



ACT Government Gazette
Gazetted Notices for the week beginning 17 June 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>

Digital Solutions Division

Future Capability

Digital Health Record Implementation Hub

Digital Health Record Analyst

Administrative Services Officer Class 6 to Senior Officer Grade B \$88,899 - \$148,344, Canberra (PN: 41692, several)

Gazetted: 17 June 2021

Closing Date: 6 July 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 135 staff with administrative, technical, clinical and nursing backgrounds.

Pitch: The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record 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. 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. 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. Applicants are required to have one or more existing accreditations/certifications with Epic to be considered for this position. Should additional certifications be required for the role, overnight training will be likely (remote training).

Notes: These are temporary positions available until 27 January 2023 with the possibility of extension and/or permanency. These roles will be filled at either the ASO6, SOGC or SOGB classification dependent on the skills and experience of the successful applicant. 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. Applicants based remotely will be considered for this role (subject to negotiation about requirements to occasionally be onsite in the ACT).

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

Applications should be submitted via the Apply Now button below.

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

Health Systems, Policy and Research Group

Public Health Protection and Regulation

Pharmaceutical Services

Pharmaceutical Technician

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 38121)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008*, and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through weekly dispensing reports. Reporting to the Senior Pharmacist, the Pharmaceutical Technician will undertake technical regulatory operations within the section, primarily processing of controlled medicine approval applications under delegation of the Chief Health Officer and associated prescription monitoring and recall functions. They will also have good verbal and written and communication skills, ability to work to procedures and be confident working in a high performing team.

Eligibility/Other Requirements: Formal qualifications in a health-related field, including but not limited to Certificate III or IV in hospital or community pharmacy services or equivalent is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

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

How to Apply: Applicants are to provide a written response against each of the selection criteria's.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Fitzsimons (02) 5124 9089 michael.fitzsimons@act.gov.au

Policy, Partnerships and Programs

Health policy and Strategy

Social Policy

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45448, several)

Gazetted: 22 June 2021

Closing Date: 29 June 2021

Details: The Health Policy and Strategy Branch is seeking two Assistant Directors to lead various projects within the Family and Inclusion Policy team. The Family and Inclusion Team has responsibility for health policy in the following areas: multicultural, LGBTIQ+, women, men, youth and children's health. The ideal candidate will have high level strategic policy skills including the ability to identify and critically analyse input from a range of sources, to create policy advice and program design that best meet the needs of the community. The role operates with a high degree of independence and may have responsibility for management of Senior Policy Officer/s. The Assistant Director is required to engage with a range of stakeholders across government and the community, both Territory wide and nationally.

Eligibility/Other Requirements:

- Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.
- Relevant experience and/or tertiary qualifications in a public health or human services discipline is highly desirable.

Note: There are two positions available, one permanent and one temporary position for up to five 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: Interested candidates are requested to provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Pepper (02) 5124 3877 jane.pepper@act.gov.au

Office of Professional Leadership and Education

Business Management Unit

Project and Secretariat Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 32724)

Gazetted: 23 June 2021

Closing Date: 6 July 2021

Details: The Office of Professional Leadership and Education provides advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community. The Business Management Unit (BMU) supports the overarching business of the Office. While the clinical profession leads (the Chief Medical Officer, the Chief Allied Health Officer, the Chief Nursing and Midwifery Officer, the Chief Psychiatrist and the Head of the Academic Unit of General Practice) have sub-unit profession specific support, the BMU provides support for all of the Office's governance activities. It's a small, supportive team, and this position reports directly to the Senior Director. We are looking for someone who is comfortable dealing with any kind of corporate projects as they arise – human resources and culture interventions, risk and corporate planning and reporting, finance, coordination of input and writing briefs, and providing high quality secretariat services for internal and external committees. Having the ability to bring people from different work areas with you on the journey of designing and implementing corporate projects is very important in the role. If you enjoy having a mix of planned and reactive work, have a knack for providing quality support for committees and are focused on driving projects that improve how people interact and work, then we'd love to hear from you.

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

Notes: This is a temporary position available from 15 July 2021 until 31 January 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are also encouraged to apply.

How to Apply: Please review the position description for more details.

Please submit the following:

- a two-page pitch (12 pt font, please) that explains your ability to perform the role
- a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Your pitch should: show that you have the capabilities in the "What you Require" section of the Position Description demonstrate your capacity to perform the duties and responsibilities detailed in the "What You Will Do" section of the Position Description, especially examples of how you have done this in the past tell the selection panel how your abilities and experience make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Droney (02) 5124 6195 Jamie.I.Droney@act.gov.au

Health Systems, Policy and Research Group

Nursing and Midwifery Advisor

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 44277, several)

Gazetted: 21 June 2021

Closing Date: 28 June 2021

Details: Are you a nurse or midwife who has wondered what goes on in the ACT Health Chief Nursing and Midwifery Office? Would you like to develop your policy-writing, strategic-thinking and political advocacy skills? Are you someone who really wants to get hands on and make a difference in shaping the way the Chief Nursing and Midwifery Office supports nurses and midwives in the ACT. The ACT Health Chief Nursing and Midwifery Office has several positions that offers the opportunity to work in a role that provides expert advice and support to the Chief Nursing and Midwifery Officer in a government setting.

These opportunities will suit skilled and motivated nurses or midwives who can lead and coordinate a variety of projects and activities which will influence the development of the nursing and midwifery profession and clinical practice in the ACT into the future.

Eligibility/other Requirements:

- Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse or Midwife.
- Holds postgraduate tertiary qualifications in nursing or midwifery.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are several temporary positions available from August 2021 from four up to seven months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only

How to Apply: Please provide a response to the Professional/Technical Skills and Knowledge and Behaviour Capabilities outlined in the attached Position Description of no more than two pages long. Also, include a current curriculum vitae and written references from two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Brunton (02) 5124 4978 mary.brunton@act.gov.au

Health System Planning and Evaluation

Branch Operations

Ngunnawal Bush Healing Farm

Assistant Community Liaison Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52140)

Gazetted: 18 June 2021

Closing Date: 4 July 2021

Details: The team at the Ngunnawal Bush Healing Farm is looking for an enthusiastic and dedicated person to join us in the delivery of services to Aboriginal and Torres Strait Islander people who are seeking to make ongoing and meaningful changes in their lives. The Ngunnawal Bush Healing Farm currently offers a day program for Aboriginal and Torres Strait Islander adults seeking support to recover from a history of alcohol and/or drug (AOD) use. Our day programs use a therapeutic community approach, traditional healing concepts, cultural programs, and life skills training to tackle the underlying social and emotional issues linked to AOD use.

We are looking for an individual who is passionate about delivering better health and wellbeing outcomes for Aboriginal and Torres Strait Islander people, has excellent communication skills and works well in a team environment. If this sounds like you, this could be the opportunity you've been looking for.

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. Registration (or ability to obtain registration) under the *Working with Vulnerable People Act 2012* is essential.

Note: The position is available immediately for 6 months, with the possibility of extension.

How to Apply: Applicants are asked to submit a two-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

Contact Officer: Erica Nixon 0466 943 380 Erica.Nixon@act.gov.au

Health Systems, Policy and Research

COVID-19 Policy and Support

Policy and Government Support

Senior Policy Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48138)

Gazetted: 18 June 2021

Closing Date: 25 June 2021

Details: The COVID-19 Response Team in the ACT Health Directorate is responsible for the planning and implementation of the public health response to the COVID-19 pandemic.

As the Senior Policy Officer within the Policy and Support team you will be responsible for researching, coordinating and developing policy advice in relation to the COVID-19 response, assisting in the development of ministerial briefs and correspondence and other relevant government documentation including Cabinet Submissions, question time briefs, responses to questions on notice, and responses to intergovernmental requests.

The role will also involve collaboration and consultation with a wide range of stakeholders, both internally and external to Government. To be successful in the role, you will need to have strong written and communication skills, a strong understanding of government and ministerial processes and be able to adapt to a fast paced and regularly changing 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.

Note: This is a temporary position available immediately until 31 December 2021, with the possibility of extension up to 12 months. This position may be required to work after hours, weekends and on-call. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum two-page application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Capabilities for this role outlined in the Position Description. Please provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liam Ryan (02) 5124 9489 liam.ryan@act.gov.au

ACT Teacher Quality Institute

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

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

Finance and Administration Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 20216)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: Are you interested in raising the professionalism of the ACT teaching workforce? The ACT Teacher Quality Institute is seeking applications for the position of Chief Finance Officer.

Located in Bruce, the team at TQI is looking for someone to coordinate financial services for the Institute, in accordance with control frameworks, including cash flow management, reconciliations and accounts payable processing.

The successful candidate will have well developed interpersonal and communication skills, sound team management skills and high-level experience in managing a range financial forecasting and budgeting processes.

Eligibility/Other Requirements: Demonstrated finance and administration experience, including in the areas outlined in the duty statement.

Skills, experience and knowledge of ACT Government financial reporting and processes would be an advantage.

Notes: This is a temporary position available from immediately until March 2022, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two single sided A4 pages) outlining why you are the best candidate for this role as we'd love to see if you are our perfect fit!

Applications should be submitted via the Apply Now button below.

Contact Officer: Claudia Hale (02) 6205 8207 Claudia.Hale@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Division: Emergency Department

Position Title: Registered Nurse

Classification: Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (LP7664)

Gazette Date: 18 June 2021

Closing Date: 30 June 2021

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

Reference Number: 15912

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

Contact Officer: Angela Devlin angela.devlin@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Critical Care

Position Title: Career Medical Officer

Classification: Career Medical Officer 1 \$136,888 - \$165,393, Canberra (LP6707)

Gazette Date: 18 June 2021

Closing Date: 30 June 2021

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

Reference Number: 15954

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

Contact Officer: Miffany Callan (02) 6201 6438 miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Section: Intensive Care

Position Title: Career Medical Officer

Classification Career Medical Officer 1 \$136,888 - \$165,393, Canberra (LP7578)

Gazette Date: 18 June 2021

Closing Date: 30 June 2021

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

Reference Number: 15958

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

Contact Officer: Miffany Callan Miffany.Callan@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Graduate Program

Position Title: Registered Nurse - 2022 Graduate Nurse Program

Classification: Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (LG1007)

Gazette Date: 22 June 2021

Closing Date: 11 July 2021

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

Reference Number: 15961

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

Contact Officer: Jess Thorncraft nursegraduateprogram@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Hospital in the Home

Position Title: Staff Specialist

Classification Staff Specialist- Band 1-5 \$183,172 - \$226,040, Canberra (LP9631)

Gazette Date: 22 June 2021

Closing Date: 04 July 2021

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

Reference Number: 15976

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

Contact Officer: Lisa Bell (02) 6201 6604 lisa.bell@calvary-act.com.au

Calvary Public Hospital Bruce

Division Clare Holland House

Position Title: Clinical Nurse Consultant

Classification Registered Nurse Level 3 \$108,237 - \$112,691, Canberra (LP9642)

Gazette Date: 18 June 2021

Closing Date: 23 June 2021

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

Reference Number: 15978

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

Contact Officer: Amanda Keogh (02) 6264 7300 Amanda.Keogh@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Education Programs

Position Title: Advanced Life Support Coordinator/COMPASS Clinical Nurse Educator

Classification Registered Nurse Level 3 \$108,237 - \$112,691, Canberra (LP8663)

Gazette Date: 18 June 2021

Closing Date: 30 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15979

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

Contact Officer: Jessica Thorncraft jessica.thorncraft@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Human Resources

Position Title: Human Resources Business Partner

Classification: Senior Officer Grade C \$111,887 - \$120,436, Canberra (LP6852)

Gazette Date: 22 June 2021

Closing Date: 30 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16001

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

Contact Officer: Anne-Marie Cassell (02) 6201 6395 anne-marie.cassell@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Surgical

Position Title: Senior Surgical Registrar

Classification Senior Registrar \$154,436, Canberra (LP7625)

Gazette Date: 24 June 2021

Closing Date: 13 July 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15977

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

Contact Officer: Miffany Callan Miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Emergency Department

Position Title: Emergency Department Nurse Educator

Classification Registered Nurse 3 Grade 1 \$108,237 - \$112,691, Canberra (LP6928)

Gazette Date: 24 June 2021

Closing Date: 29 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16014

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

Contact Officer: Angela Devlin angela.devlin@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

Allied Health

Profession Lead (Social Work)

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 43981)

Gazetted: 18 June 2021

Closing Date: 2 July 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/>

The Office of the Executive Director, Allied Health provides professional and strategic leadership, advice, and advocacy to CHS, the ACT Health Directorate and ACT Government in relation to allied health related matters.

Under the leadership of the Executive Director, Allied Health, the Profession Leads are accountable for professional leadership and to support strategic planning and workforce development for their profession across CHS. Through the Executive Director, Allied Health, the Profession Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential. The Profession Lead component enables a higher duties arrangement if the applicant is at a Health Professional Level 4 (HP4) level. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director, Allied Health. 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.

Behavioural Capabilities

Strong organisational skills, with the ability to problem solve within a busy health care environment.

Adaptability and flexibility to accommodate change.

Effective communication, including active listening skills, and an ability to negotiate.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a public health system is preferred.

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.

For Social Work:

Degree in Social Work

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

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.

Applicants must have a minimum of five years post-qualification experience.

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

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.

Undergo a pre-employment Police check.

Notes

This is a temporary position available for six months. Selection may be based on application and referee reports only.

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

Contact Officer: Tayne Ryall (02) 5124 2722 tayne.ryall@act.gov.au

Medicine

Ambulatory

Clinical Coordinator GEHU

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 51642)

Gazetted: 18 June 2021

Closing Date: 6 July 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/>

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients

The GEHU performs approximately 10, 000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

One of the key roles of the GEHU Clinical Coordinator would be assist in further developing and running the Advanced Endoscopy services in close liaison with the Clinical Director of GEHU and other advanced endoscopists.

The role will also involve active participation in the planning, design and implementation of the infrastructure upgrade of the endoscopy suites when this occurs.

In addition, the GEHU Clinical Coordinator will provide clinical leadership and coordinate the day to day activity of the Unit, including advanced clinical assessment and care to patients, coordinating the clinics and running of procedural lists. The role will lead the nursing team to ensure safe and efficient flow, managing ordering of specialised supplies and equipment to meet operational needs and liaising with the multidisciplinary team. The Clinical Coordinator will also have a key role in nurturing a nursing team which is appropriately skilled to provide specialised gastroenterology and hepatology care.

The Clinical Coordinator will work with other advanced practice nurses in the area to ensure evidence-based treatment is delivered to all patients.

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 clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11.5 months.

Contact Officer: Anne Corney (02) 5124 3488 Anne.Corney@act.gov.au

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 45623)

Gazetted: 22 June 2021

Closing Date: 6 July 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.

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

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person-centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

The ability to priorities and work independently

Positive team spirit.

Adaptability and flexibility to accommodate change.

Eligibility/Other Requirements

Mandatory:

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

Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards.

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.

Desirable:

Relevant tertiary qualifications.

Minimum of one years' experience working professionally in a mental health setting is preferred.

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.

Undergo reference checks.

Notes

This is a permanent part-time position available at 28 hours per week and the full-time hours noted above will be paid pro-rata. The successful candidate will be required to participate in afterhours, on call and/or rotation roster.

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

Contact Officer: Susan Jacques (02) 5124 0220 Susan.Jacques@act.gov.au

Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 44825)

Gazetted: 22 June 2021

Closing Date: 9 July 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/>

The Walk in Centres (WICs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The Clinical Nurse Manager (CNM) and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders. The CNM role is a composite role with clinical and managerial responsibilities.

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 and ability to critically think.

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

Eligibility/Other Requirements

Mandatory:

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

Desirable:

Primary health assessment experience.

Experience having worked in the ACT Walk in Centres or similar environments.

Tertiary level qualification or Post Graduate course work or study.

Relevant primary health qualifications are beneficial and a minimum of five years' experience working professionally in a primary health related field is preferred.

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.

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

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

Contact Officer: Cassandra Beaumont 0418 494 458 Cassandra.Beaumont@act.gov.au

Clinical Services

Adult Community Mental Health Services

Registered Nurse level 3.1

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 11687)

Gazetted: 22 June 2021

Closing Date: 8 July 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.

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/> MHJHADS provide 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 people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- 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. Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening and weekend shifts, on call arrangements and public holidays. The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

About You

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Behavioural Capabilities

- Good customer service skills to provide helpful and professional experiences to people who access the service.
- 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 Requirements:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of three years' experience working professionally in mental health services.

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend, on call 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:

- 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.
- Provide referee report from current or previous line manager (if previous within the last 18 months).

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

Contact Officer: Peter Sheils (02) 51242212 peter.sheils@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Clinical Manager

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 41199)

Gazetted: 22 June 2021

Closing Date: 6 July 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. CAMHS AMOS are seeking a HP3 Clinical Manager for a period of 12 months with the possibility of extension.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

ABOUT YOU

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Behavioural Capabilities

Commitment to achieving positive outcomes for all people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Occupational Therapists

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Psychologists

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Highly Desirable for Psychology:

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Social workers

Degree in Social Work

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

Registration under *the ACT Working with Vulnerable People Act 2011*

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Highly desirable for all disciplines:

A current driver's licence.

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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:

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

Undergo reference checks.

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.

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

Contact Officer: Sarah Toohey (02) 5124 1407 Sarah.Toohey@act.gov.au

Medical Services

Pharmacy

Associate Deputy Director

Pharmacist Level 4 \$118,525 - \$127,598, Canberra (PN: 26209)

Gazetted: 22 June 2021

Closing Date: 9 July 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/>

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

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 personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

Ability to role model our departmental team charter

Position Requirements/Qualifications:

Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.

Minimum of 5 years hospital pharmacy experience.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience are highly desirable.

The successful applicant will need to be available for weekend, public holiday and after-hours work, with access to flex time.

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:

Registration under *the ACT Working with Vulnerable People Act 2011*

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.

Undergo a pre-employment National Police check.

Notes: This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Keat Gan (02) 5124 2118 Keat.Gan@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Acute mental Health Services

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 40206)

Gazetted: 22 June 2021

Closing Date: 9 July 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/>

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 occupational therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

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

ABOUT YOU

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Behavioural Capabilities

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

- Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.
- Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.
- Eligible for professional membership of Occupational Therapy Australia.
- Minimum 3 years (preferably 5) experience in occupational therapy practice.
- Current Passenger Vehicles Driver's Licence.

- Experience of working within mental health in either an inpatient unit or community setting.
- 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:

- 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.
- Undergo a pre-employment National Police check.

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Clinical Service

Mental Health, Justice health, Alcohol and Drug Services

Justice Health

Alcohol and Other Drug

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45093)

Gazetted: 22 June 2021

Closing Date: 6 July 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.

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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) maybe required to participate in overtime, and/or rotation roster.

About You

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Behavioural Capabilities

Be flexible, adaptable and comfortable with a changing working environment.

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Eligibility/Other Requirements:

Relevant qualifications and a minimum of three years post graduate experience working professionally in custodial health / AOD is preferred.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

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:

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.

Security Clearance from ACT Corrective Service.

Contact Officer: Amanda Chase (02) 51242523 amanda.chase@act.gov.au

Radiation Oncology Clinic Nurses

Clinical Nurse Consultant (Radiation Oncology)

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22384)

Gazetted: 22 June 2021

Closing Date: 6 July 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/>

The role encompasses three clinical areas. Radiation Oncology provides radiation therapy to inpatients and outpatients, including Brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The Cancer Rapid Assessment Unit has a multidisciplinary team which provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. Level 2 Outpatient Clinics conduct all Medical Oncology, Immunology and Haematology outpatient appointments for patients under the care of Immunologists, Medical Oncologists and Haematologists.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Radiation Oncology, Cancer Rapid Assessment Unit and Level 2 Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

This position is responsible for driving service innovation and for the development of models of care for enhanced service provision.

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Behavioural Capabilities

Leadership qualities in managing and positively influencing teams, processes and practice improvement.

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

Highly organised and self-motivated.

High-level interpersonal skills.

Eligibility/Other Requirements

Mandatory:

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

Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team

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.

Desirable:

Relevant post graduate qualification (or equivalent) in Radiation Oncology or Medical Oncology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred.

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.

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

Contact Officer: Julianne Siggins 0412 501 716 Julianne.siggins@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager and Liaison Support

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 45690)

Gazetted: 22 June 2021

Closing Date: 6 July 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/>

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

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

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

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

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

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

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

The successful applicant will also provide leadership within the team in delivering a consultation and liaison service for people exiting custody and who are residing in short-term Bail Hostels. Bail Hostels are being established across ACT as part of a broader Corrective Services Accommodation Strategy.

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

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

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

Position Requirements/Qualifications:

Mandatory:

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia

HP3: Minimum of 3 years (ideal 5 years) post qualification

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 3 years (ideal 5 years) post qualification

For Social Work:

Degree in Social Work

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

Registration under *the ACT Working with Vulnerable People Act 2011*

Minimum of 3 years (ideal 5 years) post qualification

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:

Hold a current driver's licence

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.

Undergo a pre-employment National Police Check.

Contact Officer: Deepthy Palamadathu (02) 5124 1146 Deepthy.Palamadathu@act.gov.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Personal Upgrade Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 50827, several)

Gazetted: 21 June 2021

Closing Date: 11 July 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

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In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Midwives (RM) Level 1 to apply for personal reclassification to RM Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

ABOUT YOU

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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.

Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

Eligibility/Other Requirements:

Relevant Registered Midwife qualifications and a minimum of 5 years' post graduate midwifery experience is required.

The successful applicant will need to:

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.

Note: This is a personal upgrade position only available to eligible Permanent Staff at the RM1 Level in Canberra Health Services. To be eligible to apply for a promotion to RM Personal Classification Level 2, applicants must be: an Australian citizen or permanent resident; a permanent employee of Canberra Health Services.

In addition applicants must have:

attended an information session regarding Level 2 Career advancement within the two years prior to application;

completed 100% of their mandatory training;

a current Performance Plan which includes Level 2 Career advancement goals;

minimum 5 years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework

participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)

If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Melissa O'Brien (02)5124 7130 Melissa.O'Brien@act.gov.au

Chief Operating Officer Clinical Services

Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 20971, several)

Gazetted: 18 June 2021

Closing Date: 7 July 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/> The Maternity Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and southern New South Wales. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3600 women per year.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

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.

Behavioural Capabilities

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

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

Eligibility/Other Requirements

Registered Midwife with preferably a minimum of five years of midwifery experience.

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

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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 vaccination processes against specified infectious diseases

Undergo a pre-employment National Police Check.

Notes

This recruitment is for several Registered Midwife (RM) Level 2 positions available in Antenatal/Gynaecology, Birthing and Postnatal. Full time and part time positions available. Financial assistance for relocation available. For part-time hours the full-time salary noted above will be paid pro-rata.

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

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

Cancer and Ambulatory Support

Radiation Therapist (Radiation Therapy Patient Liaison)

Radiation Therapist Level 3.1 \$106,414 - \$109,892, Canberra (PN: 14458)

Gazetted: 18 June 2021

Closing Date: 7 July 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/>

The Radiation Oncology Department provides multidisciplinary evidence-based care to patients requiring Radiation Therapy treatment. The Radiation Therapy Patient Liaison Officer will work closely with patients, carers, referrers, and other healthcare professionals to support the provision of timely patient centred care and service

coordination. Working in close collaboration with the Senior Patient Liaison Officer, you will be responsible for maintaining and monitoring electronic triage systems, scheduling patient appointments, managing referrals to other healthcare providers and provision general advice to patients needing access to the Radiation Therapy service. Other duties within the Radiation Therapy scope of practice may also occasionally be required.

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.

Behavioural Capabilities

Sound communication and interpersonal skills.

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Eligibility/Other Requirements:

Relevant recognised tertiary (or equivalent) qualifications in Radiation Therapy and a minimum of three years' professional experience.

Eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA)

ACT Radiation Use Licence.

The successful applicant may need to be available for occasional after-hours work, with access to flex time.

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.

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

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals, which includes provision of evidence of unconditional AHPRA Registration and a valid ACT Radiation Use Licence.

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.

Notes

This is a part-time position available at 18 hours per week and full-time salary noted above will be paid pro-rata.

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

Contact Officer: Sarah Mogford (02) 5124 2284 sarah.mogford@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 20650)

Gazetted: 18 June 2021

Closing Date: 2 July 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.

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 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 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 Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population

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

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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Adaptability and flexibility to accommodate change.

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

Capacity to obtain and interpret information.

Position Requirements/Qualifications:

Degree in Occupational Therapy.

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver licence.

Experience working with participants of the National Disability Insurance Scheme (desirable).

Experience working with participants of the Commonwealth Home Support Program (desirable).

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:

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

If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 12 months with the possibility of extension. A merit list will be established from this recruitment to fill any future identical vacancies. Selection may be based on written application and referee reports only.

Contact Officer: Jane Lawrence (02) 5124 1212 jane.lawrence@act.gov.au

Clinical Services

Women, Youth and Children

Maternity

Registered Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 31459, several)

Gazetted: 22 June 2021

Closing Date: 8 July 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.

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 CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

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 encouraged to apply.

Behavioural Capabilities

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

Promote positive workplace behaviours and be committed to role modelling these.

Be committed to collaboration to optimise the safety and quality of care.

Demonstrate strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive.

Eligibility/Other Requirement

Relevant tertiary qualifications and a minimum of five years' experience working professionally in Midwifery is preferred.

Have an understanding of how the National Safety and Quality Health Service Standards (NSQHSS) 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:

Provide suitable references

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for a period of 11.5 months with possibility of permanency.

Contact Officer: Emmalee Hamilton (02) 5124 7368 emmalee.hamilton@act.gov.au

Quality Safety Innovation and Improvement

Quality and Safety Executive

Executive Branch Manager, Quality, Safety, Innovation and Improvement

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1185)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Applications are sought for the position of Executive Branch Manager, Quality, Safety, Innovation and Improvement for a period of five years.

The Executive Branch Manager provides support to the Chief Operating Officer and the Chief Executive Officer and is responsible for providing leadership to and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout CHS driving improvement and innovation.

In this role you will also have oversight of quality systems, practices across the continuum of care and augment the use of clinical analyses to help evaluate care and promote continuous quality improvement including accreditation, infection control and survey readiness.

The Executive Branch Manager is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent. Your executive leadership skills and experience will equip you to effectively manage these functions, providing expertise on quality and patient safety with particular focus on key measures tied to performance, improvement and innovation.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$251,027- \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: For further information on the position, please contact Denise Patterson, Chief Operating Officer on (02) 5124 8688 or denise.patterson@act.gov.au.

Medicine

Canberra Clinical Genomics

Operations and Quality Control Officer

Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 37806)

Gazetted: 17 June 2021

Closing Date: 5 July 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/>

Canberra Clinical Genomics (CCG) is a division of the Canberra Health Services with laboratories located at the Australian National University. CCG provides diagnostic, analytical and consultative services to medical specialists and general practitioners in the field of Genomics. CCG currently provides accredited diagnostic whole exome sequencing service to the ACT and surrounding regions.

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 personal drive.

Attention to detail.

Capacity for self-directed learning.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of one years' experience working professionally in diagnostic laboratory is preferred.

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.

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

Contact Officer: Edda Koina (02) 5124 5630 edda.koina@act.gov.au

Medicine

Renal Outpatients

Clinical Nurse Consultant Renal Outpatients

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 16508)

Gazetted: 17 June 2021

Closing Date: 6 July 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 CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include inpatient and outpatient services such as acute haemodialysis, satellite and home dialysis, Chronic Kidney Disease program, Renal Supportive Care program, renal transplantation, dialysis access and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is located at the Canberra Health Services and reports to the Assistant Director of Nursing Renal.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

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

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

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

Allied Health

Allied Health Advisor

Profession Lead -Dietitian

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 43982)

Gazetted: 17 June 2021

Closing Date: 1 July 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/>

The Office of the Executive Director, Allied Health provides professional and strategic leadership, advice, and advocacy to CHS, the ACT Health Directorate and ACT Government in relation to allied health related matters.

Under the leadership of the Executive Director, Allied Health, the Profession Leads are accountable for professional leadership and to support strategic planning and workforce development for their profession across CHS.

Through the Executive Director, Allied Health, the Profession Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential.

The Profession Lead component enables a higher duties arrangement if the applicant is at an HP4 level. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director, Allied Health.

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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills, with the ability to problem solve within a busy health care environment.

Adaptability and flexibility to accommodate change.

Effective communication, including active listening skills, and an ability to negotiate.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a public health system is preferred.

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.

For Dietetics:

Degree in Nutrition and Dietetics

Professional membership or eligibility for professional membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of five years post-qualification experience.

Prior to commencement successful candidates will be required to:

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.

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. This Profession Lead position is required to support the professional role of the EDAH, including credentialing of AH staff. Selection may be based on written application and referee reports only.

Contact Officer: Tayne Ryall (02) 5124 2722 tayne.ryall@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics and Child Health

Clinical Director – Paediatrics and Child Health

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 46803)

Gazetted: 17 June 2021

Closing Date: 14 July 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

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/> 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 to The Canberra Hospital and Health Services/Canberra Health Services for clinical/research matters.

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

Women, Youth and Children's Services delivers services at a number of locations, including the Centenary Hospital for Women and Children inpatient and outpatient settings, community health centres and other community settings including people's home. These services include:

Paediatrics and Child Health

Community Health Programs for women and families, including the Child At Risk Health Unit (CARHU) and

Community Paediatrics

Paediatric Surgery

Neonatology

Maternity Services for Women and Babies

The Department of Paediatrics and Child Health is accredited by the Royal Australasian College of Physicians for training in General Paediatrics and Paediatric Endocrinology. The Department of Paediatric Surgery is accredited for training by the Royal Australasian College of Surgeons.

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

The Clinical Director will have a demonstrated track record of working in a multi-disciplinary team environment, supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Leadership skills and role modelling of respectful behaviours.

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

Critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

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

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist 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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a curriculum vitae that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and 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: Permanent full time Specialist 1-5/Senior Specialist – five year tenure as Clinical Director. Remuneration - \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

Contact Officer: A/Prof Boon Lim (02) 5124 7389 boon.lim@act.gov.au

Allied Health

Allied Health Advisor

Profession Lead - Psychology

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 43979)

Gazetted: 17 June 2021

Closing Date: 1 July 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.

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 Office of the Executive Director, Allied Health provides professional and strategic leadership, advice, and advocacy to CHS, the ACT Health Directorate and ACT Government in relation to allied health related matters. Under the leadership of the Executive Director, Allied Health, the Profession Leads are accountable for professional leadership and to support strategic planning and workforce development for their profession across CHS. Through the Executive Director, Allied Health, the Profession Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential.

The Profession Lead component enables a higher duties arrangement if the applicant is at an HP4 level. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director, Allied Health.

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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills, with the ability to problem solve within a busy health care environment.

Adaptability and flexibility to accommodate change.

Effective communication, including active listening skills, and an ability to negotiate.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a public health system is preferred.

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.

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Prior to commencement successful candidates will be required to:

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.

Undergo a pre-employment National Police check.

Note: This is a temporary position available for six months with the possibility of extension. This Profession Lead position is required to support the professional role of the EDAH, including credentialing of AH staff.

Contact Officer: Tayne Ryall (02) 5124 2722 tayne.ryall@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Eating Disorders Program

Health Professional

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 23987)

Gazetted: 22 June 2021

Closing Date: 8 July 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.

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 Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

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 encouraged to apply.

Behavioural Capabilities

- Ability to work within a multi-disciplinary team.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and adapt to a changing working environment.

Eligibility/Other Requirements:

- Relevant tertiary qualifications in Social Work/Psychology/Occupational Therapy with a minimum of three years (ideally five years) of experience working professionally post qualification in one of the following disciplines:
- A current unrestricted drivers' licence.

Mandatory for Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Minimum of three years (ideal five years) post qualification work experience.

Mandatory for Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Minimum of three years (ideal five years) post qualification work experience.

Highly Desirable for Psychology:

- Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Mandatory for Social Work:

- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the *ACT Working with Vulnerable People Act 2011*.
- Minimum of three years (ideal five years) post qualification work experience.

Highly desirable for all disciplines:

- Experience and or knowledge of working with people with Eating Disorders is desirable, however not essential.
- Experience in working with children, young people and adults with a mental illness.
- 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:

- Comply with Canberra Health Services 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.
- Undergo a pre-employment National Police Check.
- Must hold a current driver's licence.

Note: This is a part-time permanent position available at 18:33 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Zoie Fortington (02) 5124 1235 zoie.fortington@act.gov.au

Allied Health

Allied Health Advisor

Profession Lead - Occupational Therapy

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 43980)

Gazetted: 17 June 2021

Closing Date: 1 July 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/>. The Office of the Executive Director, Allied Health provides professional and strategic leadership, advice, and advocacy to CHS, the ACT Health Directorate and ACT Government in relation to allied health related matters. Under the leadership of the Executive Director, Allied Health, the Profession Leads are accountable for professional leadership and to support strategic planning and workforce development for their profession across CHS. Through the Executive Director, Allied Health, the Profession Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential. The Profession Lead component enables a higher duties arrangement if the applicant is at an HP4 level. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director, Allied Health.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, with the ability to problem solve within a busy health care environment.

Adaptability and flexibility to accommodate change.

Effective communication, including active listening skills, and an ability to negotiate.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a public health system is preferred.

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.

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of 5 years post-qualification experience.

Prior to commencement successful candidates will be required to:

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.

Undergo a pre-employment National Police check.

Notes: This is a temporary position available for six months with the possibility of extension. The successful application may be selected based on application, resume, and referee reports only. This Profession Lead position is required to support the professional role of the EDAH, including credentialing of AH staff.

Contact Officer: Tayne Ryall (02) 5124 2722 tayne.ryall@act.gov.au

Medical Services

Registered Nurse, Medical Imaging

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 26971, several)

Gazetted: 23 June 2021

Closing Date: 1 July 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/>. The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to think critically

Position Requirements/Qualifications:
Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to be available for a rotating roster, including a close call roster requirement

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.

Please note 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.

Note: These are temporary positions available for 10 months commencing as soon as practical.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

CHS Contact: Leanne Muir, Assistant Director of Nursing, Medical Imaging, 5124 4333

Contact Officer: Leanne Muir (02) 5124 4333 Leanne.Muir@act.gov.au

Medicine

Chronic Disease Management

Exercise Physiologist/ Physiotherapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 38487)

Gazetted: 23 June 2021

Closing Date: 12 July 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/>

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

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

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Appropriate degree or diploma in Exercise Science or the equivalent from a recognised tertiary institution.

Eligibility for accreditation with national association Exercise and Sports Science Australia (ESSA) OR

Appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification and eligibility for AHPRA Physiotherapy registration.

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Current driver's license is essential.

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:

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.

Undergo a pre-employment Police check.

Notes: This is a temporary part-time position available for four months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Ana O'Rourke 0408828771 ana.o'rourke@act.gov.au

Medicine

Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22389)

Gazetted: 23 June 2021

Closing Date: 7 July 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/> The Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of Ward 6A. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to Ward 6A for Endocrine, Cardiology, Respiratory conditions.

The position is full time working Monday to Friday within business hours, commencing in July and provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

ABOUT YOU

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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.

Position Requirements/Qualifications:

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of 5 years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

Hold a current driver's license.

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.

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

Notes: This is a temporary position available for 12 months. A merit pool will be established to fill other vacancies over the next 12 months.

Contact Officer: Brett Jones (02) 5124 5161 Brett.Jones@act.gov.au

Women Youth and Children

Child Health Targeted Support Services

Client Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17445)

Gazetted: 23 June 2021

Closing Date: 9 July 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/>

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of Women's Health Service, both back and front of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels.

About You

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Behavioural Capabilities

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

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Eligibility/Other Requirements:

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a 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.

Note: This is a temporary part-time position available at 22.05 hours per week for six months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Danielle Treloggen (02) 5124 2776 danielle.treloggen@act.gov.au

Clinical Services

Division of Medicine

Hospital In The Home

Administrative Service Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 45000)

Gazetted: 23 June 2021

Closing Date: 9 July 2021

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/> Hospital in the Home (HITH) is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

About You

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Behavioural Capabilities

Flexible.

Organised.

Reliable.

Position Requirements/Qualifications:

A minimum of one years' experience working professionally in administration is preferred.

The successful applicant will be required to work Saturdays, Sundays and Mondays with access to penalties and flex time.

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.

Note: This is a temporary part-time position available at 22.05 hours per week for a period of 12 months and the full-time salary noted above will be paid pro-rata.

Contact Officer: Grace freeman 0423 328 235 grace.freeman@act.gov.au

Therapy Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 36052)

Gazetted: 22 June 2021

Closing Date: 9 July 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/> The Justice Health Services, Dhulwa Mental Health Unit (Dhulwa) and Gawanggal (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

Dhulwa is a secure mental health facility that first opened in November 2016. Dhulwa provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. Dhulwa provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

Dhulwa offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position it is expected that you will provide clinical leadership and guidance to the Allied Health workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within Dhulwa and GMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of Dhulwa and GMHU. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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Behavioural Capabilities

Strong planning and organisational skills with a high degree of drive.

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

Eligibility/Other Requirements

Social Work:

Degree in Social Work.

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

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.

Applicants must have a minimum of five years post-qualification experience.

Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

- 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.

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

Contact Officer: Eric Agyemang Dua (02) 5124 4234 eric.k.agyemang-duah@act.gov.au

Cancer Ambulatory Support

Walk in Centres

Nurse Practitioner

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 33354, several)

Gazetted: 17 June 2021

Closing Date: 5 July 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/>

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Walk in Centre is a nurse-led primary health service with Advance Practice Nurses and Nurse Practitioners that provides episodic care for minor injury and illness to the community. Nurse Practitioners provide autonomous care

to our clients, using advanced clinical assessment skills and are guided and supported by protocols, medication standing orders and clinical decision making.

Note: Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee is mandatory prior to employment and the successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program. Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE). The successful applicant/s will work collaboratively and report directly to the Assistant Director of Nursing permanent, temporary or casual roles will be considered.

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 and ability to critically think.

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

Capacity to work on a 7 day a week, shift based roster across all ACT Walk in Centres.

Eligibility/Other Requirements:

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

Extensive clinical experience in primary health care or within a Walk-in Centre or relevant acute and/or primary care area.

Tertiary level qualification OR Post Graduate course work or study.

Successful candidates will be required to:

Undertake primary health care clinical benchmarking with 7 objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the probation period for permanent appointment.

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.

Note: There are permanent, temporary (of varying duration) and casual positions available. A merit list will be compiled and may be used for filling any subsequent casual, temporary or permanent vacancies, for Nurse Practitioners 4.2 at the Walk in Centre's, over the next 12 months

Contact Officer: Cassandra Beaumont 0418494458 cassandra.beaumont@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

Wellbeing

Senior Teacher (Wellbeing)

Teacher Level 2 \$111,936, Canberra (PN: 41561)

Gazetted: 21 June 2021

Closing Date: 28 June 2021

Details: The CIT Wellbeing department is seeking an exceptional individual to fill the position of Teacher Level 2 in the department. The individuals will have extensive experience and knowledge of contemporary Vocational Education and Training (VET) and assessment strategies, digital literacy, and compliance requirements. The successful applicant will have the ability to provide leadership and guidance to support teachers and the department in relation to teaching and learning practices including placement for students. An ability to work collaboratively to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and "best practice" developments in the VET sector are required. This position will include a teaching load across the programs delivered in the department.

Working at CIT: with an impressive 80 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best possible people at all levels. The benefits of working at CIT include:

- Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness Centre at Bruce campus, as well as a strong Employee Assistance Program.
- Flexible work options.
- Free parking.
- Extended holidays.

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

Eligibility/Other Requirements:

Mandatory Qualifications:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021, sub-Clause 40. A Teacher Level 2 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).

Desirable:

Qualifications and Industry experience in the Health sector Proven successful engagement with industry areas relevant to the department.

Leadership/Management experience

Advanced eLearn/Moodle skills.

An in-depth knowledge of the Health Sector.

Notes: This position will be offered permanently in the Wellbeing Department commencing 16th September 2021. 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 asked to submit a written application of no more than four pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 3879 Richard.Burgess@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.

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

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Business Applications Team Leader

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 01015)

Gazetted: 18 June 2021

Closing Date: 2 July 2021

Details: This position works within the Community Services (CSD) ICT Team and is responsible for leading a team responsible for the on-going management of the Directorate ICT Business Systems, system life cycle management, associated interfaces and other essential ICT services.

The role will be required to ensure strategic alignment to the Directorate, Digital Data and Technology Solutions (DDTS) and ACT Government initiatives.

This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure the optimal performance of applications. The role supports the advancement of technology within the Directorate, including supporting whole of government projects, business systems and providing strategic ICT knowledge in line with Business objectives.

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 a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

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. Referee reports should be available if you are shortlisted.

How to Apply: Please submit a two page 'pitch' addressing the selection document along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 response

Parking Operations

Parking Operations Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 34356)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: Access Canberra Parking Operations is seeking a dynamic and dedicated person with exceptional people and organisation skills to fill this management role. The successful applicant will have working knowledge within a regulatory environment. Experience or understanding of parking compliance functions would be an advantage. The manager will be given conflicting priorities and deadlines as well as being responsible for the successful delivery of multiple complex operational projects. Responsibilities will include daily operational management of staff, technology and operational systems, and maintaining a positive WHandS culture. The successful applicant will possess excellent communication and leadership skills, be engaged in the application of new technologies and committed to providing improved road safety outcomes for the community.

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:

You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

Notes: This is a temporary position available for an immediate start for a period of up to twelve 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.

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

The application, of no more than two pages, should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification. Please include contact details of at least two referees and current curriculum vitae.

Previous applicants need not re-apply as all applications received are being considered for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

Technology Services

Network Communication Services

Service Delivery Business Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 14276)

Gazetted: 23 June 2021

Closing Date: 30 June 2021

Details: We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. You will be a process driven Officer with strong communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders. Under limited direction, broadly the position will coordinate and undertake procurement activities, and administrative duties as required for the Network Communication Services (NCS) Client Services team.

The Support Officer within NCS will play a critical role in supporting the efficient operation of the team in meeting its operational requirements. In a busy and dynamic environment, the Support Officer may work closely with the Senior Director of NCS and other key staff to manage the team's workflow.

You will require demonstrated experience undertaking successful procurement and/or contract management activities, or appropriate transferable skills with the proven ability to quickly learn and acquire these skills. An awareness of procurement for Government within the ICT industry, including knowledge of Government procurement processes, or the demonstrated ability to quickly acquire this knowledge is desired.

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 six months with 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. Selection may be based on applications and referee reports only.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant Experience, Skills, Knowledge and Behavioural Capabilities. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Arundell (02) 6207 4790 steve.arundell@act.gov.au

Revenue Management

Operations

Team Leader

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 05246)

Gazetted: 22 June 2021

Closing Date: 6 July 2021

Details: The ACT Revenue Office is seeking an enthusiastic and experienced individual for the role of Team Leader in our Operations Team. If you are highly motivated, have excellent customer service skills and enjoy working as part of a team - then please apply.

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

How to Apply: Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the selection criteria, along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evelyn McCarthy (02) 6205 0315 evelyn.mccarthy@act.gov.au

Access Canberra

Transport

Licensing and Registration

Licensing and Registration Supervisor

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51934)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: We are looking for an evidence-based decision maker to lead and support our Licensing and Registration Administration team. Are you a problem solver? Can you embrace new ideas and create an environment in which employees are given the tools and resources to challenge the status quo.

The ideal candidate would be a highly motivated team player who demonstrates superior customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

The Licensing and Registration team is a high performing team focused on quality outcomes and customer centric service delivery in a fast-paced environment. The Licence and Registration team process and manage all aspects of

Licence and Registration; Student Transport Program; Medical Monitoring; Specialist Driving Licensing and a range of specialised/complex services that cannot be performed in a Service Centre.

Our goals are improved road safety on our road network and your sound judgement to risk management and evidence-based decision making within statutory timeframes and best practice guidelines will help keep Canberrans safe while driving on our roads.

In this role you will need to be creative, agile and anticipatory to meet competing demands in a busy operational environment. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

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 up to 12 months with possibility of permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: PatriciaX Ryan (02) 6207 8197 patriciax.ryan@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Compliance Management Team

Director

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52359)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to positive outcomes for our community, by applying innovative solutions to improve customer experience and the way Access Canberra manage complaints? If your answer is yes, you may be the person we are looking for.

If you are looking to develop and apply your knowledge and skills across different and complex subject areas, then this is the job for you. Access Canberra is looking for a dynamic, flexible, solutions-focused individual to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

Access Canberra values the knowledge that comes from our community through feedback and complaints, and uses this information to contribute to change within our organisation and to shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

The complaints management team is the single entry point for the community to report complaints and regulatory concerns. The team leads the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity. The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints, as well as developing innovative solutions to improve customer experience and building strong stakeholder relationships both internally to Access Canberra and ACT Government wide.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

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

How to Apply: To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing:

1. Your greatest achievement in the last five years, including how you would use your learnings from this achievement in this role, and

2. Why your experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Customer Service Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 11174, several)

Gazetted: 21 June 2021

Closing Date: 28 June 2021

Details: The Applications and Approvals Team within Access Canberra is seeking enthusiastic and adaptable team players who love providing high-quality customer service for our team. The successful applicant/s will provide great customer service for our clients and members of the public in relation to planning, development, building and related regulatory and operational activities. We are looking for people who can communicate in an effective and personal manner by answering calls in our Customer Service Contact Centre, working on our public counter, and love problem solving to resolve issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties required of the role includes scanning and uploading documents and plans into electronic filing systems, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money.

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: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae, and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Breitkopf (02) 6205 2421 Katherine.Breitkopf@act.gov.au

Commercial Services and Infrastructure

Shared Services

Financial Services

System Administrator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07468)

Gazetted: 21 June 2021

Closing Date: 28 June 2021

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members will assist in the delivery of financial systems services to ACT Government Directorates under the supervision of the Assistant Directors.

The role will perform system administration functions for the Oracle E-Business Suite and P2PCM and various other finance business systems. Prepare user documentation and develop and present user training.

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 a disability and those who identify with LGBTQIA are encouraged to apply.

Eligibility/Other Requirements:

Experience working with Oracle E-Business Suite, P2PCM, and good attention to detail is highly desirable.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide; Your curriculum vitae, including two referee reports; a two-page personal pitch providing examples of your achievements and how they relate to the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Petkovski (02) 6205 0744 Tony.Petkovski@act.gov.au

Policy and Cabinet

Economic and Regional Policy Branch

Planning, Infrastructure and Environment

Senior Director, Planning, Infrastructure and Environment

Senior Officer Grade A \$153,041, Canberra (PN: 55343)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

The Economic and Regional Policy Branch supports the Government to develop its strategic objectives and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives.

The Planning, Infrastructure and Environment team in Economic and Regional Policy Branch provides whole of Government policy advice and support in relation to transport, infrastructure, economic development, planning, housing, environment, land and Auditor-General matters. In addition, the Branch leads the ACT Government's regional and cross-border engagement and policy development, as well as coordinating ACT Government services in Jervis Bay Territory.

The Senior Director will be responsible for leading the Planning, Infrastructure and Environment Team. The Senior Director will build strong relationships across the public service and with key external stakeholders to provide whole of government governance support and strategic policy advice to Executive and Ministers in relation to Cabinet matters and Government priorities within the Team's portfolio responsibilities.

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

Notes: This is a temporary position available until 31 December 2021 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Clapham (02) 6205 7261 David.Clapham@act.gov.au

Commercial Services and Infrastructure

Shared Services

Finance Services

Business Project Lead

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 27566)

Gazetted: 18 June 2021

Closing Date: 25 June 2021

Details: Shared Services Finance Services is looking for an experienced Business Project Lead to manage and deliver a number of finance initiatives and projects undertaken by business area, including but not limited to, implementation of an Expense Management System, delivering eInvoicing initiative, facilitate banking tender.

The position requires demonstrated experience and skills in procurement, project management, business analysis and change and communication management. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects.

Eligibility/Other Requirements:

Experience or qualifications in finance, project management and/or ICT would be an advantage.

Notes: This is a temporary position available for six 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tran Nguyen (02) 6205 4620 Tran.Nguyen@act.gov.au

Commercial Services and Infrastructure

Enabling Services

Finance, Budgets and Assurance

Finance and Administrator Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 39497)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Are you an enthusiastic and experienced administration / finance officer with the desire and demonstrated ability to learn who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Commercial Services and Infrastructure Group's Finance, Budgets and Assurance team is looking for you!

Our vision is to provide efficient, effective services based on accountability and best practice. As the Administration/Finance Officer you will be responsible for a diverse range of administration and finance tasks across the team including the Executive Branch Manager.

You will need to be flexible and demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be computer literate with intermediate skills using Microsoft Excel as well as the ability to use financial, record keeping and reporting systems and tools. We want an innovative, forward thinking professional who enjoys learning and problem solving, understands accounts processing, budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

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: Completion or progression towards tertiary qualification in Accounting or Finance highly desirable.

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Policy and Cabinet

Economic and Regional Policy Branch

Senior Director, Better Regulation Taskforce

Senior Officer Grade A \$153,041, Canberra (PN: 55703)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: The Economic and Regional Policy Branch supports the Government to develop its strategic objectives and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives.

The Better Regulation Taskforce supports the Minister for Business and Better Regulation in shaping and leading key regulatory reform initiatives. The team works in collaboration with national reform programs and ACT Directorates to provide policy advice and support to achieve the Government's strategic priorities for regulatory matters. As outlined in the ACT Jobs and Economic Recovery Plan, the Better Regulation Taskforce will put in place the best settings for business recovery, longer term growth and regulation in the ACT.

The Senior Director is responsible for leading the Better Regulation Taskforce Team. The Senior Director will: lead engagement with business and community stakeholders in the delivery of the Taskforce's program of regulatory reform;

undertake legislative review and policy analysis to provide recommendations to Government on regulatory reform initiatives;

implement in partnership with other parts of government agreed reform initiatives, including legislative or regulatory amendments.

The Senior Director also works closely with Directorates to consider and respond to issues related to new or emerging areas of regulatory policy.

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 in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Clapham (02) 6205 7261 David.Clapham@act.gov.au

Economic Development

VisitCanberra

International and Partnerships

Assistant Director, Partnerships and Distribution

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36791)

Gazetted: 18 June 2021

Closing Date: 30 June 2021

Details: VisitCanberra is looking for someone energetic and highly motivated, with a passion for the tourism industry and experience in managing commercial partnerships to join the team in the role of Assistant Director, Partnerships and Distribution.

This role is part of the small International and Partnerships team, responsible for implementing key domestic and international trade programs for the Canberra region. In this diverse role, you will secure and implement cooperative marketing partnerships (distribution, aviation etc), manage a number of domestic and international trade programs, deliver grant programs for the tourism industry, and support industry development activities. The person we're searching for has experience in working in a fast-paced environment, a proven track record in fostering commercial relationships that have achieved mutually beneficial results, as well as high level project management skills and interpersonal skills.

VisitCanberra is responsible for creating and implementing a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. It sits within the Economic Development Division of the

Chief Minister, Treasury and Economic Development Directorate (CMTEDD). 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:

Detailed knowledge of the tourism sector.

Experience with direct supervision of staff.

Current Australian driver's licence.

Ability to work flexible hours.

Ability to travel domestically and internationally (when possible).

Tertiary qualifications in business, tourism, or a related discipline are highly desirable.

Desirable:

Knowledge of procurement and/or government contracting processes.

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates 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, interviews may not necessarily be held. Staff are currently working some days from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

How to Apply: In order to apply, please submit no more than 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 the "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.

Applicants must submit 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: Sarah Staruszkiewicz (02) 6205 0506 Sarah.Staruszkiewicz@act.gov.au

Customer Engagement Services Branch

ICT Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46517)

Gazetted: 18 June 2021

Closing Date: 6 July 2021

You will have the responsibility to: Manage prioritise and action ICT related requests on behalf of the Directorate by following correct procedure and ensuring appropriate approval is sought; Resolve customer requests within the Service Level Agreement and escalate requests where required within an Information Technology Infrastructure Library (ITIL) environment; Maintain data stored in the Configuration Database on behalf of the Directorate and ensure the Hardware Database, records and internal work notes are accurate, up-to-date and relevant; and Manipulate extracted data using MS Excel (or similar) to analyse and create reports on behalf of the Directorate. This position may involve direct supervision of staff.

Professional / Technical Skills and Knowledge

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

Knowledge of, or the proven ability to quickly acquire knowledge of Information Technology Service Management (ITSM) tools, such as Service Now or equivalent.

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: sfia-online.org/en/sfia-7/all-skills-a-z

Asset management ASMG 4: - Controls IT assets in one or more significant areas, ensuring that administration of the acquisition, storage, distribution, movement and disposal of assets is carried out. Produces and analyses registers and histories of authorised assets (including secure master copies of software, documentation, data, licenses and agreements for supply, warranty and maintenance), and verifies that all these assets are in a known

state and location. Acts to highlight and resolve potential instances of unauthorised assets such as unlicensed copies of software.

Configuration management CFMG 3: - Applies tools, techniques and processes to track, log and correct information related to configuration items. Verifies and approves changes ensuring protection of assets and components from unauthorised change, diversion and inappropriate use. Ensures that users comply with identification standards for object types, environments, processes, lifecycles, documentation, versions, formats, baselines, releases and templates. Performs audits to check the accuracy of information and undertakes any necessary corrective action under direction.

Analytics INAN 3: - Undertakes analytical activities and delivers analysis outputs, in accordance with customer needs and conforming to agreed standards.

Behavioural Capabilities

Ability to manage multiple tasks, prioritise competing deadlines and deliver agreed business outcomes within a team environment.

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

Focuses on customer needs and satisfaction, with the ability to provide quality advice to a range of stakeholders

Analytical and problem resolution skills to identify and analyse issues or problems and develop effective solutions to meet business objectives and outcomes.

Well-developed verbal and written communication skills with a high level of attention to detail, including the ability to accurately clarify, check, and record information.

Compliance Requirements / Qualifications

An ACT Government CMTEDD Baseline clearance is required for this position. RO - Please update, plus in PD

This position does not require a pre-employment medical.

Driver's licence Class C is not essential.

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

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

Applications should be submitted via Apply Now button below.

Contact Officer: Avinash Sevak (02) 6207 1899 Avinash.Sevak@act.gov.au

Economic Development

Skills Canberra

VET Education Promotion and Support

Field Officer Team Leader

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25196)

Gazetted: 18 June 2021

Closing Date: 25 June 2021

Details: Skills Canberra is seeking a highly motivated and enthusiastic Field Officer Team Leader. Skills Canberra as the State Training Authority, is responsible and accountable for the operation of the Vocational Education and Training (VET) system in the ACT in accordance with the *Training and Tertiary Education Act 2003 (the Act)*, including Australian Apprenticeships. Skills Canberra is also responsible for all aspects of the training system, including Australian Apprenticeship policy, priorities, regulatory and administrative arrangements.

This customer-centric leader will manage workflow, provide advice and resolve complex enquiries and issues, conduct investigations associated with the Field Officer Program and coordinate responses to queries from stakeholders. The successful candidate will lead a small team who engage with Australian Apprentices, registered training organisations, schools and businesses across the ACT, facilitating linkages between ACT Government and relevant vocational education and training stakeholders.

As the Team Leader, you will need to have excellent communication skills and the ability to work with people across different levels. You will contribute to the development, review, testing and implementation of new systems, processes and procedures in relation to the Field Officer Program. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results.

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 from 1 July 2021 up until 31 December 2021 with possibility of extension up to 12 months. Our workforce is currently working in a hybrid of home and the city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide:

- a supporting statement of no more than two pages outlining experience and/or abilities against the 'Professional/Technical Skills and Knowledge' criteria outlined in the Position Description.
- your current curriculum vitae.
- the names and contact details of at least two referees who can attest to your work performance, ability, and attitude.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Oliver (02) 5124 9961 stephanie.oliver@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

CYPS, Operations

Senior Practitioner, CYP Operations

Child and Youth Protection Professional Level 4 \$118,626 - \$127,282, Canberra (PN: 34000, several)

Gazetted: 23 June 2021

Closing Date: 12 July 2021

Details: The CYPP4 Senior Practitioner position is responsible for providing expert case practice advice and leadership, supporting and developing case workers in the integration of theory and practice while demonstrating expertise through case management. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples who have the appropriate background and capability.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least 5 years' experience in human services fields.

Current Driver's Licence.

Additional Information:

Please note, Working with Vulnerable People registration 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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

How to Apply: Please submit a written response to the Selection Criteria along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: MargaretAnne Tobin (02) 6207 1466 MargaretAnne.Tobin@act.gov.au

Strategic Policy

Executive Branch Manager, Performance and Systems (Chief Information Officer)

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E854)

Gazetted: 17 June 2021

Closing Date: 6 July 2021

Details: The Community Services Directorate is seeking an Executive Branch Manager/Chief Information Officer to plan the Digital/ICT strategic outcomes for the Directorate and manage the Performance Systems Branch of the Strategic Policy Division. The Executive Branch Manager, Performance and Systems will be part of the broader executive team delivering community services in the ACT.

The Executive Branch Manager will work across the Directorate, in strategic partnership with the ACT Government Chief Digital Officer and with the ACT Government Shared Services Information and Communications Technology (SSICT) which supports the Directorate's operational ICT requirements.

The Executive Branch Manager will be responsible for managing Strategic Portfolio and Data Excellence (SPaDE) team and Records Management team. They will lead the development and implementation of the Digital/ICT strategy and an efficient ICT function that continues the delivery of the Directorate's digital transformation.

The Executive Branch Manager will also hold the role of Authorised Security Agent for the directorate and will be responsible for managing the digital, physical, and environmental security aspects for the directorate including cyber security, CCTV and proximity passes and being engaged in the Whole of Government security discussions.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: Please submit no more than four pages addressing the Executive Capabilities and Job Specific Selection Criteria, a current curriculum vitae and contact details of two referees. Your application will be treated in the strictest of confidence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacinta Evans (02) 6205 5147 or jacinta.evans@act.gov.au

Office of Director-General

Communication and Engagement

Executive Branch Manager, Communication and Engagement

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1155)

Gazetted: 17 June 2021

Closing Date: 6 July 2021

Details: CSD has an exciting short-term vacancy for the Executive Branch Manager, Communication and Engagement starting 23 August 2021 for ten months.

The position of Executive Branch Manager, Communication and Engagement will lead the Communications and Engagement Branch to build and maintain positive relationships and partnership across government and the community through the provision of high-level support and advice, provision of grant programs, contracts and procurement, media and communications activities, media projects and guidance.

The Executive Branch Manager will manage the internal and external media and communications activities across the Directorate and will be responsible for managing a range of significant internal and external communications projects as well as the production of media releases and speeches.

A strong focus of the Communication and Engagement Branch is building positive working relationships and engagement with key community organisations and using these partnerships to work together to develop and administer evidence-based early intervention and prevention programs that will improve outcomes for vulnerable children, young people, and families in our community. A key responsibility of the Executive Branch Manager will be to collaborate across all Divisions within the Community Services Directorate to support and promote opportunities for their Offices to reach out and develop and maintain strong community connections.

The position will report directly to the Executive Group Manager, Strategic Policy.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Note: This is a temporary vacancy from 23 August 2021 to 23 June 2022 with possibility of extension. Selection may be based on applications and referee comments only.

How to Apply: Interested candidates should submit a two-page Expression of Interest, curriculum vita and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Dolan (02) 6207 1757 fiona.dolan@act.gov.au

Children, Youth and Families

Business Support

Business Support and Client Services Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 02293)

Gazetted: 23 June 2021

Closing Date: 9 July 2021

Details: The role will prepare reports, policy papers and briefing notes, undertake project work, provide secretariat support, and conduct research and analysis as required.

The role will assist with the coordination, administration and development of responses, and resolution of complaints, in alignment with the Community Services Directorate's policy and commitment to resolution focused, conciliatory management of complaints.

The role will support the strategic direction of Children, Youth and Families and Business Support, will provide support to the Executive, and will support the strengthening of relationships between Children, Youth and Families and key stakeholders. The position occupant will need to be well organised, possess excellent writing and project management skills and demonstrated research and analytical skills.

Eligibility/Other Requirements:

Desirable:

- Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist).
- Experience and/or qualifications in complaint handling, conciliation processes and/or government investigations.
- Demonstrated experience and understanding of the ACT child and youth protection system.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may 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.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6205 9225 rebecca.everest@act.gov.au

Policy Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 03540)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: An exciting opportunity exists to join a multi-disciplinary team delivering housing and homelessness policy within Housing ACT.

The Housing and Homelessness Strategy and Policy team actively contributes to improving outcomes for many different people and households supported by this sector.

If you have experience - or would like to get experience - in the human services sector and enjoy research, analysis, development, implementation and evaluation of cross-cutting policy, we would welcome your application for this role.

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

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

How to Apply: Please submit an expression of interest, limit your response to each criterion to 350 words, a curriculum vitae and referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Hanrahan (02) 6205 8408 Casey.Hanrahan@act.gov.au

Housing ACT

Senior Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52313)

Gazetted: 21 June 2021

Closing Date: 8 July 2021

Details: The Infrastructure and Contracts Branch of Housing ACT are looking for a motivated person to join our busy Portfolio Planning and Alignment team as a Senior Project Officer.

The Senior Project Officer role is responsible for managing the sale and acquisition of property to support the ACT Housing Strategy: Growing and Renewing Public Housing program. It supports the Assistant Director, Portfolio Planning and Alignment, to implement the annual capital program and prepare reports and recommendations on purchases, auction sales, sales to tenants and shared equity applications. The position works closely with various teams throughout Housing ACT to ensure the sale and acquisition of property is meeting the needs of current and future tenants, in alignment with the current Acquisition Strategy.

Building and maintaining relationships is an important part of the position's responsibilities. We are looking for people with strong interpersonal skills and an ability to develop and use relationships and networks with internal and external stakeholders. More information can be found in the Position Description.

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

How to Apply: Applicants are to submit an expression of interest (writing to the Selection Criteria), no more than two A4 pages, plus curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taylor Beaton (02) 6207 2411 Taylor.Beaton@act.gov.au

Inclusion and Participation

Social and Community Inclusion

Community Relations and Funding Support

Business Partner (Grants and Procurement)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50197)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details:

- Do you enjoy building relationships with stakeholders to achieve outcomes for clients?
- Do you enjoy coaching, mentoring and training and supporting others to develop their skills and knowledge?
- Are you an analytical and strategic thinker? If so, then this position might be for you.

The Inclusion and Participation Division is seeking a dynamic and self-motivated person, with a passion for making a difference in the lives of disadvantaged children, young people, families, and community to fill the position of Business Partner (Grants and Procurement), Community Relations and Funding Support (CRFS) team.

The Business Partner (Grants and Procurement) role is a new position within CRFS, providing expert technical procurement advice, training, coaching, and mentoring to business units, in grants and procurement planning, development, and evaluation to encourage innovative practices, achieve delivery of business outcomes and support policy directions.

The position requires a high-level understanding of procurement and government contracting and grants management in a human-services setting. The successful candidate will hold high-level knowledge and understanding of procurement principles, legislation, policies, and administration, including analytical skills for investigating procurement problems and providing solutions. The Business Partner will also enjoy building the skills and knowledge of others through coaching, mentoring and training support. The successful candidate will report to the Assistant Director, Community Relations and Funding Support.

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 (CALD), veterans, mature age workers, and lesbian, gay, bisexual, transgender, intersex, and queer people (LGBTIQ+).

Eligibility/Other Requirements:

Essential qualifications and experience:

- Government procurement, contract management and grants experience, preferably in the human services sector.

- Knowledge of *Government Procurement Act 2001*; Government Procurement Regulation 2007; ACT Government Procurement Framework; Disallowable Instruments; Notifiable Instruments including Government Procurement (Charter of Procurement Values) Direction 2020; Procurement Related Policies; Systems (Tenders ACT, OSQAR).
- A current driver's licence.

Desirable qualifications and experience, but not essential:

- An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people, and their families.
- Tertiary qualifications in a related discipline.

Note: This is a temporary position available for 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.

How to Apply: To apply, please submit a current curriculum vitae, contact details of at least two referees and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of ACTPS Shared Capability Framework.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Meere (02) 6207 1410 catriona.meere@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 Performance and Improvement

Tuggeranong Network

Richardson Primary School

Building Service Officer 2

Building Service Officer 2 \$61,197 - \$63,979, Canberra (PN: 01598, expected)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: Richardson Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to building, grounds and equipment to a high standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

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. Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety. A pre-employment medical clearance is required prior to commencement. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Bermingham (02) 6142 3630 stephanie.bermingham@ed.act.edu.au

Business Services

People and Performance Branch

Director

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 36327)

Gazetted: 18 June 2021

Closing Date: 4 July 2021

Details: The Director, Workplace Relations is part of the People and Performance leadership team, responsible for the Workplace Relations Team within the People and Performance branch. The Workplace Relations Team lead the alignment of industrial relations strategies to the ACT Education Directorate's Strategic Plan and the Future of Education Strategy through the provision of incisive and insightful advice and support to senior executive and key internal and external stakeholders.

Eligibility/Other Requirements: This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role would be desirable

Note: This is a 12 month opportunity with possibility of extension commencing August/September 2021. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum three-page application providing examples demonstrating your suitability against the selection criteria for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Contact Officer: Jessica Ruediger (02) 6207 6807 Jessica.Ruediger@act.gov.au

Office of the Director-General

Executive Officer

Senior Officer Grade A \$153,041, Canberra (PN: 46479)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: The Executive Officer to the Director-General works under limited direction to develop an understanding of complex policy and operational matters and provide high-level advice to the Director-General. The Executive Officer leads a small team to oversee the provision of exceptional support to the Director-General. The position will suit a flexible operator who can work quickly and exercise strong judgement.

Duties and Responsibilities:

Provide high level strategic advice to the Director-General, Executive and the Minister about administrative and operational matters including issues management.

Prepare and quality assure briefings, correspondence, reports, presentations and speaking points to a high standard.

Plan and manage cross directorate projects and projects identified by the Director-General.

Support the Director-General at executive meetings, governance committees and other high level forums, including the provision of advice and/or representing the Director General at meetings as required.

Ensure continuous improvement of the administrative policy and practice of the Office of the Director-General, promoting effective and efficient operations, budget oversight, and coordination across the executive team.

Oversee the Director-General's stakeholder engagement.

Manage a small team and work closely with other executive offices across the Directorate to ensure seamless and consistent support is provided to the Directorates senior executive team.

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

How to Apply: Please provide a two page statement responding to the "Professional and Technical Skills, and Knowledge" and "Behavioural Capabilities" listed in the Position Description along with a curriculum vitae containing the details of two referees (one of whom is a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Christina Myers (02) 6205 5062 Christina.Myers@act.gov.au

Business Services

Governance and Community Liaison

Risk, Security and Emergency Management

Assistant Director - Risk Management

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09400)

Gazetted: 18 June 2021

Closing Date: 25 June 2021

Details: The Risk Management Assistant Director plays an integral role in the implementation of risk management initiatives across ACT schools and the broader Directorate to support the delivery of initiatives to ensure the Education Directorate remains a high performing learning organisation, where our people know they matter. The Risk, Security and Emergency team sits within the Governance and Community Liaison Branch and is responsible for assisting schools and other areas of the Directorate embed risk management within day to day operations. The role is responsible for educating and coaching staff, coordinating training and learning opportunities and overseeing reporting to the Executive and its committees.

The team also manages and assists with a range of functions including business continuity planning, emergency response planning and oversight of the security activities of the Education Directorate. The successful applicant will form part of our team and work collaboratively to deliver a proactive approach to risk manage.

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 immediately for a period of ten months, with the possibility of extension and/or permanency. Selection may be based on applications and referee reports only.

How to Apply: Applicants should provide a current curriculum vitae and a written response, of no more than two pages, addressing the Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Bailey (02) 6205 9543 Anthony.Bailey@act.gov.au

Business Services

Governance and Community Liaison

Risk, Security and Emergency Management

Project Officer - Risk Management

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00426)

Gazetted: 18 June 2021

Closing Date: 25 June 2021

Details: Under direction the Risk Manager Project Officer will be responsible for assisting with the implementation and embedding of risk management initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter.

The Risk, Security and Emergency Management Team sits within the Governance and Community Liaison Branch and is responsible for providing support and coaching to staff to raise the awareness of risk management practices and embed risk management principles within the organisation. This role will assist with monitoring risk activities, coordinate training opportunities and contribute to the development of reports to the Executive and its committees.

The team also manages business continuity activities, coordination of security matters and coordination of emergency response activities on behalf of the Directorate. This role will form part of our dynamic team and work together to deliver a proactive and collaborative approach to risk management.

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

Notes: 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 applications and referee reports only.

How to Apply: Applicants should provide a current curriculum vitae and a written response, of no more than two pages, addressing the Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Bailey (02) 6205 9543 Anthony.Bailey@act.gov.au

Calwell High School

Science - Classroom Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 06888)

Gazetted: 22 June 2021

Closing Date: 6 July 2021

Details: Calwell High School is seeking a permanent teacher to deliver Science, supporting a diverse student cohort in a comprehensive high school setting.

This position requires an enthusiastic innovative flexible teacher who is passionate about working with children with support needs in a main stream setting. The successful teacher will:

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles and responsibilities

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439042857 megan.altenburg@ed.act.edu.au

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

Office for Schools

Belconnen School Network

University of Canberra High School Kaleen

School Operations Coordinator

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 38921)

Gazetted: 22 June 2021

Closing Date: 29 June 2021

Details: This is a school operational position that is responsible for ensuring that Timetabling, Reporting and Enrolment procedures are completed to a high standard and level of accuracy. The role also provides guidance to Teaching and Admin Staff on Sentral. This role will require the candidate to have a strong background in all aspects of the duties below. Administration duties associated with *Sentral* and *Timetabling Solutions* to support the school to plan, coordinate and organise the implementation of the whole school timetable. This includes the use of addons such as *Web Preferences* for managing student electives. Administration duties associated with *Sentral* Reporting and mail merge software to support the school in the creation, completion, and coordination for distribution of school reports. This includes the administrative side of cross checking against certain reporting criteria aligned to processes and events supporting school Reports, including the management of associated Software (PTO) Administration duties associated with Education Directorate enrolment procedures to manage and coordinate all student enrolments and Leavers

Provide first aid support as required

Provide administrative support to the Front Office.

Eligibility/Other requirements:

Relevant Work Experience in all aspects of the role specific requirements (as outlined above).

Broad knowledge of school operations.

Notes: This is a temporary position available from 19 July 2021 to 17 December 2021 with the possibility of extension or permanency. Selection may be based on application and referee reports only.

How to Apply: If you are interested in this exciting position please submit a two-page application, including your current curriculum vitae with two referees. Your application must demonstrate your suitability against the Key Responsibilities and Selection Criteria for the role specific requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Merrielle Reed (02) 6142 0482 Merrielle.Reed@ed.act.edu.au

Service Design and Delivery

Learning Wellbeing Policy and Service Design

Wellbeing and Inclusion Policy and Service Design

Policy and Programs Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44208)

Gazetted: 18 June 2021

Closing Date: 2 July 2021

Details: The position involves interesting and diverse work across a range of policy and program areas relating to inclusive education, student wellbeing and policy design.

The position requires a flexible and highly experienced policy and program officer with experience in program management, policy development, project management, people and stakeholder management. The Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Wellbeing and Inclusion team to manage emerging work pressures.

Eligibility/Other Requirements: Previous experience working in ACT Government and relevant tertiary qualifications in Education, Policy or Human Services or equivalent are highly desirable.

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

How to Apply: Please provide a written response to the selection criteria (maximum four pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nova Inkpen (02) 6207 2327 nova.inkpen@act.gov.au

Calwell High School

SLC Support and Inclusion

School Leader C \$126,542, Canberra (PN: 01985)

Gazetted: 22 June 2021

Closing Date: 6 July 2021

Details: Calwell High School is seeking an experienced, dynamic and flexible teacher with strong strategic and organisational leadership in the area of support and inclusion. The successful applicant will develop strong professional relationships, work collaboratively with all members of the school community to ensure that student learning and wellbeing remains the core business of our practice and policy and work in partnership with a wide range of people to maximise student outcomes in a complex environment.

The successful applicants' key responsibilities will be to:

Lead by example, setting and modelling excellent standards of teaching and work with staff to provide optimal learning and support environments for all students.

Work as a member of a school leadership team to ensure inclusion for all students.

Be a highly visible leader with responsibility to lead staff to drive improvement in data driven, evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

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

Extensive experience and success teaching students needing support in a High School environment is desirable.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the apply Now button below.

Contact Officer: Megan Altenburg 0439042857 Megan.Altenburg@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Calwell High School

Flexible Education - Calwell High School

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 51072)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Calwell High is seeking a permanent Flexible Education teacher supporting a range of students on individual learning plans in a flexible education setting.

This position requires an enthusiastic innovative flexible teacher who is passionate about working with children with support needs in a main stream setting.

The successful teacher will:

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles, and responsibilities.

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.

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

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439043857 megan.altenburg@ed.act.edu.au

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

Business Services

People and Performance

People Strategy

Assistant Director, Diversity and Inclusion

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09454)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: The Assistant Director, Diversity and Inclusion is responsible for the implementation of Diversity and Inclusion strategies, policies, and programs to support a high performing inclusive Directorate where our people know they matter. The Diversity and Inclusion team sits within the People and Performance Branch and is responsible for leading the delivery and implementation of the Directorate's Reconciliation Action Plan, Employment Action Plans, inclusion flagship events, Respect Equality and Diversity Framework, staff networks support, advice and resources for staff, and manage the service delivery of the portfolio to the wider directorate. The Assistant Director will form part of our Senior Officer team and work together to deliver a proactive and collaborative approach to Diversity and Inclusion. 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 eight months with the possibility of extension and/or permanency.

How to Apply: Applications should include a written response to the Selection Criteria, of no more than two pages, and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 cameron.bertrand-bruce@act.gov.au

System Policy and Reform

Strategic Policy

Legislation Reform

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44584)

Gazetted: 23 June 2021

Closing Date: 30 June 2021

Details: Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy development for legislative reform, exceptional research skills, and high level written and organisational skills? Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development to join us.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

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

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. his position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Applications may be considered on the responses to the selection criteria and referee reports only. Our branch is currently working in a mixed-mode of working, both at home and at the ACT Whole-of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across multiple sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming.

How to Apply: Applications should include a supporting statement of no more than three pages, outlining experience and/or ability against the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae and the name and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Travers (02) 6205 4124 Rebecca.Travers@act.gov.au

System Policy and Reform

Strategic Policy

Education Strategy

Senior Director, Education Strategy

Senior Officer Grade A \$153,041, Canberra (PN: 21562)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context.

This includes Strategic Delivery of priority initiatives, Strategic Coordination of cross directorate priorities, and Strategic Partnering with other parts of the directorate on joint commitments. The Senior Director, Education Strategy, will be responsible for leading and driving multiple projects centred around achieving the Education Directorate's priorities and strategic vision.

The officer's main responsibilities will be to:

- Lead a small team with responsibility for aligning, connecting and collaborating with strategic partners and school communities to drive the vision and implementation of the Future of Education Strategy and Directorate Strategic Plan.

- Lead the design and development of high-level strategies and supporting frameworks to enable schools and the Education Support Office to plan for, deliver, and report on Directorate priorities.
- Provide policy and strategy advice for other parts of the Strategic Policy branch to ensure alignment of strategies, policies and projects with a focus on achieving positive outcomes for children and young people from 0-18 years.
- Prepare and review comprehensive reports, advice and documentation for government and executive audiences, including policy and legislative analysis, cabinet submissions, project documentation and business cases.
- Represent the Directorate in senior forums and liaise with external partners and stakeholders as required.

Eligibility/Other Requirements: Desirable

- Experience leading teams responsible for strategic reform programs and change management processes.
- Understanding of the ACT Education Directorate or other ACT Government agency processes.

Note: This is a temporary position available immediately up until 30 June 2022 with the possibility of permanency. COVID-19 arrangements: Strategic Policy employees utilise Home-Based Work to varying degrees. Officers are fully supported to meet their needs in setting up a home-based office environment. Most officers work from home three days per week subject to negotiation and working requirements. Under Activity-Based Work (ABW) arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply, please submit up to three pages responding to the Selection Criteria, a current curriculum vitae and the details of at least two recent referees.

SELECTION CRITERIA

1. Fostering a culture of respectful behaviour in the workplace, including through high level customer service principles, safe and inclusive environments, commitment to equity and diversity, and participatory management principles.
2. Demonstrated commitment to integrity, accountability and transparency, including through establishing clear goals and performance expectations, modelling ethical practice, delivering results and embedding continuous learning.
3. Highly developed skills in collaboration and partnership development, including proactive and supportive relationship management practices, representation skills and capacity to engage a wide range of people and perspectives.
4. Highly developed skills in innovation, strategic thinking, conceptual and analytic skills, including experience in leading transformational change with a focus on improving outcomes.
5. Highly developed communication skills, including written and verbal, a strong understanding of government and directorate processes, and commitment to occupational health and safety.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Moore (02) 6205 4999 nicole.moore@act.gov.au

Business Services

Governance and Community Liaison

Feedback and Complaints

Complaints Management Project Manager

Senior Officer Grade A \$153,041, Canberra (PN: 52342)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: Are you passionate about making a difference for children and young people in our school system? Do you have a strong customer service orientation and excellent skills in problem-solving, negotiation and project management?

This position provides an exciting opportunity to lead and deliver a program of reform to strengthen the management of complaints across the entire Education Directorate (Education Support Office and schools). We are looking for someone with extensive experience in customer facing roles, ideally in complex complaints management, and an excellent understanding of school operations.

The successful applicant also needs to have exceptional stakeholder management skills to skills in order to work effectively with the broad range of education stakeholders to achieve excellent outcomes.

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.

- Operational experience in managing complex complaints as well as formal qualifications and training in counselling, mediation or conflict resolution is highly desirable.

Note: This is a temporary position available from 12 July 2021 up until the 12 July 2022. Selection may be based on application and referee reports only.

How to Apply: To apply for this role please provide a curriculum vitae and a response to the Selection Criteria of no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6207 9264 kristen.laurent@act.gov.au

Service Design and Delivery

Learning Wellbeing Policy and Design

Senior Director (Inclusion and Wellbeing)

Senior Officer Grade A \$153,041, Canberra (PN: 39498)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: The Senior Director Wellbeing and Inclusion Policy and Service Design, under broad direction, is responsible for the management of policies and projects and the provision of advice to senior executive in the area of Disability Education. The Senior Director is responsible for coordinating research and analysis of data and provide high quality advice to inform on issues relevant to the Branch, including evidence-based approaches to support inclusion and wellbeing across the Directorate.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate McMahon (02) 6205 9205 Kate.McMahon@act.gov.au

Calwell High School

Food Technology Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 03911)

Gazetted: 17 June 2021

Closing Date: 1 July 2021

Details: Calwell High is seeking a permanent teacher to deliver food technology classes, supporting a diverse student cohort in a comprehensive high school setting.

This position requires an enthusiastic innovative flexible teacher who is passionate about working with children with support needs in a main stream setting.

The successful teacher will:

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles and responsibilities.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439 043 857 Megan.Altenburg@ed.act.edu.au

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

Calwell High School

Health and Physical Education Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 07078)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Calwell High is seeking a permanent teacher to deliver Health and Physical Education classes, supporting a diverse student cohort in a comprehensive high school setting.

This position requires an enthusiastic innovative flexible teacher who is passionate about working with children with support needs in a main stream setting.

The successful teacher will:

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles and responsibilities.

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439 043 857 Megan.Altenburg@ed.act.edu.au

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

School Performance and Improvement

South and Weston

Canberra College

Information Technology Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 15894)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: Canberra College is seeking a permanent Information Technology teacher to join our technology team.

This position requires innovative and engaging pedagogy to teach BSSS Information Technology (T/A/V) courses (Data Science ATV, Networking and Security ATV, Robotics and Mechatronics ATMV, Digital Technologies ATMV and Digital Products AV)

The successful applicant will work in a highly supportive teaching environment and have access to training and professional learning opportunities.

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

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

A background in VET or a willingness to complete a Certificate 4 in Training and Assessment would be highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply. The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Brown (02) 6142 3288 Christopher.Brown@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

Corporate Services and Operations

Governance, Assurance and Performance Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42968)

Gazetted: 17 June 2021

Closing Date: 6 July 2021

Details: We are currently seeking an innovative, contemporary and talented business resilience and governance practitioner who enjoys challenging work, has a can-do attitude and a keen eye for detail.

The Governance and Business Resilience team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of governance and business resilience frameworks, documents, systems, solutions and practices that support the Directorate's operational and strategic objectives.

The team is multi-disciplinary and operates across organisational strategic governance and frameworks, risk management, business resilience, business continuity and emergency management.

If you have experience in the development of governance, business resilience programs and policy development, or think your current skill set will allow you to adapt well to this area, then we want to hear from you! Experience in development of emergency management policy may also be advantageous.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islanders, current and former ADF members, LGBTIQ+ community and people with disability are encouraged to apply.

Notes: The position is full-time temporary available for up to five years with possibility of permanency. A merit pool of applicants found suitable, but not successful, will be created for future vacancies. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. The position is based in a workplace

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

How to Apply: Please submit your response to the Selection Criteria along with a curriculum vitae and referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dianne Gordon (02) 6205 3133 Dianne.Gordon@act.gov.au

Statutory Planning

Impact Assessment

Assistant Director - Statutory Planning

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43286)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Are you a leader with experience working in planning and environmental assessment? Do you like a fast-paced work environment and critically analysing information to make decisions? Do you have strong written communication and leadership skills? Then Assistant Director in Impact Assessment is the job for you! The Statutory Planning Division is seeking an Assistant Director who has experience managing a wide range of environmental, planning and/or development assessment processes. In this role, the Assistant Director will be responsible for undertaking environmental impact assessment and development assessment in accordance with the *Planning and Development Act 2007*. The role will also require project management of strategic assessment projects and also involves some regulatory reform work and will require flexibility and adaptability to respond to a range of requests.

Eligibility/Other Requirements: Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dominic Riches (02) 6205 1834 Dominic.Riches@act.gov.au

Environment, Heritage and Water

Senior Threatened Species Program Management Officer

Professional Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 52319)

Gazetted: 21 June 2021

Closing Date: 8 July 2021

Details: The ACT Parks and Conservation Service is seeking a Senior Threatened Species Program Management Officer specifically tasked with managing the delivery of the Threatened Species Reintroduction Program at Tidbinbilla Nature Reserve (TNR), in collaboration with a diverse range of stakeholders. The program is focused on acquisition, breeding and releasing threatened fauna species for ecosystem restoration. This involves captive breeding, coordinating research, outreach and education with visitors to TNR, and includes delivery of parts of both the TNR Visitor Experience Strategy and TNR Management Plan.

Eligibility/Other Requirements:

Mandatory:

Qualifications in Biology, Natural Resource Management, Environmental Science or equivalent.

Highly Desirable:

The successful applicant may be required to work a shift roster and undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Manual driver's licence is essential.

Desirable training qualifications:

Senior First Aid; Quad Bike and/or ATV.

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. 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: Peter Cotsell 0448 228 489 Peter.Cotsell@act.gov.au

Independent Competition and Regulatory Commission

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

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

Economics

Deputy CEO

Senior Officer Grade A \$153,041, Canberra (PN: 42852)

Gazetted: 17 June 2021

Closing Date: 8 July 2021

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an energetic and collaborative leader with extensive regulatory and leadership experience.

The Deputy CEO is a pivotal role within the ICRC. As leader of the economics team, you will ensure the ICRC's economic and quantitative analysis is robust, accurate and well-informed, and contributes to promoting the well-being of the ACT community.

You will support the CEO in the day-to-day leadership and management of the ICRC's operations. You will work closely with the CEO to advise and support the Senior Commissioner in making decisions on a range of complex regulatory pricing and competition issues.

You have at least five years' experience in applying economic principles in regulatory decision making and developing policy advice for ministers. You have led effective public consultation processes and successfully developed collaborative working relationships with diverse internal and external stakeholders. You can successfully guide, motivate and develop small specialist teams. Ideally, you have a strong understanding of energy and/or water policies and regulatory frameworks, and postgraduate qualifications in economics.

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: The salary for this position is the Senior Officer Grade A salary plus an ARIn of up to 10% depending on skills and experience, and subject to annual review.

How to Apply: Please provide your curriculum vitae and a 'pitch' of no more than two pages (1,000 words maximum) that explains why you are interested in the role and how your skills and experience meet the Selection Criteria. You do not have to address each Selection Criterion separately.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Weier (02) 6207 3150 annette.weier@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

Legislation, Policy and Programs

Justice Reform

Senior Director, Aboriginal and Torres Strait Islander and Justice Programs

Senior Officer Grade A \$153,041, Canberra (PN: 45553)

Gazetted: 23 June 2021

Closing Date: 14 July 2021

Details: 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 policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices, and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Policing Arrangement and Purchase Agreement.

The Senior Director is responsible for coordinating the development and effective implementation of the strategic justice policy agenda and initiatives related to community safety and improving outcomes for Aboriginal and Torres Strait Islander people as well as vulnerable and other people in contact with the justice system.

This involves driving reform through collaboration with other agencies and managing stakeholder relationships.

The Senior Director will manage the team to deliver justice policy outcomes, provide high level advice on complex issues and be responsible for the development of related documents, reports, submissions, briefs, and correspondence for the Senior Executive and Government.

The Senior Director is expected to work collaboratively across JACS and with other Directorates and non-government organisations to meet organisational objectives. The Senior Director will work closely with the Executive Branch Manager for Justice Reform, delivering on the expectations of the ACT Government.

Eligibility/Other Requirements: Relevant qualifications and/or equivalent experience are desirable.

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

How to Apply: Applications should be submitted to jobs@pipelinetalent.com.au with the subject line "Senior Director – JACS ACT Government".

Your application should include:

a cover letter [maximum three pages] responding to the Selection Criteria and desirable requirements as detailed above.

an up-to-date curriculum vitae of no more than five pages which clearly details your skills and experience as relevant to this role.

Additional information is available by contacting Lesina Gibbs-Manuatu at Pipeline Talent, or for discussion about the Directorate or the position, contact Kathryn Johnson on 0499 468 986 or kathryn.l.johnson@act.gov.au.

Late submissions will not be accepted.

Contact Officer: Lesina Gibbs-Manuatu 0408 027 880 lesina@pipelinetalent.com.au

ACT Corrective Services

Offender Reintegration

Justice Housing Program

Justice Housing Program Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52311)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated and values-driven professional to join Offender Reintegration as a Justice Housing Program Officer (ASO6).

The successful applicant will coordinate the Justice Housing Program (JHP) initiative, which aims to reduce the population in the Alexander Maconochie Centre (AMC) and reduce reoffending behaviour, through the provision of temporary accommodation for various cohorts of justice-involved people.

The role of Justice House Program Officer presents an enormous opportunity to shape service provision for people with high and complex needs, working collaboratively with government, the community services sector, and people with lived experience of the justice system, to make a tangible difference in the Canberra community.

To be successful in this role, you will be able to demonstrate strong administrative capability, with the ability to think and act in a busy operational environment and possess sound interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, including detainees at the AMC.

Eligibility/Other Requirements:

Experience working with people with complex and high needs, in a criminal justice or housing context, is highly desirable.

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

A current driver's licence is essential.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.

Note: This is a temporary position available immediately for up to 12 months. Although based at 2 Constitution Avenue, this role will require frequent travel to and working from the AMC and/or the courts.

How to Apply: Applicants are required to submit three items:

- (1) a one-to-three-page written response addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities, having regard for the job requirements.
- (2) a current curriculum vitae including two referees (one should be a current Supervisor/Manager); and
- (3) a copy of your current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Heidke (02) 6207 9837 kim.heidke@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

Executive Group Manager, Project Director (Canberra Hospital Expansion)

Temporary Vacancy (26 July 2021 to 27 August 2021)

Major Projects Canberra

Canberra Hospital Expansion Project

Position: E1112

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 16 June 2021

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

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 acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Project Team works alongside Canberra Health Services (CHS) and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. The Project Team operates within Major Projects Canberra (MPC), but functions as a dedicated team with the single objective of successfully delivering the Project through the following stages:

- Planning and procurement
- Decanting and enabling works
- Construction and commissioning

The Project Director, CHE is a key role within Major Projects Canberra responsible for the delivery of the project through to delivery and commissioning. The Project Director is accountable for design, commercial, quality, time, and budget outcomes as well as for the extensive clinical, community and governmental consultation and communications that a project of this type will demand.

To apply: Expressions of Interest are sought from interested applicants to submit an EOI of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Damon Hall via email, damon.hall@act.gov.au by COB Tuesday 29 June 2021. For further information, please see: <https://www.jobs.act.gov.au/jobs/major-projects-canberra/temporary/e1112>

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

Remuneration: The position attracts a remuneration package ranging from \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Contracts and Prequalification

Contracts Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 45766)

Gazetted: 18 June 2021

Closing Date: 2 July 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.

The Project Management Office (PMO) Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Contracts and Prequalification Team, WHS Active Certification Team and the Project Management and Reporting System (PMARS) Team. The position is within the Contracts and Prequalification Team.

The Prequalification team administers both the ACT Government's scheme as well as the National Prequalification Scheme Civil Road and Bridge and Commercial contracts with a value greater than \$50 million.

The Contracts team prepares and drafts the various agreements and contracts used in the delivery of the Territory's capital works program and maintains a suite of contemporary contracts for this purpose.

The Contract Officer will work in a small team that provides contract drafting services, manages the ACT Government construction industry prequalification scheme and reports to the Senior Director, Contracts and Prequalification.

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: An understanding or experience in one or more of the following:

Understanding of contracting, procurement and legal concepts. A law degree, Commerce degree and/or similar qualification would be highly regarded.

Experience in contract and/or project management.

Experience in the application of Management Systems such as Quality Assurance, Occupational Health and Safety or Environmental Systems.

Notes: This position is a temporary position available for up to four 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: David Grey (02) 6207 7604 DavidE.Grey@act.gov.au

Project Management Office

Project Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36948, several)

Gazetted: 18 June 2021

Closing Date: 2 July 2021

Details: Are you our new Project Support Officer?

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!

Led by the Executive Group Manager, the Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

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

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group.

The Project Support Officer will report to the Project Controls Lead. The Project Support Officer will also work closely with the Executive Branch Manager, Project Management Office. The Project Support Officer will be expected to liaise closely with all project delivery teams, and other staff and advisors across the Directorate. The key focus of the role is to support the development and implementation of the Project Delivery Framework and delivering project controls, project reporting and document management functions across Major Projects Canberra. The role will require the close consultation and collaboration with the Prequalification and Contracts Team, WHS Active Certification Team and the PMARS Team.

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

Eligibility/Other Requirements:

Desirable experience for this position includes:

Experience working in infrastructure project delivery/project support environment.

Sound knowledge of Microsoft Office Suite and other standard software.

Tertiary qualifications in project management (or related field).

Experience using Microsoft Project or Primavera P6.

Experience using electronic document management systems and/or digital engineering platforms.

Audit and quality management experience.

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: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

Project Development and Support

Assistant Director (Governance and Strategic Reporting)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46402)

Gazetted: 17 June 2021

Closing Date: 6 July 2021

Details: Are you our new our new Assistant Director, Governance and Strategic Reporting?

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?

Are you interested in helping to build Major Projects Canberra's ability to set strategic direction and meet community expectations about how we deliver infrastructure for the Canberra community?

Are you an excellent writer who can take technical information and turn it into policy, processes and tools that will help people understand how to do their jobs better?

Are you able to work quickly in a fast-paced environment, developing innovative solutions within available resourcing?

Do you like taking charge of a work program and managing multiple priorities?

Then this is the job for you! This is not a traditional governance and reporting role. It requires exceptional analytical skills, excellent writing and presentation skills and an ability to work in an environment that is dynamic and responsive to changes in our operating environment.

You'll be responsible, among other duties, for:

Developing performance information for our budget papers and annual reports.

Supporting strategic planning and business reporting across the Directorate.

Managing our Quality Management System and Quality Review Cycle in collaboration with people across the Directorate.

This is a substantial Senior Officer Grade C position and will suit someone who has excellent policy writing skills a strong understanding of how government and the public sector works.

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

Eligibility/Other Requirements: A tertiary qualification in Public Sector Administration, Governance, Organisational Behaviour or other related discipline will be well regarded.

You must have governance and/or corporate policy experience to be successful in this position.

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. Current and former Australian Defence Force members are encouraged to apply.

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. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Mulholland (02) 6205 3370 Lily.Mulholland@act.gov.au

Canberra Hospital Expansion Project

Executive Group Manager, Project Director (Canberra Hospital Expansion)

Executive Level 2.4 \$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1112)

Gazetted: 22 June 2021

Closing Date: 29 June 2021

Details: The Canberra Hospital Expansion (CHE) Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus (the Project). 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 acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital. The Project Team works alongside Canberra Health Services (CHS) and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. The Project Team operates within Major Projects Canberra (MPC), but functions as a dedicated team with the single objective of successfully delivering the Project through the following stages:

Planning and procurement

Decanting and enabling works

Construction and commissioning

The Project Director, CHE is a key role within Major Projects Canberra responsible for the delivery of the project through to delivery and commissioning. The Project Director is accountable for design, commercial, quality, time, and budget outcomes as well as for the extensive clinical, community and governmental consultation and communications that a project of this type will demand.

Remuneration: The position attracts a remuneration package ranging from \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Note: This is a temporary position available from 26 July 2021 to 27 August 2021. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

How to Apply: Expressions of Interest are sought from interested applicants to submit an EOI of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Damon Hall via email, damon.hall@act.gov.au by COB 29 June 2021.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Ministerial and Government Support

Ministerial and Secretariat Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51943)

Gazetted: 23 June 2021

Closing Date: 30 June 2021

Details: MPC is seeking applications from highly motivated, self-starting, organised people to fill the role of Ministerial and Secretariat Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you.

The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra.

The Ministerial and Secretariat Officer will assist with the coordination of ministerial correspondence and other government business in addition to providing high level secretariat support, as necessary, to advisory boards for Major Projects Canberra's designated projects. Including tasks such as:

Coordination, preparation and review of Project Board documentation;

Provision of advice to MPC staff and board members;

Minute taking;

Assisting with preparation and coordination of responses to ministerial and other government business as required.

Eligibility/Other Requirements: Desirable

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

Previous experience in a secretariat or coordination role would be advantageous, but not necessary.

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: 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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Cabinet Liaison Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10047)

Gazetted: 21 June 2021

Closing Date: 5 July 2021

Details: Major Projects Canberra (MPC) is seeking applications from highly motivated, self-starting, organised people to fill the role of Cabinet Liaison Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you.

The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra. The Cabinet Liaison Officer will have previous experience with Cabinet processes and possess strong time management, liaison and written skills.

General duties include, but are not limited to:

- Coordination, preparation and review of sensitive Cabinet and Assembly documentation;
- Preparation of ministerial Cabinet briefs;
- Providing advice in accordance with the Cabinet Handbook.

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

Eligibility/Other Requirements:

Highly Desirable:

- Experience with Assembly, Cabinet and Ministerial processes.
- Experience in managing sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

- This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Desirable:

- A good working knowledge of Objective, SharePoint and TRIM would be an advantage.

Note: This is a temporary position available for 12 months from 14 June 2021, with the possibility of extension for up to three 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 a two page pitch 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: Megan Bobos (02) 6207 2829 megan.bobos@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Committee Secretary

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 258, several)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: The Office of the Legislative Assembly (OLA) is seeking applications from suitably skilled and experienced individuals to fill the role of Committee Secretary. Committee Secretaries analyse evidence and submissions, organise small and large meetings, draft reports and provide procedural advice to Assembly Members and the public.

The committees of the ACT Legislative Assembly comprise Assembly Members and hold the Executive to account by reviewing Government policy and administration. This position provides an opportunity to give non-partisan advice and support to the representatives of the people of the ACT.

Note: The Office currently has one permanent vacancy and may have possible temporary vacancies. Accordingly, the Office is looking to develop an order of merit that could be used to fill any permanent or temporary vacancies within the next 12 months. In your application please indicate if you are interested in the permanent vacancy, the temporary vacancy or both.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description providing specific examples (1,500 word limit), your curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: David Monk (02) 6205 0129 david.monk@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

Deputy Director-General Transport Canberra and Business Services

Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E867)

Gazetted: 18 June 2021

Closing Date: 4 July 2021

Transport Canberra and City Services' (TCCS) vision is to make Canberra attractive, safe and easy to move around. TCCS is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. The Deputy Director-General Transport Canberra and Business Services is a key member of the TCCS Executive Board with accountabilities encompassing strategic policy, transport strategy, transport operations (bus and light

rail) along with delivery of business services (Libraries ACT, Canberra Cemeteries, Capital Linen Service, Yarralumla Nursery/Birrigai, and Domestic Animal Services). Reporting to the Director General Division, the position leads a diverse workforce of 1,100 employees with approximately 800 engaged as bus drivers.

We are seeking a values-based leader who can leverage the power of a collegiate executive group, a large skilled workforce and broader government resources to implement transformational service reform consistent with the ACT Transport Strategy and the Zero Emissions Transition Plan.

The successful candidate will bring experience in dealing with an extensive range of strategic, policy, financial management, people and change management, government, community and business challenges and opportunities. Your professional attributes will include courage, tenacity and resilience along with foresight to reform through collaboration and partnership. You will have a reputation for developing high performance teams, harmonious workplace culture along with systems and network thinking.

Eligibility/Other Requirements: Relevant tertiary qualifications are expected. Extensive experience in transport and business operations will be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$361,128 to \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

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

How to Apply: Before applying, please call David Baber, Partner at Fisher Leadership to discuss (direct on 0459 991 501). Application requires a targeted one-page cover letter, your curriculum vitae and a statement addressing your track record against qualifications/requirements and the executive capabilities stated in the position description. Please go to fisherleadership.com and click on 'APPLY ONLINE' quoting reference ACGutr0521

Chief Operating Officer

People and Capability

Learning and Development

Assistant Director, Learning and Development

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39224)

Gazetted: 23 June 2021

Closing Date: 2 July 2021

Details: Are you a dynamic learning and development professional who'd like to play a role in shaping Canberra's future? Do you enjoy developing people and equipping them to reach their full potential? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around.

The TCCS Learning and Development (LandD) Team is looking for a driven, highly-organised and people-focused Assistant Director to lead them through the planning and delivery of strategic training needs for TCCS.

The team establishes, plans, delivers and reviews a range of learning and development programs and initiatives to support directorate operations and build capability. If that isn't enough, the team also implements whole of government frameworks and contributes to the development of organisational strategies focusing on culture, capability and performance.

We're looking for an Assistant Director who is a leader with a strong, considered and engaging people focus who can successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. They 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. They'll also be a 'lifelong learner,' modelling commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

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

Eligibility/Other Requirements: The successful applicants should have:

Certificate IV in Training and Assessment

Appropriate permissions to work within Australia

Desirable:

Tertiary qualifications in Human Resources, Adult Education, Organisational Development or related discipline and or demonstrated relevant experience in a similar role.

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

position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please send us your two page pitch addressing the Selection Criteria, along with your current curriculum vitae. Shortlisted applicants will be invited to make a scenario-based presentation to the selection committee and attend an interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

Chief Operating Officer Group

People and Capability

Employee Relations

Assistant Director, Employee Relations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38901)

Gazetted: 23 June 2021

Closing Date: 7 July 2021

Details: The Employee Relations team in People and Capability, Transport Canberra and City Services (TCCS), is looking for person who is not afraid of the tough conversations, conflict, has an eye for detail and is equipped with exceptional communication (oral and written) and stakeholder engagement skills.

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 engaging the right people to the right roles.

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

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource related discipline are highly desirable. Certificate IV in Government (Investigations) or similar highly desirable.

Note: An order of merit list will be established to fill future vacancies within the team either permanent or for higher duties over the next 12 months. This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Ivens (02) 6205 2070 kim.iven@act.gov.au

Territory and Business Services

Yarralumla Nursery

Urban Trees Nursery Coordinator, Yarralumla Nursery

General Service Officer Level 7 \$65,966 - \$69,661, Canberra (PN: 51606)

Gazetted: 21 June 2021

Closing Date: 12 July 2021

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

Yarralumla Nursery is currently undertaking the growing of 54,000 trees over the next three years for the City Services Urban Treescaping planting programs. As Urban Trees Nursery Co-ordinator, you will be responsible for the day-to-day operation of the Urban Treescaping project to support Yarralumla Nursery to deliver the desired outcomes and high-quality customer service. Strong communication skills and the ability to forward plan are essential for this role. The successful candidate will be required to liaise with suppliers, contractors, external stakeholders and throughout Government, whilst maintaining a high degree of professionalism and attention to detail.

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

Eligibility/Other Requirements:

- Driver's licence (C-class) is essential.
- Certificate III in Horticulture or equivalent experience in Nursery Production.
- Demonstrated knowledge in the propagation and production of nursery plants.

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

How to Apply: Please address the five criteria listed under "What You Require" in the Position Description to demonstrate your capabilities to perform the duties and responsibilities of the position and include your current curriculum vitae, details of two current referees and copies of relevant qualifications and licences.

Applications should be submitted via the Apply Now button below.

Contact Officer: Farley Hayward (02) 6205 6102 farley.hayward@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.

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$82,506 - \$87,331

Emily Petch-Hassett, Section 68(1), 16 June 2021

Canberra Health Services

Senior Officer Grade A \$153,041

Scott Harding, Section 68 (1), 23 June 2021

Staff Specialist Band 1-5 / Senior Specialist, \$183,172 - \$247,471

Rodney Petersen, Section 68(1), 21 June 2021

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Emily Glover, Section 68(1), 24 June 2021

Registered Midwife Level 3.1 \$108,237 - \$112,691

Sreejith Padmini Sarachandra Kumar, Section 68(1), 17 June 2021

Assistant in Nursing \$52,301 - \$54,070

Helen Paziak, Section 68(1), 17 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Reshma Puthenthara Puthenveedu, Section 68(1), 17 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Ashmin Kharel, Section 68(1), 21 June 2021

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level)

Shareen Underwood, Section 68(1), 21 June 2021

Senior Officer Grade A \$153,041

Andrew White, Section 68(1), 21 June 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Anthony Wilson, Section 68(1), 24 June 2021

Canberra Institute of Technology

Teacher Level 1 \$78,538 - \$104,793

Lucy Gordon, Section 68(1), 17 June 2021

Senior Officer Grade C \$111,887 - \$120,436

Dennis Ulstrup, Section 68(1), 18 June 2021

Senior Officer Grade C \$111,887 - \$120,436

Miao Zhang, Section 68(1), 18 June 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$74,237 - \$80,381

Marian Abadier, Section 68(1), 16 June 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Chloe Batchelor, Section 68(1), 21 June 2021

Senior Officer Grade A \$153,041

Jennifer Campbell, Section 68(1), 21 June 2021

Building Trade Inspector \$98,381 - \$111,887

Bradley White, Section 68(1), 22 June 2021

Director of Public Prosecutions

Paralegal Grade 2 \$68,540 - \$74,237

Mackenzie Lennard, Section 68(1), 21 June 2021

Education

Senior Officer Grade C \$111,887 - \$120,436

Karen Vitler, Section 68(1), 7 June 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$88,899 - \$101,743

Lynley Boland, Section 68(1), 16 June 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Georgianna Fien, Section 68(1), 21 June 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

James Lee, Section 68(1), 21 June 2021

Senior Officer Grade A \$153,041

Jennifer Ramsay, Section 68(1), 17 June 2021

Justice and Community Safety

Technical Officer Level 1 \$60,130 - \$63,043

Shane Campbell, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,130 - \$63,043

Jacob Lemmey, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,130 - \$63,043

Robyn Norrie, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,942 - \$63,894

Elizabeth Plowman, Section 68(1), 21 June 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Christopher Rentoule, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,130 - \$63,043

Kim Spinks, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,130 - \$63,043

Deborah Stanley, Section 68(1), 21 June 2021

Technical Officer Level 1 \$60,130 - \$63,043

Sean Toohey, Section 68(1), 21 June 2021

Major Projects Canberra

Infrastructure Officer 3 \$112,145 - \$123,104

Jalal Anis, Section 68(1), 24 June 2021

Transport Canberra and City Services

Administrative Services Officer Class 2 \$59,016 - \$65,167

Morgan Bayer, Section 68(1), 16 June 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Timothy Byrne, Section 68(1), 10 June 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Ashley Crawford, Section 68(1), 10 June 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Bailey Crawford-Ong, Section 68(1), 16 June 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Allan Green, Section 68(1), 16 June 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Brett Maher-Gilbert, Section 68(1), 10 June 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Christopher Montgomery, Section 68(1), 10 June 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Eliza Slaterry, Section 68(1), 21 June 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Shayne Webbe, Section 68(1), 10 June 2021

Worksafe ACT

Senior Officer Grade B \$131,773 - \$148,344

Jacqueline Shepherd, Section 68(1), 24 June 2021

TRANSFERS

ACT Health

Kristina Carroll

From: Senior Officer Grade A \$153,041

ACT Health

To: Senior Information Technology Officer Grade A \$153,041

ACT Health, Canberra (PN. 49470) (Gazetted 28 October 2021)

Canberra Health Services

Kathryn Bell

From: Health Professional Level 3 \$95,883

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 51645) (Gazetted 4 May 2021)

Funmi Osituyo

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 40649)

Chief Minister, Treasury and Economic Development

Payal Mehta

From: Administrative Services Officer Class 5 \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 25300) (Gazetted 5 May 2021)

Environment, Planning and Sustainable Development

Jackson Taylor-Grant

From: Senior Officer Grade C 120,436

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development, Canberra (PN. 50934) (Gazetted 25 March 2021)

Transport Canberra and City Services

Slawomir Makula

From: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services

To: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 47384) (Gazetted 20 April 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Zoe Allen

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 51104) (Gazetted 3 February 2021)

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Navjeet Grover

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$131,773 - \$148,344

ACT Health, Canberra (PN. 51086) (Gazetted 5 May 2021)

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Kayla Hayne

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 50732) (Gazetted 3 February 2021)

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Alkesh Hemrajani

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 51088) (Gazetted 5 May 2021)

Canberra Health Services

Nursing, Midwifery and Patient Support Services

Susan Collins

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 25976) (Gazetted 2 December 2020)

Penelope Ginich

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 37326) (Gazetted 14 May 2021)

Jerald Tapar

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. 22532) (Gazetted 2 March 2021)

Canberra Institute of Technology

CIT LLND Support

CIT Pathways College

Jodie Dehelean

From: Classroom Teacher \$73,246 - \$109,641

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 35037) (Gazetted 28 May 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.

Health Community and Science

Susan Sinclair

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 39289) (Gazetted 1 January 2021)

Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff)

Enterprise Agreement 2019-2021 provides an avenue for streamlining of staff after long term acting (higher duties).

Education and Training Services

Library and Learning Services

Claire Stalker-Booth

From: Professional Officer Class 2 \$88,899 - \$101,743

Canberra Institute of Technology

To: †Senior Professional Officer Grade C \$111,887 - \$120,436

Canberra Institute of Technology, Canberra (PN. 54589) (Gazetted 3 December 2020)

Chief Minister, Treasury and Economic Development

Economic Development

Strategy, Policy and Coordination

Stacey Aksenov

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 40242) (Gazetted 8 December 2020)

Workplace Safety and Industrial Relations

Data Finance and Analytics

Hana Alnajjab

From: Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$153,041

Chief Minister, Treasury and Economic Development, Canberra (PN. 38261) (Gazetted 15 April 2021)

Commercial services and infrastructure group

Deputy Under Treasurers Office

Business Development and Engagement

Alexandra Gillet

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 52366) (Gazetted 1 November 2020)

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

Stromlo Forest Park

Darren Rope

From: General Service Officer Level 9 \$77,011 - \$87,032

Chief Minister, Treasury and Economic Development

To: †Senior Officer (Technical) Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 40116) (Gazetted 13 April 2021)

Community Services

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Andrea Flores

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Community Services

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services, Canberra (PN. 11509) (Gazetted 23 April 2021)

Housing ACT

Infrastructure and Contracts

Asset Design and Delivery

Kristen Wilson

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Community Services, Canberra (PN. 34795) (Gazetted 25 February 2021)

Education

School Performance and Improvement

Tuggeranong

Monash School

Roger Charnock

From: Building Service Officer 2 \$61,197 - \$63,979

Education

To: Building Service Officer 3 \$71,486 - \$75,539

Education, Canberra (PN. 46539) (Gazetted 19 March 2021)

School Performance and Improvement

North Canberra Gungahlin Network

Dickson College

Scott Eastburn

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02701) (Gazetted 22 April 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.

University of Canberra High School Kaleen

Colin Montgomery

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 32813) (Gazetted 17 May 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 Improvement and Performance Division

Caroline Chisholm School

Michaley Phokos

From: \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 17143) (Gazetted 3 December 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.

Service Design and Delivery

Executive Office

Michelle Simon

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

Community Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Education, Canberra (PN. 46354) (Gazetted 18 December 2020)

School Improvement and Performance Division

Caroline Chisholm School

Hillary Swann

From: \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02051) (Gazetted 3 December 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.

School Performance and Improvement Division

Belconnen School Network

Cranleigh School

Karen Vey

From: School Assistant 3 \$56,858 - \$61,194

Education

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Education, Canberra (PN. 50979) (Gazetted 25 March 2021)

Environment, Planning and Sustainable Development

Planning and Urban Policy

Strategic Planning and Reform

Rebecca Bamford

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development, Canberra (PN. 05429) (Gazetted 30 March 2021)

Justice and Community Safety

Public Trustee and Guardian

Guardianship

Maria Vocisano

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 36110) (Gazetted 6 May 2021)

Transport Canberra and City Services

City Services

City Presentation

Urban Treescapes

Mark Diehm

From: Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services

To: †Technical Officer Level 4 \$88,899 - \$101,743

Transport Canberra and City Services, Canberra (PN. 11061) (Gazetted 13 November 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.

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Jayde Hayman

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 00630) (Gazetted 20 April 2021)

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics and Waste

Samuel McNair

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Transport Canberra and City Services, Canberra (PN. 38604) (Gazetted 20 May 2021)

Transport Canberra

Transport Canberra Systems Management

Geet Sebastian

From: Information Technology Officer Class 2/Senior Information Technology Officer Grade B \$87,715 - \$146,368

ACT Health

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 38798) (Gazetted 23 March 2021)

Chief Operating Officer Group

Finance

Assets and Capital Works

Lauren Whiley

From: Senior Officer Grade B \$130,018 - \$146,368

Education

To: †Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services, Canberra (PN. 21241) (Gazetted 8 April 2021)