the Justice and Community Safety Directorate to rollout the Electronic Document and Record Management System (EDRMS) for digital recordkeeping. Working with key stakeholders within the business unit, the Assistant Director will help to map the areas information management needs, deliver training and provide hands on support post rollout to ensure the successful uptake of the EDRMS. The successful applicant will have experience working with Content Manager (CM) and will be able to identify opportunities to utilise the system functionalities to support business processes. The position will suit a professional and well organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension. 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) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a one to two page pitch outlining your Professional/ Technical Skills and Knowledge and Behavioural Capabilities, 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: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

ACT Ambulance Service

Clinical Governance Unit (CGU)

ACTAS Communications Quality Assurance (ACQA) Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 31490)

Gazetted: 25 February 2021

Closing Date: 11 March 2021

Details: Do you strive to improve process? Are you detail orientated and like to review actions to improve outcomes? The ACT Ambulance Service is looking for an energetic and resilient individual to undertake audits of call taking practices for calls into the emergency ambulance services within the ESA Communication Centre. If you have a commitment to assisting our operational personnel to provide the highest level of service to the community, through the provision of timely constructive feedback, conduct of quality activities, and contribution to the development of educational and other solutions, we would love to hear from you.

This role handles sensitive information with the intention of being an active member of ACTAS for change. Your ability to communicate and engage with operational ambulance staff and stakeholders will be excellent.

Eligibility/Other Requirements: A Certificate III in Ambulance Communications (Call Taking) and/or experience working in an emergency call centre would be highly regarded.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Shipp (02) 6205 0734 carol.shipp@act.gov.au

ACT Corrective Services

Operational Support

Policy and Risk Management Unit

Risk Coordinator and Agency Security Advisor

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 49306)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Risk Coordinator and Agency Security Advisor (ASO6) in the Policy and Risk Management Unit.

The successful applicant will undertake a varied range of risk management and corporate protective security activities to support business continuity and provide advice to the ACTCS Executive concerning the delivery of compliant, safe and effective corrective services.

Among other duties, you will monitor compliance against protective security mandates, develop policies and implement mandatory requirements and procedures based on risk assessment and corporate need, maintain and update the ACTCS Business Continuity Plan through testing, and lead and support ACTCS Divisions in monitoring and managing risk.

To be successful, you will be required to demonstrate 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 and have knowledge in one or more areas of business continuity planning, corporate protective security requirements and/or risk management processes.

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

Eligibility/Other requirements:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Background / Security clearance checks will be conducted.

Driver's license is essential.

A pre-employment medical will be required.

How to Apply: Applicants are required to submit four items.

A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae.

A copy of your Working with Vulnerable People registration.

The names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Cussen (02) 6205 0366 tracyl.cussen@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42723)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: Legislation, Policy and Programs are seeking a highly motivated person to join our dynamic team in the role of Executive Assistant. The successful applicant will need to be engaged, great at problem solving, manage complex and sensitive issues, have excellent multi-tasking skills, have sound IT skills and be able to constantly prioritise. In this interesting role you will provide administrative and executive support, diary and mailbox management, reception services, liaise with various stakeholders across the ACT Government, maintain a high-level of confidentiality and discretion, respond quickly to business needs and adhere to tight timeframes.

Eligibility/Other Requirements:

Experience in an Executive Assistant or similar support role would be an advantage.

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes is desirable.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, 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: Cherry Wang (02) 6205 3441 cherry.wang@act.gov.au

Legislation Policy and Programs

Criminal Law

Senior Director

Legal Officer Grade 2 \$148,564 - \$154,670, Canberra (PN: 42758)

Gazetted: 02 March 2021

Closing Date: 18 March 2021

Details: This permanent position is one of the two Senior Directors who lead the Criminal Law and Royal Commission team. It provides the opportunity for an experienced legal policy officer, with a strong background in criminal law and excellent leadership skills, to lead the development of significant criminal law reforms. You will share the leadership of a small team, working with key justice sector and community stakeholders, to deliver the legislative reform priorities of the Attorney-General and Minister for Police and Emergency Services and other legislative priorities of the ACT Government.

Eligibility/Other requirements: Technical skills and knowledge components outlined in the Position Description.

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: Applications are sought from potential candidates and should include a supporting statement outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. A current curriculum vitae and the contact details of two referees is also requested.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Greenland (02) 6207 6244 karen.greenland@act.gov.au

Legislation Policy and Programs

Justice Reform Branch

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45988, several)

Gazetted: 01 March 2021

Closing Date: 17 March 2021

Details: The Justice Reform Branch is seeking applications for several Director roles.

The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers a range of initiatives related to community safety and improving outcomes for vulnerable people in contact with the justice system, with a priority focus on Aboriginal and Torres Strait Islander people. It also runs the Restorative Justice Unit; manages the ACT Policing arrangements; and coordinates the implementation of the ACT Government Aboriginal and Torres Strait Islander Agreement Justice Action Plan.

Directors manage a small team to work closely with government and community stakeholders to develop and implement strategic policies, programs and initiatives related to justice reinvestment, crime prevention, restorative practice, reducing recidivism, reducing incarceration rates, justice housing and victims of crime. Responsibilities can include developing whole of government strategies, research and evaluation, providing high quality strategic advice, reporting to Government, and managing funding arrangements for the delivery of justice related programs.

Directors require an understanding of how justice policy and programs uniquely impact Aboriginal and Torres Strait Islander people and other vulnerable groups in the ACT community.

This is an opportunity to join a dynamic team and deliver policy and programs that will have a tangible impact on the Canberra community.

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

Eligibility/Other requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: There is one permanent vacancy available and several expected vacancies across the Branch. 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: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Johnson (02) 6205 1451 kathrynL.johnson@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

ACT Ambulance Service - Ambulance Manager Clinical Governance

Ambulance Manager Level 2 \$136,323 - \$143,578, Canberra (PN: 25426, several)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Are you a qualified and experienced Paramedic? Are you detail orientated and like to analyse trends to make recommendations which improve patient care? The ACT Ambulance Service (ACTAS) is looking for energetic and resilient individuals to undertake a management role in conducting clinical review and audit activities (including maintaining clinical governance documents in line with academic evidence), for the ACT Ambulance Service.

If you have a commitment to provide the highest level of service to the community by addressing the safety and quality of patient care; we would love to hear from you.

This role handles sensitive information with the intention of being an active member of ACTAS to review and make recommendations to improve process. Your ability to communicate, engage and remain impartial when interacting with ESA stakeholders and members of the public will be excellent.

Eligibility/Other Requirements:

Current registration as Paramedic with Australian Health Practitioner Regulation Agency (AHPRA).

Current Authority to Practice as an Intensive Care Paramedic or an Ambulance Paramedic.

Ambulance Paramedic: minimum five years' experience post Authority to Practice.

Intensive Care Paramedic: minimum of three years' post Authority to Practice at ICP level.

Note: These are temporary positions available immediately for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Shipp (02) 6205 0734 carol.shipp@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

SPIRE

Assistant Director Project Delivery

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50724)

Gazetted: 02 March 2021

Closing Date: 16 March 2021

Details: The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus.

The Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; 4 cardiac catheterisation and electrophysiology laboratories; and a 64-bed inpatient unit. At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed Critical Services Building around which future developments on the campus will be planned.

The Project Team works alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Major Projects Canberra, but function as a dedicated team with the single objective of successfully delivering the Project.

The Assistant Director, Project Delivery is responsible for undertaking general project and administrative duties in relation to the operational requirements and functions of the diverse elements of the Canberra Hospital Expansion Project. The position serves to achieve results in line with the Project goals and objectives.

The successful candidate will have proven contract administration skills and experience on infrastructure projects (ideally within a health infrastructure environment), and the ability to establish and maintain effective working relationships with both internal and external stakeholders to ensure successful delivery of the Canberra Hospital Expansion Project. The candidate will also have the ability to manage competing priorities, work to multiple deadlines and deliver high-quality outputs and advice.

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 business, management or relevant discipline are highly desirable.

Experience in project management is desirable.

Notes: This position is available immediately for two years with the possibility of extension for a further two years. 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Faulkner (02) 6205 4922 josh.faulkner@act.gov.au

Project Development and Support
Ministerial, Governance and Corporate Support
Ministerial and Government Business
Directorate Liaison Officer
Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45667)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACT Public Service (ACTPS), and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Directorate Liaison Officer (DLO) reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and works within a small Ministerial, Services team within the branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

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

Eligibility/Other Requirements:

Previous experience in the management and provision of advice in Cabinet and Assembly matters is highly desirable.

Note: This position is available from immediately for a period of up to 12 months with the possibility of extension for a further 12 months.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Project Development and Support
Ministerial, Governance and Corporate Support
Ministerial and Assembly Liaison Officer
Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47782)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACT Public Service (ACTPS), and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Ministerial and Assembly Liaison Officer reports to the Director, Ministerial and Government Business within the Ministerial, Governance and Corporate Support Business Unit. Working with a high level of autonomy as part of a small, fast-paced team, this position will coordinate Assembly and Government Business for Major Projects Canberra (MPC) and contribute to the preparation of ministerial replies, briefs, constituent inquiries and day to day Government business.

This position will have significant contact with officers of all levels, including various Minister's offices, requiring a high degree of sensitivity as well as a highly responsive approach in responding to tight deadlines.

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

Eligibility/Other Requirements:

Experience with Assembly, Cabinet and Ministerial processes.

Desirable:

A good working knowledge of Objective and/or SharePoint would be an advantage.

Note: This is a temporary position available immediately for up to three months 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vilma Bell (02) 6205 7812 vilma.bell@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Senior Director, Committee Support

Senior Officer Grade A \$151,002, Canberra (PN: 250)

Gazetted: 01 March 2021

Closing Date: 15 March 2021

Details: The Office is seeking to permanently fill the key role of Senior Director, Committee Support.

The successful candidate will be able to demonstrate a strong capacity to lead and manage a team of staff, and to achieve results and will have an extensive knowledge of committee procedure – or the demonstrated ability to quickly learn. Parliamentary experience desirable.

The Office's committee support function provides procedural and administrative advice and support to a number of Assembly standing and select committees. The successful candidate will be responsible for managing and planning the operations of the Office's committee support function, providing high level advice on committee practice and procedure, and ensuring appropriate quality assurance of committee secretariat services. They will also perform the role of Secretary to an Assembly committee or committees.

Note: Expected start date is early April.

How to Apply:

Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julia Agostino (02) 6205 0171 julia.agostino@parliament.act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Office

People and Capability

Organisational Development

Recruitment Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 44125)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community. Our people are our highest priority, and in TCCS you will work with great people who are passionate about their work. People and Capability are seeking applications from proactive and enthusiastic candidates to join our team as a Recruitment Officer.

In consultation with the Senior Director of Organisational Development, this position involves working collaboratively with TCCS staff to ensure the provision of timely and accurate advice relating to recruitment and selection processes and coordination of position establishments and variations. The ideal candidate has excellent interpersonal and organisational skills, demonstrates initiative and the ability to manage competing priorities, has a strong client focus and will give high priority to building and maintaining client relationships and working in partnership with managers to meet their workforce needs.

Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values.

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

Eligibility/Other requirements: Relevant tertiary qualifications in Business Management or Human Resource Management is highly desirable.

Notes: This is a temporary position available immediately up to 30 July 2021. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. The successful applicant may work remotely. This position is available to ACT Government officers and employees only. This position is available to ACT Government officers and employees only.

How to Apply: Applicants should provide their curriculum vitae and contact details of two referees. Please also review the "What you will do" and "What you require" sections of the Position Description and provide a two page written response that provides evidence of your suitability for the position. Include examples that clearly demonstrate relevant Experience, Skills, and Knowledge.

Applications should be sent to the Contact Officer.

Contact Officer: Natasha Wise (02) 6207 4934 natasha.wise@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Infrastructure Manager Waste

Infrastructure Manager/Specialist 2 \$180,234, Canberra (PN: 31100)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: As a senior leader within Transport Canberra and City Services (TCCS) this role 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 and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

Professional qualifications and experience is defined as:

Engineering - a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer, including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution.

or

An equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management;

or

have at least ten years relevant experience in project management.

Note: This is a temporary position available from the 1 April 2021 up until the 1 April 2022 with the possibility of permanency.

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to one A4 page (maximum) against each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

Territory and Business Services

Yarralumla Nursery

Finance and Administration Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 14634)

Gazetted: 03 March 2021

Closing Date: 10 March 2021

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking an innovative, motivated and suitably experienced person to fill the position of Administration and Finance Officer. The successful applicant must display a sound knowledge of financial management policies, practices and procedures and will display high quality customer service practices.

Duties include, but are not limited to, financial reporting, processing of accounts payable and receivable and providing administrative support for the Nursery. The successful applicant must be able to demonstrate the ability to contribute positively within a small team environment and work independently with limited supervision where required.

The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of our positive culture and inclusive working environment.

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

Notes: This is a temporary position available April 2021 for a period of 8 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response to the Selection Criteria found in the Position Description, a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Ross (02) 6205 6105 kate.ross@act.gov.au

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

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Ranger

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 17773, several)

Gazetted: 02 March 2021

Closing Date: 10 March 2021

Details: Do you love dogs and want to serve the ACT community?? An exciting opportunity is available for suitably experienced people to join the Domestic Animal Services Ranger team. Domestic Animal Services (DAS) is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership. DAS Rangers are based at the Mugga Lane Animal Shelter in Symonston and are be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. This involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints. This position is required to participate in a rotating roster, including public holidays and weekends. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

- Desirable - Certificate IV in Government (Investigation) and or willingness to obtain.
- Current non-restricted driver's licence.
- Animal Husbandry/Handling experience is desirable specifically dog handling.

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: Applicants should provide a written response no more than two pages to the Selection Criteria located in the Position Description in. 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: Eva Cawthorne (02) 6207 5181 eva.cawthorne@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

ACT NoWaste

Senior Project Officer, Infrastructure Planning and Coordination

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 39238)

Gazetted: 01 March 2021

Closing Date: 18 March 2021

Details: ACT NoWaste is seeking a Senior Project Officer, to join the Strategic Coordination and Planning team to oversee management of waste assets, provides strategic, technical support and advice to successfully plan and deliver waste asset and infrastructure projects

The role will draw on extensive project management, planning, and technical skills in contract management and environmental science.

The position requires the officer to actively engage with key stakeholders, interpret and apply relevant legislation and the ability to strategically plan for a broad range of current and future assets and infrastructure.

The role requires high-level attention to detail, strong customer service focus, exceptional communication and organisational skills, and the ability to think and work strategically.

If you are interested in joining a dynamic team with an interesting program of works, please apply by addressing the selection criteria.

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

Notes: This is a temporary position available for a period of 01 April 2021 to 31 March 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In no more than four pages, along with a current curriculum vitae, please tell us why you are suited to this role by addressing the Selection Criteria that is listed in the 'What you require' section of the Position Description. For further information on the position please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gayan Ratwatte (02) 6207 6031 gayan.ratwatte@act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade C \$110,397 - \$118,832

Catherine Trevorrow, Section 68(1), 1 March 2021

Canberra Health Services

Pharmacist Level 1 \$72,260 - \$83,418

Samuel Bougher, Section 68(1), 22 February 2021

Registered Nurse Level 3.1 \$108,237 - \$112,691

Meghan Campbell, Section 68(1), 4 March 2021

Pharmacist Level 1 \$72,260 - \$83,418

Kalya Cho, Section 68(1), 22 February 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Jennica Dacanay, Section 68(1), 25 February 2021

Pharmacist Level 1 \$72,260 - \$83,418

Sophie De Rota, Section 68(1), 22 February 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Renuka Deane, Section 68(1), 1 March 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Alaura Devereux, Section 68(1), 1 March 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Rosemary Evans, Section 68(1), 18 February 2021

Technical Officer Level 1 \$60,130 - \$63,043

Suzette Goulder, Section 68(1), 22 February 2021

Assistant in Nursing \$52,300 - \$54,070

Sangay Khandu, Section 68(1), 25 February 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Kristy Martens, Section 68(1), 1 March 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Veena Prasannakumar Panicker, Section 68(1), 4 March 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

Michael Riethmuller, Section 68(1), 15 February 2021

Health Professional Level 2 \$67,892 - \$93,203

Eden Roberts, Section 68(1), 2 March 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Steven Tadic, Section 68(1), 10 March 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Pearl Tamayao, Section 68(1), 23 February 2021

Health Professional Level 2 \$67,892 - \$93,203

Yun Hua Wang, Section 68(1), 1 March 2021

Pharmacist Level 1 \$72,260 - \$83,418

Emma Whitney, Section 68(1), 22 February 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Yidi Zhou, Section 68(1), 18 February 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 2 \$58,230 - \$64,299

Taneisha Cook, Section 68(1), 24 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Mathew Cross, Section 68(1), 26 February 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Inessa Makeeva, Section 68(1), 2 March 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

Laynie Munro, Section 68(1), 24 February 2021

General Service Officer Level 2 \$48,918 - \$50,696

Jaydon O'Donoghue, Section 68(1), 24 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Laura Peppas, Section 68(1), 3 March 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Marie Rapley, Section 68(1), 25 February 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

Lily Thoroughgood, Section 68(1), 24 February 2021

City Renewal Authority

Administrative Services Officer Class 5 \$81,407 - \$86,168

Shun Wai Yiu, Section 68(1), 1 March 2021

Community Services

Administrative Services Officer Class 5 \$81,407 - \$86,168

Pai-Wan Chu, Section 68(1), 1 March 2021

Senior Officer Grade C \$110,397 - \$118,832

Matthew Pickering, Section 68(1), 22 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Nathasha Weerasinghe, Section 68(1), 4 March 2021

Director of Public Prosecutions

Prosecutor Grade 4 \$149,377 - \$160,147

Tamzin Lee, Section 68(1), 1 March 2021

Prosecutor Grade 4 \$149,377 - \$160,147

David Swan, Section 68(1), 1 March 2021

Education

School Assistant 4 \$67,267 - \$72,837

Chantelle Ellison, Section 68(1), 2 March 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Sarah Fitzgerald, Section 68(1), 25 February 2021

School Assistant 4 \$67,267 - \$72,837

Amar Saleh, Section 68(1), 2 March 2021

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Lisa Vithalis, Section 68(1), 4 February 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4 \$73,248 - \$79,310

Joshua Dobing, Section 68(1), 25 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Caitlin Nelson, Section 68(1), 26 March 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Ellyse Sharp, Section 68(1), 25 March 2021

Independent Competition and Regulatory Commission

Senior Officer Grade B \$130,018 - \$146,368

Manish Agarwal, Section 68(1), 1 March 2021

Justice and Community Safety

Senior Officer Grade C \$110,397 - \$118,832

Andrew Gradie, Section 68(1), 1 March 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Laura Nolan, Section 68(1), 24 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Taylah Wyllie, Section 68(1), 1 March 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Linda Neil, Section 68(1), 3 March 2021

Transport Canberra and City Services

Administrative Services Officer Class 3 \$65,976 - \$71,004

Leonie Allen, Section 68(1), 1 March 2021

Senior Officer Grade C \$110,397 - \$118,832

Lynnet Bridgfoot, Section 68(1), 2 March 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Leanne Hynes, Section 68(1), 2 March 2021

TGSO 6.1 - TGSO 6.4 \$81,907 - \$85,206

Dominic Maher, Section 68(1), 1 March 2021

TGSO 6.1 - TGSO 6.4 \$81,907 - \$85,206

Alexander Mulady, Section 68(1), 1 March 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Darren Subritzky, Section 68(1), 2 March 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Shannon Young, Section 68(1), 1 March 2021

TRANSFERS

Canberra Health Services

Sarah Hall

From: Health Professional Level 2 \$67,892

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 41197) (Gazetted 6 February 2020)

PROMOTIONS

ACT Health

Health System, Policy and Research

Policy Partnerships and Programs

Aboriginal Torres Straits Islander Health Partnerships

Lise Robinson

From: Senior Officer Grade B \$130,018 - \$146,368

Education

To: †Senior Officer Grade A \$151,002
ACT Health, Canberra (PN. 44577) (Gazetted 13 November 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Boban Baby

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 14080) (Gazetted 14 January 2021)

Medical Services

Laura Carmody

From: Technical Officer Level 1 \$60,130 - \$63,043

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN:21303) (Gazetted 14/01/2021)

Nursing and Midwifery

Simone Crowe

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 12050) (Gazetted 15 October 2020)

Infrastructure and Health Support Services

Mary-Lene Miro

From: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services

To: Health Service Officer Level 8 \$70,534 - \$74,533

Canberra Health Services, Canberra (PN. 33513) (Gazetted 1 October 2020)

Infrastructure and Health Support Services

Jagoda Tasic

From: Health Service Officer Level 4 \$54,896 - \$56,997

Canberra Health Services

To: Health Service Officer Level 8 \$70,534 - \$74,533

Canberra Health Services, Canberra (PN. 33516) (Gazetted 1 October 2020)

Chief Minister, Treasury and Economic Development

Communications and Engagement

Communications and Engagement

WHOG Content

Naomi Fallon

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 17659) (Gazetted 21 January 2021)

Access Canberra

Customer Coordination

Contact Centre

Nicole Wynants

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Health

To: †Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 31278) (Gazetted 14 October 2020)

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.

Shared Services

Strategic HR and Corporate

Lu Yu

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 32175) (Gazetted 12 February 2021)

Community Services

Housing

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Stephanie Henry

From: Senior Officer Grade C \$110,397 - \$118,832

Community Services

To: †Senior Officer Grade B \$130,018 - \$146,368

Community Services, Canberra (PN. 43033) (Gazetted 26 November 2020)

Education

School Performance and Improvements

South and Weston Network

Melrose High School

Anna-Maree Russell

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 12649) (Gazetted 2 February 2021)

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

Tuggeranong Network

Monash School

Karlie Russell

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 36313) (Gazetted 3 June 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Juleigh Langenberg

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 50590) (Gazetted 23 October 2020)

Justice and Community Safety

Public Trustee and Guardian

Guardianship Unit

Sunita Sharma

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Justice and Community Safety, Canberra (PN. 41827) (Gazetted 22 January 2021)