



ACT Government Gazette

Gazetted Notices for the week beginning 15 July 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>

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Exemptions Officer, Public Health Risk Assessment Team

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48699)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term. The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as an Exemptions Officer. The occupant of this exciting role will be responsible for managing exemption applications made under the Public Health Emergency Directions. These will predominantly relate to events in the ACT but could relate to exemptions for international travel, domestic travel when restrictions are in place, or in relation to business exemptions. We are seeking individuals with good organisational skills and demonstrated ability to be proactive, flexible and manage competing priorities while working under pressure and within tight timeframes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check. The work can be demanding and on occasion will require weekend and shift work. The work is onsite at the ACT Health Directorate offices located at Bowes Street, Woden.

Notes: This is a temporary position available from late August until 30 June 2022 with the possibility of extension. 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: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the professional/technical skills and knowledge and behaviour capabilities, curriculum vitae and referee reports from two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Anning (02) 5124 6192 Sarah.Annings@act.gov.au

Senior Director, Infrastructure Projects

Senior Officer Grade A \$153,041, Canberra (PN: 52487)

Gazetted: 20 July 2021

Closing Date: 3 August 2021

Details: The Strategic Infrastructure Division is seeking an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and comes to work with a positive attitude and delivery mentality. The role provides the opportunity to drive and shape the future of health infrastructure in the Territory through planning and managing health infrastructure projects. We would like someone with experience in managing, planning and delivering health infrastructure projects, but if you have a skill set that you think can be applied and the ability to learn quickly, we would still like to hear from you. Proven ability to manage projects to time and budget is important. Working closely with specialist external consultants and health service providers, such as Canberra Health Services and Calvary Healthcare, the Senior Director will have responsibility for coordinating and delivering projects with a focus on collaboration and managing within program and cost. The role is suited to someone with excellent communication skills, a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results. 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: Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: Please provide: Curriculum Vitae (CV); two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 David.Jones@act.gov.au

Health Systems, Policy and Research

Health Protection Service

Business Management Services

Administrative Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 29469)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

Details: Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Health Protection Service is looking for an enthusiastic, motivated, and conscientious person to fill the position of Administrative Officer (ASO3) within the Business Management Services Team. The successful applicant will undertake a range of administrative activities including the process applications for licenses, permits, registrations and approvals in accordance with relevant legislative requirements. Further to this, you will process incoming monies to HPS received as payment for licenses, registrations and other regulatory activities in accordance with the *Financial Management Act 1996* and Director General Financial Instructions. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Notes: This is a temporary position available till December 2021 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants are required to submit three items:

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

A current curriculum vitae.

The names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Romina Charles (02) 5124 9267 romina.charles@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

Senior Director Professional Standards and Registration

Senior Officer Grade A \$153,041, Canberra (PN: 41848)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

Details: Are you interested in playing a significant role in raising the professionalism of the ACT teaching workforce? The Teacher Quality Institute (TQI) office is structured around three work teams. The Senior Directors of these work teams, along with the Chief Executive Officer (CEO), form the TQI Executive Group. The three work teams are:

- Professional Standards and Recognition.
- Professional Standards and Registration Services.
- Professional Standards, Professional Learning and Regulation.

The CEO is looking for someone to maintain and further develop the Institute's professional regulatory services and applications are sought for the important position of Senior Director, Professional Standards and Registration. This is an excellent career opportunity to work within a small statutory authority. The successful candidate will have highly developed interpersonal and communication skills in order to lead the work of the Professional Registration Services team.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. This is a two-year temporary role, with the possibility of extension and/or permanent appointment.

How to Apply: If all of this sounds like you, and you'd like to find out a little more about the role please contact the Contact Officer and/or submit your application form, curriculum vitae and address the Selection Criteria outlined in the Position Description by the due date.

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: Clinical Governance and Quality Unit

Position Title: Patient Safety and Quality Officer

Classification: Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (LP7151)

Gazette Date: 16 July 2021

Closing Date: 22 July 2021

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

Reference Number: 16155

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

Contact Officer: Toni Gwynn-Jones (02) 6201 6513 toni.gwynn-jones@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Maternity

Position Title: Registered Midwife

Classification: Registered Nurse Level 1 \$67,984, Canberra (LP6754)

Gazette Date: 16 July 2021

Closing Date: 01 August 2021

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

Reference Number: 16218

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

Contact Officer: Melanee McMahon (02) 6201 6697 melanee.mcmahon@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Clare Holland House

Position Title: Registered Nurse

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

Gazette Date: 16 July 2021

Closing Date: 29 July 2021

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

Reference Number: 16208

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

Contact Officer: Bradley Smith (02) 6264 7300 bradley.smith@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

Canberra Health Services

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Medical Director, Quality, Safety, Innovation and Improvement

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 52690)

Gazette Date: **15 July 2021**

Closing Date: **29 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 The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

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

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

- Patient Experience
- Clinical Incident Management
- Quality Improvement and National Standards
- Clinical Analytics and Insights

Note: This position is a permanent Senior Specialist position. The Medical Director position is for a 3 year tenure. Remuneration Package: \$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.

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.

Position Requirements/Qualifications:

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

Relevant: Registration with the Medical Board of Australia and a minimum of 4 years' experience working professionally in a health care setting is preferred.

- 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.
- Specialist fellowship within a recognised Australian Medical College.
- Academic standing in the Australian National University Medical School.
- 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 CV 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.

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

HOW TO APPLY: For more information on this position and how to apply "click here"

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Clinical Services

Mental Health, Justice Health, and Alcohol and Drug Services

Territory Wide Mental Health Services

Senior Manager

Health Professional Level 5 \$131,773 - \$148,344 Canberra (PN: 40755)

Gazetted: 19 July 2021

Closing Date: 26 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Territory Wide Mental Health Services (TWMHS) provides assessment and intervention for acute mental health presentations. Teams include:

- Access Mental Health Team (AMHT)
- Home Assessment and Acute Response Team (HAART)
- Police Ambulance Clinician Early Response (PACER) service
- Mental Health, Emergency, Ambulance and Police Collaboration (MHEAPC)

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. 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. PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

About You

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Behavioural Capabilities

- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment and differing working styles.
- Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years post experience working professionally in mental health is preferred.

Mandatory:

For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

For Social Work: Degree in Social Work, professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW), and registration under the ACT Working with Vulnerable People Act 2011.

For Occupational Therapy: Be registered or be eligible for general registration with Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to have 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.

Highly Desirable:

Approved as a Mental Health Officer under the Mental Health Act 2015, or eligible to be approved as a Mental Health Officer.

Desirable:

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

For Social Work: Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy: Endorsement as a Better Access to Mental Health Occupational Therapist with OTA. Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

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.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health professionals.

Undergo a pre-employment National Police Check.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 1623 jonathan.amirthanathan@act.gov.au

Patient Support Services

Theatre Wardsperson

Health Service Officer Level 5 \$58,589 - \$61,498, Canberra (PN: 29590, several)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

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

The Theatre Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are full-time permanent and part-time permanent positions.

Overview of the work area and position

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

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Eligibility/Other Requirements

Desirable:

- Understanding of Infection Prevention and Control Processes within a healthcare facility.
- Knowledge of Theatre Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.
- Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.
- 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.

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

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

Notes

There are several full-time permanent and part-time permanent positions available. Please note that part-time hours will be paid pro-rata. The successful applicant may need to be available for occasional weekend and after-hours work. Selection may be based upon application and referee reports only.

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

Contact Officer: Dragana Petreski (02) 5124 2610 Dragana.Petreski@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 44740)

Gazetted: 16 July 2021

Closing Date: 4 August 2021

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Position Overview

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About You

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Behavioural Capabilities

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

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

High level skills and the ability to develop and maintain networks across ACT Health with external parties

Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Mandatory:

For Social Work:

Tertiary qualification in Social Work

Eligibility for membership of the Australian Association of Social Workers

If practising 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 Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

For Psychology:

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

If practising 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 Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Highly Desirable:

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

If practising 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.

Desirable:

- Current Drivers Licence

Prior to commencement successful candidates will be required to:

Reference checks

Undergo a pre-employment National Police Check

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

Note: This is a temporary position available for a period of five months with the possibility of extension.

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

Contact Officer: Jennifer Harland (02) 5124 1609 jennifer.harland@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Community Health Centres

Administration Services Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 47491, several)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

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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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Walk-In Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values Reliable, Progressive, Respectful and Kind. There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, and Tuggeranong. Four of these health centres have Walk-In Centres co located with them. Weston Creek Health Centre and Walk-In Centre is also a COVID testing facility. Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and are supported by a Health Centre Coordinator and more broadly an Administration Manager. We are looking for individuals with varied experience to apply for one permanent part time position and two part time temporary contracts that can be located across all Walk-In Centres in the ACT. The Walk-In Centres are open from 7.30am to 10.00pm seven days a week including public holidays. Shifts are AM (7.30am - 3.51pm) and PM (2.09pm - 10.00pm). The staffing in each centre consists of two full time staff and 2 part staff on a rotating roster but only one person is on shift at any one time. Part time staff can be asked to cover any annual or personal leave. Staff will be located at a particular Walk-In Centre but will be expected to work at any Walk-In Centre as operational needs dictate.

About You

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Behavioural Capabilities

Strong Customer Service Skills

Ability to adapt to a fast-paced environment

Position Requirements/Qualifications:

Relevant experience in an administrative or customer service based environment would be an advantage but is not a requirement.

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:

Undergo a pre-employment National Police Check.

Note: There is one permanent part-time position and two temporary part-time positions available the full-time salary noted above will be pro-rata. These positions are broad banded positions. Selection may be based on application and referee reports only.

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

Contact Officer: Trudi Thompson (02) 5124 1537 trudi.thompson@act.gov.au

Clinical Services

Cancer Ambulatory Support

Walk in Centres

Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 44367, several)

Gazetted: 15 July 2021

Closing Date: 28 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 Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

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 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 concurrently demonstrating leadership.

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of 5 years' experience working professionally in primary health assessment experience is preferred.

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

Minimum of 5 years post graduate nursing experience.

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

Desirable:

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study.

The successful applicant must be available for a rotating roster with weekend and evening 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.

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 first 4 week 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.

Applications will not be considered unless you have made contact with the contact officer, for explanation of the OSCE assessment criteria.

Note: These are temporary positions available for a period of one month with the possibility of extension and/or permanency. A merit list will be compiled and used for similar vacancies over the subsequent 12 month period.

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

Contact officer: Katy Speldewinde on katy.speldewinde@act.gov.au or (02) 5124 1154

Clinical Services

Women, Youth and Children

Paediatrics

Specialist/Senior Specialist – Paediatric Surgery

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 25495)

Gazetted: 16 July 2021

Closing Date: 22 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 Under broad direction and as a member of the Paediatric Surgery Department, the successful candidate will provide tertiary services to patients of NSW and ACT, with respect to management of paediatric surgical conditions. The successful candidate will oversee and participate in the provision of acute and non-acute paediatric surgical services at The Canberra Hospital, including acute surgical presentations, and urgent in-patient and outpatient surgical referrals. To provide support to other disciplines and departments within TCH and the wider paediatric community with regards to acute paediatric surgical services.

Note: Remuneration Package - \$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.

About You

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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 Australasian College of Surgeons with experience in tertiary care of paediatric surgical conditions equivalent specialist qualifications.

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

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 CV 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.

Please note 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.

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

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

Clinical Services

Mental Health Justice Health Alcohol and Drug Service

Child and Adolescent Mental Health Services

CAMHS Administrative Assistant to Operational and Clinical Directors

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 21840)

Gazetted: 16 July 2021

Closing Date: 30 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS Administrative Assistant is responsible for the provision of high-level administrative support to the Operational and Clinical Directors of Child and Adolescent Mental Health Services. Other administrative duties relative to the role include preparing a range of written correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

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

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

Strong Organisation Skills with a high degree of drive.
Management of confidential and sensitive information.
Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.
Teamwork and ability to work collaboratively as part of a management team

Position Requirements/Qualifications:

Desirable:

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.

Hold a current driver's license.

Experience within a health administration area.

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 specific infectious diseases.

Undergo a pre-employment National Police Check.

The successful candidate will be required to:

Be available to work within all program areas of CAMHS as the service needs arise

An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Note: This is a temporary position available for a period on 10 months.

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

Contact Officer: Rebecca Waterson (02) 5124 1652 rebecca.waterson@act.gov.au

Territory Wide Mental Health Services

Mental Health Consultation Liaison

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26875)

Gazetted: 16 July 2021

Closing Date: 4 August 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.

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 Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers, and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists. This position will be required to participate in a seven-day twenty-four-hour roster. 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

- Competent negotiation and influencing skills in dealing with complex situations.

- Ability to synthesise and analyse complex information and make decisions.
- Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.
- 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.

Eligibility/Other Requirements

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.
- Minimum of three years' experience (ideal five years) working professionally in related/relevant organisation/service is preferred.
- The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Philip Hoyle (02) 6205 2782 Phillip.Hoyle@act.gov.au

Clinical Services

Adult Acute mental Health Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Consultation Liaison Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 26875)

Gazetted: 15 July 2021

Closing Date: 2 August 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

Applications are sought from enthusiastic and innovative individuals for a permanent full time position at HP3 with the Mental Health Consultation Liaison within the Emergency Department and General Hospital at The Canberra Hospital. This is an exciting opportunity for someone who wishes to be part of the Mental Health Consultation Liaison team new clinical development and implementation process. The MHCL team have recently implemented an extended hours service to Canberra Hospital and an innovative approach to providing expert clinical support to the Emergency Department is underway. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions within the Emergency Department or General hospital setting. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies.

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 Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers, and other key clinical and support services.

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

assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists. This position will be required to participate in a seven-day twenty-four-hour roster.

DUTIES

Under limited direction of the Assistant Director of Nursing, MHCL You will:

Provide a person centred, recovery focused approach to complex clinical assessment for people experiencing mental health crisis or acute psychological distress within the CHS wards and departments as required.

Adopt proactive and assertive consultation liaison practices with the extended care teams and appropriate community and government agencies and support the inclusion of carers and families in a person's immediate treatment planning.

Exercise professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation, or modification.

Actively participate in discharge planning and patient flow to provide optimal outcomes that reflect the needs of the consumer and the needs of the service.

Undertake clinical supervision, participate in ongoing professional development activities, and be actively involved in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties.

Apply clinical practice in accordance with the Mental Health Act 2015 and other relevant legislations.

Participate in regular professional development activities including mandatory training and requirements for registration within your professional discipline.

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

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

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

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.

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) working towards Degree in Social Work or registration in Clinical Psychology.

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Registration under the *ACT Working with Vulnerable People Act 2011*.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays, and Night shifts.

Have an understanding of how the National Safety 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.

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

Contact Officer: Philip hoyle (02) 6205 2782 philip.hoyle@act.gov.au

Registered Midwife- Transition to Practice Program

Registered Midwife Level 1 \$67,984 - \$90,814, Canberra (PN: 39394, several)

Gazetted: 21 July 2021

Closing Date: 9 August 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.

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. As a Graduate Midwife you will be provided with an extensive orientation program that includes rotation through all areas of the Maternity Unit. Your professional growth will be supported by our whole midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers. Post completion of TTPP interested applicants will be encouraged to apply for the eighteen month 'Transition to Continuity' program. 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

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Registered Midwife with preferably a minimum of two years of midwifery experience.
- 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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Notes

There several positions available at varied part-time hours and shifts would be across the 24 hour roster seven days a week. Please note that the salary above will be paid pro-rata.

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

Contact Officer: Cate Green (02) 512 47561 Cate.Green@act.gov.au

Operational

Medical

Business Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45317)

Gazetted: 19 July 2021

Closing Date: 2 August 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/> Reporting to the Executive Director of Medicine the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

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

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

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

Position Requirements/Qualifications:

Relevant qualifications in public sector management and/or relevant public sector experience.

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

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

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

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 months with the possibility of extension.

Contact Officer: Jacqui Taylor (02) 5124 3603 Jacqui.H.Taylor@act.gov.au

University of Canberra Hospital

Namadgi Ward

Registered Nurse- Namadgi Ward

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 43057, several)

Gazetted: 16 July 2021

Closing Date: 30 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.

Are you looking to increase your skills in Post acute Rehabilitation?

Available now are two Registered Nurse Level 2 (RN2) positions on Namadgi Ward at University of Canberra Hospital.

Parking is a breeze and the atmosphere is friendly and supportive.

Namadgi Ward has 30 beds and the focus is on post acute rehabilitation including Amputations, post surgical and those patients requiring a little more physical support to get them home.

There is a dynamic multidisciplinary team approach to care where patients and staff work together to achieve the agreed goals of care.

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

includes Canberra Hospital, University of Canberra Hospital (UCH), Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing 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

Good leadership skills

Supportive of less experienced staff

Good communication skills

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

Eligibility/Other Requirements

Relevant registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 5 years' experience working professionally in the acute and sub-acute hospital setting is preferred.

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.

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

Notes

The successful applicant will need to be available and be able to work full-time rotating roster this includes weekends and night duty.

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

Contact Officer: Peta McDonnell (02) 6142 6747 Peta.McDonnell@act.gov.au

Rehabilitation Aged and Community Services

Community Health Centres

Administration Services Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 29402, several)

Gazetted: 16 July 2021

Closing Date: 30 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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Walk-In Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values Reliable, Progressive, Respectful and Kind. There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, and Tuggeranong. Four of these health centres have Walk-In Centres co located with them. Weston Creek Health Centre and Walk-In Centre is also a COVID testing facility. Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records

management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and are supported by a Health Centre Coordinator and more broadly an Administration Manager.

DUTIES

Under limited direction of the Health Centre Coordinator you will perform to demonstrate good customer service skills, have the ability to resolve issues and display good communication and liaison skills. You will:

Under general direction as a member of a team provide excellent customer service by greeting customers entering the service and consulting with them to establish their needs and demonstrating respect, sensitivity and confidentiality, providing clear, accurate and relevant information and being well versed in multiple services and working across these services.

Under general direction perform a range of administrative functions as part of a team environment.

Examine and direct incoming correspondence and telephone enquiries for the provision of services in accordance with policies and procedures.

Enter or update data to modify existing/new database or client records ensuring accuracy and confidentiality in line with organizational policies and procedures.

In accordance with Finance procedures receipt and process monetary transactions.

Market and promote existing products and services to customers.

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

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 Customer Service Skills.

Ability to adapt to a fast-paced environment.

Position Requirements/Qualifications:

Relevant experience in an administrative or customer service based environment would be an advantage but is not a requirement.

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.

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

Undergo a pre-employment National Police Check.

Contact Officer: Branka Milanovic/Trudi Thompson 51241477/51241537

branka.Milanovic@act.gov.au/trudi.thompson@act.gov.au

Clinical Services

Medicine

Dermatology

Staff Specialist - Dermatology

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 44421, several)

Gazetted: 16 July 2021

Closing Date: 29 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

The Department of Dermatology manages patients of all ages with a wide range of skin diseases often in association with multiple active co-morbidities. The unit provide inpatient services and outpatient consultation services. Applicants should have had training and experience in Dermatology with an AMC accredited postgraduate qualification in Dermatology; and current AHPRA Specialist Registration. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Australian College of Dermatologists Trainees. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects.

Note: There are two positions available with the possibility of permanency at varying FTE up to full time. \$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.

About You

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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 Australasian College of Dermatologists 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 CV 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.

Please note 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.

How to Apply: *For more information on this position and how to apply "click here"*

Contact Officer: Tarryn Guinard (02) 5124 4504 Tarryn.Guinard@act.gov.au

Cancer and Ambulatory Services

Administration

Service Coordinator

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 37796)

Gazetted: 16 July 2021

Closing Date: 30 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 is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Cancer and Ambulatory Services provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across Canberra Health Services. Overview of the work area and position: Cancer services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high-quality administrative support to clinicians in achieving customer focuses patient care.

DUTIES

Reporting to the Operations Manager, to provide high quality customer service and support to a specialty service including support to the Director of the Service, provide a single point of coordination for the clinicians of the service and coordination and oversight of the quality of administrative support services for that specialty.

To provide and support clinic management including referral management, clinic establishment, appointment scheduling, and other tasks to ensure the efficient and effective operation of the service. Coordinate and manage the workload of the service assistants and assist them in undertaking referral management, clinic establishment, appointment scheduling, and other tasks to ensure the efficient and effective operation of the service.

Apply knowledge and experience with patient administration systems and other relevant IT systems for the establishment, maintenance and improvement of administrative and business processes. Actively monitor agreed KPI's for the service and proactively manage the administrative functions coordinating with the relevant clinicians to ensure streamlined patient access to services. To provide statistical data on service performance for the Operations Manager on a weekly/monthly/yearly basis. To analyse statistical data to identify trends and/or areas for development to improve customer service and service efficiencies. As an active member of the CRCC Administration Leadership/management Team contribute to the overall human resources management, quality assurance, risk management and quality improvement activities. An ability to understand and support other team members on Medicare and PRBC requirements for outpatient service billing.

Undertake other duties appropriate to this level of classification which contribute to the operations of the section.

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

Contact Officer: Caroline McIntyre 5124 8536 caroline.mcintyre@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Director, Stakeholder Engagement and Communications

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44668)

Gazetted: 15 July 2021

Closing Date: 3 August 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/>

STRATEGIC COMMUNICATIONS AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals. We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities. This position will work within a small team in delivering communication and engagement activities to support the Infrastructure and Health Support Services Division (IHSS). IHSS is responsible for infrastructure delivery, maintenance and a diverse array of non-clinical support services, with the primary focus of delivering timely patient centric solutions across Canberra Health Services.

About You

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

Behavioural Capabilities

Adaptability for change in a diverse and high-paced environment.

Well-developed organisational skills with a high degree of drive and responsiveness.

Well-developed oral and written communication skills, particularly in producing high impact products and content.

Position Requirements/Qualifications:

Desirable:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications.

A strong record of achievement in a similar role.

The successful applicant will need to be available for occasional weekend and after-hours work with access to recovery leave.

The successful applicant will:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of two years.

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

Contact Officer: David Jean 0466 382 078 david.jean@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 42437)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Our Vision: creating exceptional health care together

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Position Overview

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

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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 incorporate 6 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. 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 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 may be 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.

Displays critical thinking skills based on evidence and sound judgement.

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.

Position Requirements/Qualifications:

Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA).

A certificate or post graduate qualification in a relevant field.

At least 12 months recent experience in an Alcohol and Drug facility and a sound understanding of Alcohol and Other Drugs.

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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.

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

Contact Officer: Belinda Robson (02) 5124 7964 belinda.robson@act.gov.au

Clinical Services

Chief Operating Officer Clinical Services

Women, Youth and Children

Newborn Hearing Screener

Technical Officer Level 1 \$60,942 - \$63,894, Canberra (PN: 29539)

Gazetted: 15 July 2021

Closing Date: 2 August 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 ACT Newborn Hearing Screening Program (NHSP) is an early hearing loss detection program for infants born or residing in the ACT. The Program identifies babies that are born with significant hearing loss and introduces them to appropriate intervention as soon as possible. It is well known that babies that are identified with hearing loss early in life have improved quality of life, improved communication, language skills and social-emotional development and significantly better education and employment outcomes. The NHSP provides services at the Centenary Hospital for Women and Children, John James and Calvary as well as home births. Up to 6,500 babies are screened each year by a dedicated team of trained screeners.

DUTIES

Under limited direction of the Newborn Hearing Screening Program team leader you will perform hearing screens for infants. You will:

Perform newborn hearing screening, including daily setting up of equipment care and maintenance as required.

Offer support and information to parents in line with NHSP guidelines.

Be responsible for ensuring that all results are documented in the baby's medical record and Personal Health Record (Blue Book).

Comply with standard protocols, including ensuring parent and caregiver consent prior to screening, undertaking data entry, following Healthcare Associated Infections procedures and maintaining patient confidentiality.

Work collaboratively with the NHSP Coordinator and relevant members of the team.

Ensure all store items are maintained at required levels.

Participate in professional education as required, as well participate in annual performance appraisal.

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

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 interpersonal and communication skills.

Ability to effectively manage own time to meet deadlines.

A professional approach to work.

Position Requirements/Qualifications:

A current driver's licence is mandatory

A current first aid certificate and/or previous experience in a nursing or allied health discipline would be an advantage.

Experience working in a Newborn Hearing Screening Program is desirable

The successful applicant will need to be available for weekend work

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Obtain a Working with Vulnerable People Check.

Note: This is a part-time permanent position available at 15 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jenny Bursell 5124 7458 jenny.bursell@act.gov.au

Medical Imaging

Medical Services

Booking Clerk

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 12200)

Gazetted: 16 July 2021

Closing Date: 4 August 2021

Our Vision: Creating exceptional health care together.

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering 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. The successful applicant will be required to problem solve and communicate effectively with internal and external stakeholders. They will be highly motivated to complete tasks on time and be able to work independently and as a part of a TEAM. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.

Ability to work in a team environment.

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

Eligibility/Other Requirements

A minimum of one years' experience working professionally in a clinical administrative position is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Notes

This is an expected permanent vacancy. The role will require participation in a rotating roster and may include afterhours or weekend work.

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

Contact Officer: Sally Smith (02) 5124 2798 Sally.Smith@act.gov.au

Rehabilitation, Aged and Community Services

Client Support Services

Technical Officer

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 13315)

Gazetted: 20 July 2021

Closing Date: 5 August 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.

Clinical Technology Services are offered from the Village Creek Centre and occasionally in homes across the ACT.

We are looking for an enthusiastic, team-oriented person to provide technical repair, maintenance and fabrication services to our diverse client group. We pride ourselves on our continual drive for high quality patient care.

The Clinical Technology Workshop provides the following services within the Clinical Technology services:

repairs and maintenance of rehabilitation equipment for clients and CHS services. Equipment serviced includes wheelchairs, mobility aids, and bathing aids

technical support to the Prosthetics and Orthotics Service including device manufacture and adjustments

technical support to the Specialised Wheelchair and Posture service including product manufacture and adjustments.

The team provides services for National Disability Insurance Scheme participants, the ACT Equipment Scheme and various other funding bodies.

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 CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, the University of Canberra Hospital (UCH), Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: reliable, progressive, respectful, and kind. RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. Clinical Technology Services are offered from the Village Creek Centre and occasionally in homes across the ACT. We are looking for an enthusiastic, team-oriented person to provide technical repair, maintenance and fabrication services to our diverse client group. We pride ourselves on our continual drive for high quality patient care. The Clinical Technology Workshop provides the following services within the Clinical Technology services: technical support to the Prosthetics and Orthotics Service including device adjustments and manufacture. technical support to the Specialised Wheelchair and Posture Service including product adjustments and manufacture. repairs and maintenance of rehabilitation equipment for clients and CHS services. Equipment serviced includes wheelchairs, mobility aids, and bathing aids. The team provides services for National Disability Insurance Scheme participants, the ACT Equipment Scheme and various other funding bodies.

DUTIES

Under limited direction of the Senior Technical Officer, you will promote positive client outcomes through the provision of high quality technical services. You will:

Manufacture, maintain and repair clinical devices, including mobility and seating equipment, prosthetic/orthotic devices and medical grade footwear to suit the requirements of clients.

Provide technical support to clinical staff in relation to design, fabrication, maintenance and repair of clinical devices, including mobility and seating equipment, prosthetic/orthotic devices and medical grade footwear.

Manage and prioritise workflow and perform consistently to a high level with attention to detail of assigned work.

Work effectively as a member of a multidisciplinary team with a diverse client base.

Participate in quality improvement projects, redesign activities, continuing professional development and performance management.

Complete administrative tasks, including management of stores and productivity reporting for invoicing purposes and ability to use relevant computer applications.

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

ABOUT YOU

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

Strong practical / technical skills.

Strong organisational and communication skills with a high degree of initiative.

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

Position Requirements/Qualifications:

Hold a relevant trade certificate or equivalent recognised qualification with skills applicable to Clinical Technology Service requirements and have a minimum five years' experience working professionally.

A current drivers licence is highly desirable.

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Rod Lansdown (02) 5124 1009 rod.lansdown@act.gov.au

Mental Health Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 30456, several)

Gazetted: 20 July 2021

Closing Date: 20 August 2021

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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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations. 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. PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis. The position reports to the HAART Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants). 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 respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Eligibility/Other Requirements

Relevant tertiary qualifications and a minimum of three years' (ideal five years') post experience working professionally in mental health is preferred.

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). The successful applicant will need to have a current driver's licence.

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

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

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

Highly Desirable:

- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Approved as a Mental Health Officer under the Mental Health Act 2015, or eligible to be approved as a Mental Health Officer.

Desirable:

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Gain and maintain a NV1 National Security Clearance. If a clearance is not granted or maintained your employment in the role will not commence or, if already commenced, will be reassessed.

Notes

There are several multi-classified positions available. PACER and HAART operate seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of 8 and 10-hour shifts, including on call arrangement overnight.

Contact Officer: Peter Shiels 0408 620 972 peter.shiels@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 28337)

Gazetted: 21 July 2021

Closing Date: 9 August 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, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services.

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

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Initiative and enthusiasm for the role.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multidisciplinary team.

Organisational ability and time management skills.

Position Requirements/Qualifications:

Diploma in Nursing.

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

A current Driver's Licence.

A minimum of 3 years' experience working professionally as an Enrolled Nurse is preferred. Comprehensive experience is desirable as this position has a high degree of autonomy.

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:

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.

Provide evidence of qualifications and professional registration as well as a current drivers licence.

Provide the names and contact details of two referees (one being a current Manager)

Notes: This position is a Permanent Part time evening position on a 5x2 roster of six hour shifts (21 hours per week), which include working every second weekend as well as any Public Holiday which falls during usual rostered days. There is a possibility of a range of extra shifts as well as backfilling for night duty positions. We are a small well established team with a positive can do attitude. Comprehensive training will be provided. Casual positions may also be available for applicants found suitable.

Contact Officer: Leontine Muis (02) 5124 2900 Leontine.A.Muis@act.gov.au

Justice Health Services

Mental Health Justice Health Alcohol and Drug Services

Custodial Health Model of Care Project Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52512)

Gazetted: 20 July 2021

Closing Date: 3 August 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 Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

DUTIES

Under limited direction of the Operational Director, Justice Health Services you will undertake policy and project work which contributes to the scoping, design and preparatory work for the development of a model of care for custodial health services delivered to adults and young people in custody and in contact with the criminal justice system in the ACT.

You will undertake a review of the current recommendations and evidence relating to detainee health services locally, nationally, and internationally with a particular focus on primary health, drug and alcohol, population health and chronic disease management.

You will also consider the evidence relating to vulnerable populations within the detainee population including young people, women, Aboriginal and Torres Strait Islander peoples and people with a disability and their health needs in custody.

You will:

Lead and contribute subject matter expertise to the project including development of a project plan, identification of deliverables, timelines and milestones, policy development, program design and related documentation as required;

Undertake a review which collates current trends, recommendations and international best practice evidence relating to health services for people in custody;

Lead and undertake broad consultation and engagement with key stakeholders including within the ACT government, non-government, community and university sectors;

Develop recommendations and plans for the future directions of health service delivery for people in custody;

Prepare change management documentation, including policies, procedures, and business rules to implement new processes and/or practices required to implement the models of care.

Prepare and provide high level briefings and reports against key deliverables and implementation of recommendations.

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

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

Proven ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and tight timeframes;

Demonstrated ability to engage and collaborate with internal and external stakeholders at all levels to achieve outcomes and facilitate cooperation and positive outcomes.

Demonstrated self-awareness, professionalism and a proven commitment to staff development.

Display behaviours which are consistent with the Canberra Health Services values of Reliable, Respectful, Progressive and Kind.

Position Requirements/Qualifications:

Preferred

Relevant tertiary qualifications, and/ or relevant experience in health services.

Desirable

Experience in or extensive knowledge of Custodial or Primary Health service delivery.

Knowledge of best practice health service planning processes and practices.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rory Maguire (02) 5124 4937 Rory.Maguire@act.gov.au

Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 28714)

Gazetted: 20 July 2021

Closing Date: 6 August 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.

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/>

Overview of the work area and position: Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings: The Acute Allied Health Services Social Work team is responsible for the care

and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas. 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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Eligibility/Other Requirements

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of 3 years' experience working professionally in Social Work is preferred.

Hold a current driver's license.

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:

Undergo a pre-employment National Police Check.

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

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

Notes

An order of merit may be established for fill future vacancies; permanent, temporary, at level over the next 12 months. Selection may be based on written application only.

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

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

Territory Wide Mental Health Services

Mental Health Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28675, several)

Gazetted: 20 July 2021

Closing Date: 20 August 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Territory Wide Mental Health Services (TWMHS) includes the Home

Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations. 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. PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis. The position reports to the HAART Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants). 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 respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.

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

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

Highly Desirable:

- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Approved as a Mental Health Officer under the *Mental Health Act 2015*, or eligible to be approved as a Mental Health Officer.

Desirable:

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Relevant tertiary qualifications and a minimum of three years' (ideal five years') post experience working professionally in mental health is preferred.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Gain and maintain a NV1 National Security Clearance. If a clearance is not granted or maintained your employment in the role will not commence or, if already commenced, will be reassessed.

Notes

PACER and HAART operate seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of 8 and 10-hour shifts, including on call arrangement overnight.

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

Contact Officer: Peter Sheils 0408 620 972 peter.sheils@act.gov.au

Clinical Services

Surgery

Perioperative Unit

Administrative Support Officer- Perioperative Unit

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 23712)

Gazetted: 20 July 2021

Closing Date: 27 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers. The successful applicant will be required to work effectively in the role of Administrative Support Officer for the Perioperative Unit. Duties would include high level administrative and secretariate assistance, diary management, coordination of sectional activities and undertake minor research and project tasks as required. A provision of high-quality customer service to patients and stakeholders who contact the Unit is required.

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

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

Sound communication skills

Strong organisational skills with a high degree of drive

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

A commitment to the provision of high-quality customer service

Position Requirements/Qualifications:

Desirable:

Knowledge of perioperative processes and experience working with ACTPAS and Microsoft Office Suite would be advantageous.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Michelle Paul (02) 5124 4175 michelle.paul@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Service

Justice Health Services

Custodial Health Model of Care Project Officer

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 52513)

Gazetted: 20 July 2021

Closing Date: 3 August 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 Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

DUTIES

Under limited direction of the Operational Director, Justice Health Services you will undertake policy and project work which contributes to the scoping, design and preparatory work for the development of a model of care for custodial health services delivered to adults and young people in custody and in contact with the criminal justice system in the ACT. You will undertake a review of the current recommendations and evidence relating to detainee health services locally, nationally, and internationally with a particular focus on primary health, drug and alcohol, population health and chronic disease management. You will also consider the evidence relating to vulnerable populations within the detainee population including young people, women, Aboriginal and Torres Strait Islander peoples and people with a disability and their health needs in custody.

You will: Lead and contribute subject matter expertise to the project including development of a project plan, identification of deliverables, timelines and milestones, policy development, program design and related documentation as required;

Undertake a review which collates current trends, recommendations and international best practice evidence relating to health services for people in custody;

Lead and undertake broad consultation and engagement with key stakeholders including within the ACT government, non-government, community and university sectors;

Develop recommendations and plans for the future directions of health service delivery for people in custody;

Prepare change management documentation, including policies, procedures, and business rules to implement new processes and/or practices required to implement the models of care.

Prepare and provide high level briefings and reports against key deliverables and implementation of recommendations.

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

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

Proven ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and tight timeframes;

Demonstrated ability to engage and collaborate with internal and external stakeholders at all levels to achieve outcomes and facilitate cooperation and positive outcomes.

Demonstrated self-awareness, professionalism and a proven commitment to staff development.

Display behaviours which are consistent with the Canberra Health Services values of Reliable, Respectful, Progressive and Kind.

Position Requirements/Qualifications:

Mandatory

Current Registration as a Division 1 Nurse with the Australian Health Practitioner Regulation Agency.

Desirable

Experience in or extensive knowledge of Custodial or Primary Health service delivery.

Knowledge of best practice health service planning processes and practices.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Rory Maguire 51244937 rory.maguire@act.gov.au

Clinical Services

Medicine

Cardiology

Senior Specialist - Unit Director Cardiology

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 45333)

Gazetted: 16 July 2021

Closing Date: 31 August 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

Canberra Hospital Expansion

The ACT Government is expanding the Canberra Hospital to meet out growing service demand and will include new Coronary Care facilities.

The new expansion and further information about the infrastructure can be found here via this link:

<https://www.act.gov.au/canberrahospitalexpansion/overview/project-overview>.

Digital Health Record

The Digital Health Record is an initiative that will support Canberra Health Services to deliver exceptional care into the future. The Digital Health Record will record all interaction between a person and CHS staff. A detailed video of how the Digital Health Record will work: <https://www.health.act.gov.au/digital/dhr>

More information about living in the ACT and working at Canberra Health Services can be found here via this link:

[https://healthhub.act.gov.au/sites/default/files/202008/CHS Recruitment Booklet_120520_Web.pdf](https://healthhub.act.gov.au/sites/default/files/202008/CHS%20Recruitment%20Booklet_120520_Web.pdf)

An exciting opportunity exists for an experienced cardiologist to lead and manage a multidisciplinary health team. The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024). In partnership with two Deputy Directors, the Assistant Director of Nursing and the Business Manager, the Unit Director will ensure high quality outcomes for the people who use the cardiology service. In addition, they collaborate with other departments to ensure high-quality outcomes for the people who use services across the Division. In conjunction with the Executive Director, Division of Medicine, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, performance, placement and leave arrangements. The appointee will be expected to represent the Cardiology Department both internally and externally in a range of strategic and planning forums. It is expected that approximately 60% of the Unit Director's time will be allocated to their substantive clinical service delivery role, approximately 20% to non-clinical duties, and approximately 20% to managerial duties. Once the Unit Director role ceases, time spent in clinical service delivery will increase to approximately 80% of time.

Note: This position is a permanent Senior Specialist position. The Clinical Director position is for a 3 year tenure. Remuneration Package - \$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.

About You

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Position Requirements/Qualifications:

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

1. 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.
2. Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications.
3. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
4. 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.
5. 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.
6. 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:

7. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
8. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
9. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
10. 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.
11. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
12. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Please note 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.

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

Contact Officer: Ashwin Swaminathan (02) 5124 5148 ashwin.swaminathan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Allied Health Central Management

Clinical Supervisor – Social Work

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 38558)

Gazetted: 20 July 2021

Closing Date: 6 August 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 Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Clinical Supervisor – Social Work – position reports to the Principal of Social Worker, MHJHADS. The successful candidate will provide clinical supervision to Social Workers and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Australian Association of Social Workers (AASW) policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

About You

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Behavioural Capabilities

Ability to synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence based sound judgement.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

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

Position Requirements/Qualifications:

Degree in Social Work

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

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

The successful applicant will:

The successful applicant will:

Eligible for membership of the Australian Association of Social Workers (AASW).

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.

Comply with CHS occupational screening requirements related to immunisation.

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.

Undergo a pre-employment National Police Check.

Note: This position is part-time at (17:42) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Rosy Winter 0407 171 541 rosy.winter@act.gov.au

Clinical Services

Women, Youth and Children

Breastfeeding Project

Registered Midwife level 2 - Maternity Options Service

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 45730)

Gazetted: 15 July 2021

Closing Date: 3 August 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born. The Canberra Maternity Options Service (CMOS) is seeking experienced antenatal midwives to provide the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

ABOUT YOU

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Behavioural Capabilities

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

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

Positive work ethic and ability to problem solve

Position Requirements/Qualifications:

Relevant Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 2 years' experience working professionally and comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife is preferred.

Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course is desirable but not essential.

International Board Certified Lactation Consultant is desirable but not essential.

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:

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 position is part-time at (28:00) hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

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

Contact Officer: Rebekah Howard (02) 5124 4386 rebekah.a.howard@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Coder

Clinical Coder Level 1 \$87,277 - \$121,095, Canberra (PN: 28669, several)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services. Health Information Services provides a range of functions including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes. Clinical coding is an essential function for Canberra Health Service to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

DUTIES

Under limited direction of the Clinical Coding Manager, you will perform clinical coding, coding audits and coder education. You will:

Abstract relevant information from clinical records and assign complete and accurate codes using the current edition of ICD-10-AM andACHI in accordance with Australian Coding Standards.

Enter, edit and maintain the Patient Administration System (PAS), identify discrepancies between the PAS and patient records and feedback through appropriate channels. Utilise encoder software to perform online grouping of coded data through the AR-DRG Grouper and validate the accuracy of DRG allocation, cost weight and length of stay for coded episodes.

Ensure completeness of records and accuracy of documentation for coding purposes and communicate effectively with health care professionals on this aspect.

Optimise coding throughput (minimum of three records per hour) and quality whilst adhering to casemix submission deadlines and in-house reporting timeframes.

Participate in random and specialty specific re-coding audits and other coding quality improvement activities.

Maintain coding skills and highly developed knowledge of clinical disease processes and diagnostic and procedural terminology through attendance at educational sessions, coding meetings, research and review of current coding and related health literature.

Ensure provision of appropriate clinical information in accordance with statutory requirements, e.g. Cancer Notification.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section.

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 work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Mandatory:

Completion of an approved HIMAA clinical coding certificate course or equivalent.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of 3 – 4 records per hour. 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.

Provide name and contact details for a referee report to be completed.

Note: Part-time and full-time positions are available with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home.

Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only. You must be an Australian Citizen or Permanent Resident to apply.

Contact Officer: Dianne Ramadan (02) 5124 3242 Dianne.ramadan@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Nursing

Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 20710)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

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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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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 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 leadership skills

High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

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

Comprehensive experience as an Enrolled Nurse as these positions have a high degree of autonomy.

Understand 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 Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases

Note: This is a temporary position available for five months with the possibility of extension. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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

Contact Officer: Mercy Lukose 0432 131 084 mercy.lukose@act.gov.au

Food Services

Food Services Patients Services

Health Service Officer Level 3-7

Health Service Officer Level 3/Health Services Level 7 \$53,886 - \$69,661, Canberra (PN: C06735, several)

Gazetted: 19 July 2021

Closing Date: 19 July 2022

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POSITION OVERVIEW

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The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

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

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

External sites: Dhulwa and other Community Centres.

DUTIES

Undertake Patient / Client meal, mid meal, and beverages preparation, and plating according to departmental Food Safety and Nutritional Guidelines.

Serve and collect meals, mid meals and beverages to wards and clients.

Operate and clean the industrial dishwasher and other equipment.

General cleaning of the kitchen including but not limited to floors, walls, benches, and pantry kitchens.

Restock and replenish goods and pantries, including serve customers and food preparation.

Prepare and serve Food and beverage, including receipt of monies and operating of cash registers.

Provide customer and patient focused service, while undertaking relevant workplace training.

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

ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of two years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts. Some position's will not be required to work shifts.

Current class C 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.

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

Note: This is a casual position, and the hours may vary. The full-time salary noted above will be paid pro-rata.

Contact Officer: Dechenn Tshomo (02) 51243932 dechen.tshomo@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Office of the Chief Psychiatrist

GP - Consultation and Liaison (Eating Disorders)

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 52316)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

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Position Overview

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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 The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). The Hub is under development and will be a specialist outpatient tertiary service and is envisioned to be the single point of entry for eating disorder outpatient services such as the Eating Disorders Day Program, Early Intervention Service, Residential Care Facility, and the Eating Disorders Program. The Hub will provide assessment and evidence-based treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. Additionally, The Hub provides consultation/liaison, education and training and system integration for eating disorders services across the Territory. The Hub is made up of multi-disciplinary mental health professionals who work within a recovery and person-centred framework. We are seeking a dynamic forwarding thinking General Practitioner (GP) to work closely alongside our specialist colleagues within a multidisciplinary service. The

successful applicant will have general practice experience and skills in both inpatient and community services. The applicant will provide general practice medical services, physical and mental health assessment, clinical leadership, and expert opinion, consultation, and liaison. This position will be required to work across the life span, subspecialty, and service setting. The position holder will also be actively involved in professional development, training, supervision, quality improvement 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 role will be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the CAMHS Clinical Director through an Individual Learning and Development Plan.

Note: Remuneration Package - \$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

About You

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Position Requirements/Qualifications:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with an Eating Disorder

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

3. 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.

4. Fellowship of the Royal Australian College of General Practitioners (RACGP) or equivalent specialist qualifications; and

5. Evidence of satisfactory participation in the RACGP Continuing Professional Development program.

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

7. 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.

8. 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.

9. 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:

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

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

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

13. 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.

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

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

Please note 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.

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

Contact Officer: Kalvinder Bains (02) 5124 3133 kalvinder.bains@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 29654, several)

Gazetted: 19 July 2021

Closing Date: 5 August 2021

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

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Position Overview

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Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Promoting individual or group service delivery. Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, clinical supervision sessions, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy.

Be registered (or eligible for registration) with the Physiotherapy Board of Australia.

Desirable:

Current drivers' licence.

Other: The successful applicant will need to be available to participate in overtime, restricted on-call and shift rosters to support 7-day service delivery.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialing and scope of practice requirements for allied health professionals; and

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

Note: There are two temporary positions available for a period up to 12 months. You will be required to participate in an overtime, restricted on-call and shift rosters.

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

Contact Officer: Jane Hermolin (02) 5124 2154 jane.hermolin@act.gov.au

Women Youth and Children

Women Youth and Children Community Health Programs

Part-time Physiotherapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 27512)

Gazetted: 19 July 2021

Closing Date: 5 August 2021

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The Women Youth and Children's Community Health Programs physiotherapy team have a vacancy for a part-time physiotherapist. We are seeking a physio who is skilled and excited to work with women in the antenatal period through to 12 months postnatal for reasons including: musculoskeletal issues related to pregnancy, birth, incontinence and pelvic floor issues, and mastitis. Babies from birth to 12 months of age can also access this service for torticollis, plagiocephaly, positional foot problems or delayed developmental milestones.

We love our work with the ACT community, and we are looking for a similarly enthusiastic physio to permanently join our team.

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/> Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Physiotherapy Service forms part of the Allied Health Team and sits within the Division of Women, Youth and Children. The Physiotherapy service is a community-based service which provides individual clinical services for women in the antenatal and postnatal period and for babies less than 12 months of age. The Physiotherapy Service employs qualified Physiotherapists with a solid background in musculoskeletal physiotherapy and women's health and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Experience in developing and delivering group education and health promotion sessions would be a strong asset. Services are currently provided at Tuggeranong, Belconnen and Gungahlin Community Health Centres. The Physiotherapist service is part of the broader multidisciplinary services provided by the Women, Youth and Children Community Health Programs across the ACT and works closely with Maternal and Child Health Nurses and Allied Health practitioners.

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:

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Relevant Tertiary Degree in Physiotherapy and a minimum of 3 years (ideally more than 5 years) experience post-qualification with a solid background in musculoskeletal physiotherapy and women's health, and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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 permanent part-time position available at (18) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Cassandra Tinning 0421097991 cassandra.tinning@act.gov.au

Allied Health

Acute Allied Health Services

Clinical Psychologist Registrar

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 23998)

Gazetted: 21 July 2021

Closing Date: 9 August 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.

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 Canberra Health Services Division of Allied Health Services provides a range 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. An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager. Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager. 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 interpersonal and communication skills.

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

Strong organisational skills with a strong work ethic.

Able to relate to people of varied backgrounds.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Desirable:

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care 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:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Note: This is a permanent fulltime position however we are happy to consider part time applicants. There are also a number of temporary positions available that will potentially filled from this recruitment round.

This position is eligible for a Psychology Group Attraction and Retention Incentive: \$3,986-\$7,975. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$102,436.

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

Contact Officer: Elissa Jacobs (02) 5124 3373 Elissa.Jacobs@act.gov.au

Clinical Services

Community Health Programs

Child Health Targeted Support Services

Early Family Support Program Manager

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 42154)

Gazetted: 20 July 2021

Closing Date: 3 August 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/>. This position works with the Women, Youth and Children Community Health Programs leadership team to enhance services, pathways and referral processes for children and families who are at risk of poor health and developmental outcomes. This is an exciting opportunity to join Canberra Health Services Women, Youth and Children Community Health Programs to develop new governance structures and contemporary models of care for children and families who are at risk of poor health and developmental outcomes. We welcome applications from individuals with highly developed leadership skills, strong consultation and communication skills and an excellent understanding of the early support needs of families and children.

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

Highly developed understanding of early support needs for families and children, particularly in relation to factors that increase vulnerability. Strong consultation and collaboration skills and experience in service change. Innovation, adaptability and flexibility to initiate service reforms and drive change to provide responsive services to meet the needs of children and families.

Position Requirements/Qualifications:

Relevant tertiary qualifications (or equivalent) in a Health Profession and a minimum of 5 years' experience working professionally with women, youth and children 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:

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

If from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association.

Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position at (29:24) hours per week available for a period of six months with the possibility of extension up to 12 months. The full-time salary noted above will be pro-rata. Please note the position may be filled on written application only.

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

Contact Officer: Fiona Holihan (02) 5124 2712 fiona.holihan@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

Industry Engagement and Strategic Relations

CIT Industry Engagement and Strategic Relations

CIT Strategic Communications

Senior Manager, Strategic Communications

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 40567)

Gazetted: 20 July 2021

Closing Date: 27 July 2021

Details: Are you a strategic comms professional looking for a new opportunity to make your mark? Look no further, CIT needs you! An opportunity exists for a Senior Manager to lead our small but mighty Strategic Communications team. This role demands high level leadership from an expert communicator. You will bring strong liaison, negotiation and issues management skills and have a demonstrated ability to interact effectively with the media and a range of internal and external stakeholders. The role also requires strong writing capability for a range of channels and audiences. You will lead a small team to deliver results against a demanding work program, to generate opportunities to tell the many great stories of CIT. If you think you've got the skills, we'd love to hear from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with disability.

Note: This is a temporary position available for a period of three months with a possibility of extension of up to 12 months. Relevant tertiary qualifications, and/or a minimum of five years' experience as a communications manager, public relations, stakeholder engagement or in a similar role are highly desirable.

How to Apply: Please submit a current curriculum vitae and a two-page pitch that outlines your suitability for the position addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Hall (02) 6205 2059 lauren.hall@cit.edu.au

Industry Engagement and Strategic Relations

Executive Director, Industry Engagement and Strategic Relations

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E1026)

Gazetted: 21 July 2021

Closing Date: 28 July 2021

Details: Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse education and training institution, playing a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally. CIT is seeking an experienced strategic leader to fill the role of Executive Director, Industry Engagement and Strategic Relations to commence as soon as possible for a three-month contract, with a possibility of extension up to nine months. The primary focus of the position is to work closely with the CEO and Executive team to oversee strategies for industry engagement, marketing, and communications; to strengthen key relationships with industry and government; and generate new partnerships and business into CIT. The position is also responsible for providing quality support to the Minister and Government, the Board, and the CEO. The position works collaboratively with the CEO, the CIT Executive team and across CIT to significantly increase CIT student enrolment

numbers in government funded programs, establish productive industry partnerships, and lead and oversee the implementation of brand positioning, marketing and communication and digital platforms to reposition and expand CIT as a preferred Vocational Education and Training (VET) provider. The successful applicant will have exceptional people management skills and be able to lead and convey clear vision in a complex, connected, and evolving environment. A comprehensive understanding of or experience in the VET sector is highly desirable.

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

Note: This is a temporary vacancy to commence as soon as possible for three months, with the possibility of extension up to nine months. Selection may be based on written application and referee reports only. For further information please see the Executive Capabilities attached.

How to Apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae via email to leanne.cover@cit.edu.au by COB, 28 July 2021.

Contact Officer: Leanne Cover (02) 6207 3107 leanne.cover@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

CSI - Shared Services

PSG

Commercial Services- Digital Records Support

Digital Records Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 51572)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment? We would love to hear from you. The Digital Records Support team are looking for a highly motivated, and enthusiastic Digital Records Officer to provide support for the ACT Government's electronic document records management systems (EDRMS). Digital Records Support (DRS) is essential in supporting Directorates in transitioning to one of the approved Whole of Government (WHOG) EDRMS platforms. The Digital Records Officer duties may include but not be limited to service desk responsibility which will see us looking for someone with fantastic customer services skills and great trouble shooting attributes. If you are a positive, dedicated person and enjoy working in a dynamic team, then you are encouraged to apply. The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in. 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: Experience in one of the use of the ACTGOV EDRMS systems would be advantageous. Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the Duties and Responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

CSI - Shared Services

PSG

Commercial Services- Digital Records Support

EDRMS Digital Administrator

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51574, several)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Are you someone who has a passion about providing excellent customer service, revels in both the operational and project space and thrives in a busy customer focused environment? We would love to hear from you. The Digital Records Support team are looking for a highly motivated, and enthusiastic EDRMS Digital Administrator to provide support for the ACT Government's electronic document records management systems (EDRMS). Digital Records Support (DRS) is essential in supporting Directorates with high level administration in the approved Whole of Government (WHOG) EDRMS platforms. The EDRMS Digital Administrator duties may include but not be limited to: backing up the service desk, liaison with clients on issues, facilitate training, providing assistance on projects, which will see us looking for someone with fantastic customer services skills and great analytical thinking. If you are a positive, versatile person and enjoy working in a fast paced dynamic team, then you are encouraged to apply. The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in. 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

Experience in one of the uses of the ACTGOV EDRMS systems would be desirable.

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

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

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the Duties and Responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

Digital, Data and Technology Solutions Group

DDTS Executive

Executive Assistant

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41626)

Gazetted: 21 July 2021

Closing Date: 6 August 2021

Details: The Digital, Data and Technology Solutions Group, led by the Chief Digital Officer (CDO), has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, and provide technical, tactical and transactional support for whole of government ICT. The primary focus of this role is to provide high-quality support to the CDO. In addition to this, the role also provides support to the DDTS Executive Team. The position reports to the Executive Officer to the CDO and works as part of a broader network of Executive Assistants across ACT Government. This is an exciting opportunity to work in a high-profile area delivering initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead, ensuring that the CDO is always prepared, no matter what the day may bring. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes. If you have proven experience in delivering high-quality and customer-focussed support to senior executives, thrive in managing changing circumstances, are

comfortable with multiple priorities and demands and have the ability to demonstrate resilience in a fast-paced, high-pressure environment, this could be the job for you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 01 September 2021 until 07 October 2022, with the possibility of extension. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. The position is located in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, outlining your suitability for the position in line with the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jean Allsop (02) 6207 7446 Jean.Allsop@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Executive Group

Executive Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 25303)

Gazetted: 21 July 2021

Closing Date: 9 August 2021

Details: Are you an experienced Executive Assistant who thrives in a fast paced environment? This could be the role you are looking for! The Executive Assistant manages the smooth operation of the Executive Unit including the Executive's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position also provides a coordination function to the Branch, regularly communicating with the Executive Group Manager's area, to coordinate corporate reporting and ministerial responses ensuring a high level of service and support is provided. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable:

Relevant experience and/or qualifications in executive support/office management.

Driver's licence.

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

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

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Shaw (02) 6205 9937 Tania.Shaw@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.

Revenue Management

OutSystems Developer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 49730)

Gazetted: 21 July 2021

Closing Date: 9 August 2021

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as an OutSystems Developer. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with. If you're experienced in OutSystems and are looking for long-term and fulfilling work, we're keen to meet you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Please refer to the Position Description for more information.

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

How to Apply: Please provide a response to the 'What You Require' section in the Position Description of no more than two pages, along with curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Domenic Dichiera (02) 6207 0076 Domenic.Dichiera@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services Branch

CMTEDD ICT Embedded Team

ICT Support Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 52586)

Gazetted: 20 July 2021

Closing Date: 27 July 2021

Details: As part of a small ICT team you will support ACT Government Directorates in achieving their business outcomes through ICT solutions. A typical day will include: Providing technical support in coordinating, actioning, authorising and monitoring ICT service requests. Providing business system support for on-line maintenance, fault diagnosis and the identification and implementation of remedial action including monitoring and reporting as required. Providing support, maintenance and diagnosis of business application systems, including integration with other business systems. Working as a senior team member, providing training to staff and assisting team members to ensure that the quality of service delivered to clients meets or exceeds expectations. You will be a great communicator with the ability to translate ICT speak into every day language for customers. You will love finding solutions to curly and unfamiliar technical problems. You will enjoy being in a small team and taking the time to provide a positively influence on others. 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 or ability to obtain and maintain a certificate/clearance is mandatory.

Notes: This is a temporary position available from 30 August 2021 up to 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a copy of your curriculum vitae and a response to the following questions:

Give an example of when you have demonstrated your problem solving skills in ICT when solving a customer's problem. (300 words)

Give an example of a time you demonstrated the ability to prioritise and allocate tasks in order to meet competing demands. (300 words)

Give an example of a time you have had to explain a technical thing to a non-technical person in order to get an outcome. (300 words)

In your responses to the above questions please tell us what the situation was, what role you had, what actions you took, and what the outcome was.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ulf Cedervall (02) 6207 9041 ulf.cedervall@act.gov.au

Technology Services Branch

ICT Security

ICT Security Engineer

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48495, several)

Gazetted: 20 July 2021

Closing Date: 3 August 2021

Details: The Technology Service Branch (TSB) within Digital, Data and Technology Solutions (DDTS) is recruiting for an ICT Security Engineer that will be part of a larger team of ICT Security operations specialists. As an engineer you will be a senior member of the ICT Security operations team focussing on supporting the security of cloud and on-premise infrastructure and applications, vulnerability assessment, security architecture and providing expert advice to support project and change activities within the organisation. This role provides operational support for the security of the ACT Government ICT environment and the management of supporting technologies like endpoint security, intrusion prevention, content filtering and Security Information and Event Management systems. The ICT security engineer will work with a range of other technical areas within the branch to support secure operations of ICT, audit and compliance programmes. The role will support a wide variety of customers and other stakeholders internally and promote positive security outcomes. Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

Duties and Responsibilities: Research, design, implement and administer appropriate security controls and cloud platform technologies to meet required compliance for the control of risk for ACT Government infrastructure and business systems hosted on-premise and in internally managed cloud environments, with a focus on continuous improvement. Perform the role of project lead and represent ICT Security in internal and external projects, providing specialist security advice and leadership aligned with policy and ICT Security strategic direction. Effectively liaise and collaborate with a variety of stakeholders, including Shared Services, directorate staff and external vendors. Perform the duties of senior security analyst, including administration of ICT Security systems, conducting audits, vulnerability assessment, security incident response and contributing to development of policies, processes and security awareness training. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position may involve direct supervision of staff.

Selection Criteria: Capacity to research, design, implement and administer appropriate security controls and cloud platform technologies to meet required compliance for the control of risk for infrastructure and business systems hosted on-premise and cloud environments, with a focus on continuous improvement.

Demonstrated experience in and knowledge of administration of ICT Security systems, conducting audits, vulnerability assessment, security incident response and contributing to development of policies, processes.

High level written and verbal communication skills including the ability to provide specialist security advice and leadership, effectively influence and negotiate with a variety of stakeholders.

Understanding of the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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: This is a Position of Trust Level 2 (PoT 2). You are required to gain and maintain a Negative Vetting Level 1 (NV1) National Security Clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

Driver's licence is not essential but desirable.

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

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

How to Apply: Please submit a Statement of claims against the four Selection Criteria, or a pitch that covers the requirements presented in the Selection Criteria, along with a copy of your current curriculum vitae. Candidates are requested to have a maximum of four pages in either the statement of claims or their pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julian Valtas 0432 131 114 julian.valtas@act.gov.au

Access Canberra

Licensing and Registrations

Assistant Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 40416, several)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: The Licensing and Registration teams are responsible for the administration of multiple complex pieces of legislation and guidelines. As Assistant Manager, you will manage the day-to-day business including the processing of licence and registration applications. You will also administer a range of functions under legislation, such as the assessment of annual medical fitness assessments, requests for events, risk-based assessments, registration of personal details across several function. In this role you will continue to build strong relationships with stakeholders, across government and internally within Access Canberra. The 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 will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply please submit your current curriculum vitae, two referee reports in relation to the Skills, Knowledge and Behaviours listed in the Position Description and a one-page pitch demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachelle Blanch (02) 6205 8756 Rachelle.Blanch@act.gov.au

Economic Development

Skills Canberra

Skilled Migration

Migration Policy and Program Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 31725)

Gazetted: 19 July 2021

Closing Date: 9 August 2021

Details: Skills Canberra is looking for an experienced program manager. You will be responsible for effectively managing an application caseload from clients with diverse backgrounds and cultures. You will be comfortable managing an online application system with embedded Microsoft CRM, extracting reports and analysing data. You must have good time management skills, have strong attention to detail, the ability to work effectively in a fast-paced environment and experience in supervising a small team. You understand that building effective stakeholder relationships is vital. You will appreciate the fact that your work will change the lives of your applicants, but that sometimes you have to say no if the criteria are not met. 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: Experience, or ability to gain experience in the Australian Migration Program, hold registration as a Migration Agent or a relevant qualification is desirable.

Notes: This is a temporary position available from 15 October 2021 until 30 June 2022 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

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 a one-page personal pitch providing examples of your achievements and how they relate to the position requirements; and your curriculum vitae including two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julianne Obrien (02) 6207 1957 julianne.obrien@act.gov.au

Economic Development

Skills Canberra

Skilled Migration

Migration Program Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52674)

Gazetted: 19 July 2021

Closing Date: 9 August 2021

Details: Skills Canberra is looking for an experienced program administrator. You will be responsible for effectively managing an application caseload from clients with diverse backgrounds and cultures. You must have strong attention to detail, the ability to work effectively in a fast-paced environment and experience in working collaboratively as part of a small team. You will appreciate the fact that you work will change the lives of your applicants, but that sometimes you have to say no if the criteria are not met. 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 from 15 October 2021 until 30 June 2022 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

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 a one-page personal pitch providing examples of your achievements and how they relate to the position requirements; and your curriculum vitae including two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julianne Obrien (02) 6207 1957 julianne.obrien@act.gov.au

Workforce, Capability and Governance

Senior Director, Professional Standards Unit

Senior Officer Grade A \$153,041, Canberra (PN: 16066)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: Applications are sought for a values-driven senior leader to support the Executive Branch Manager, Professional Standards Unit (PSU) by providing leadership to directors and staff undertaking investigations on misconduct matters, managing complaints and undertaking legal/strategic policy work. The role encompasses a breadth of accountabilities that will result in system wide enhancement in integrity and open government.

The Senior Director, PSU will provide advice on the management of misconduct matters and lead behavioural analytics and evidence-based insights to inform policy and practice development. The role will support the EBM to successfully deliver an exciting reform agenda to broaden the work of the PSU including the delivery of evidence-based awareness raising and preventative education and training, and relevant sector wide communications.

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

Eligibility/Other Requirements: Relevant qualifications in Management, Law, Policy, Data Analytics, Investigations, Human Resources or a related field, or significant study towards gaining such qualifications are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Notes: A merit pool will be established and may be used to fill future similar vacancies over the next 12 months.

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

How to Apply: Please provide a 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: Cara Lahey (02) 6207 1866 Cara.Lahey@act.gov.au

Workforce, Capability and Governance

Professional Standards Unit

Director – Operations Professional Standards Unit

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 31315)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: The Professional Standards Unit (PSU) is seeking a high performing, values driven and results-orientated investigation manager to join our team. The role of the PSU is to provide support to the statutory appointment of the Public Sector Standards Commissioner (PSSC) in the context of misconduct investigations and support the PSSC to provide advice to the Chief Minister and Head of Service about the public sector values, principles and the conduct in the ACT Public Service (ACTPS). You will contribute to the PSU leadership team and lead an investigation team that is responsible for providing ACT Government with administrative misconduct investigation services, in conjunction with broader advice and support in accordance with relevant legislation and industrial instruments. The PSU Director – Operations will be an experienced leader and strategic thinker who will contribute to the strategic direction of PSU by leading and mentoring a high-performance team, to facilitate the delivery and continuous improvement of high-quality investigative services. You will need relevant experience managing workplace performance and misconduct issues and/or relevant investigative experience, excellent analytical skills and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications in law, human resources, investigations, or a related field, or significant study towards gaining such qualifications, are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Notes: A merit pool will be established and may be used to fill future similar vacancies over the next 12 months.

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

How to Apply: Please provide a 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: Natalie Tasker (02) 6205 1708 Natalie.Tasker@act.gov.au

Workforce, Capability and Governance

Professional Standards Unit

Director–Strategic, Professional Standards Unit

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44913)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: The Professional Standards Unit (PSU) is seeking a high performing, values driven and results-orientated strategic leader to join our team. The role of the PSU is to provide support to the statutory appointment of the Public Sector Standards Commissioner (PSSC) in the context of misconduct investigations and support the PSSC to provide advice to the Chief Minister and Head of Service about the public sector values, principles and the conduct in the ACT Public Service (ACTPS). You will contribute to the PSU leadership team and identify systemic themes and trends in misconduct activities in the ACTPS and inform policy and legislative reform regarding the conduct of ACTPS staff and related oversight arrangements. The PSU Director – Strategic will be an experienced leader and strategic thinker who will lead a team to prepare data and policy documentation to assist in progressing legislative reform projects and related complex briefings, submissions and correspondence and contribute to the strategic direction of PSU. You will need high-level policy and data management expertise, excellent analytical and research skills in relation to policy and legislation and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes.

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

Eligibility/Other Requirements:

Relevant qualifications in Law, Policy, Data Analytics, Investigations, or a related field, or significant study towards gaining such qualifications, are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Notes: This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established and may be used to fill future similar vacancies over the next 12 months.

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: Cara Lakey (02) 6207 1866 Cara.Lakey@act.gov.au

Community Services

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

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

Housing ACT

Infrastructure and Contracts

Asset Design and Delivery

Senior Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 39375)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: The Senior Project Officer is responsible for project management of the design process for properties marked for redevelopment as part of the Growing and Renewing Public Housing program. It supports the Assistant Director, Director and Senior Director, Asset Design and Delivery, by engaging and collaborating within the immediate team, architects and other external stakeholders to provide safe and affordable housing to the Canberra community. Depending on work allocation the Senior Project Officer may also be responsible for managing projects through construction as well as design phases. The position works closely with various teams throughout Housing ACT to share information, ensuring the project designs meet the changing needs of Housing ACT tenants. Building and maintaining relationships, both within Government and outside, especially with the design industry, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships

and networks with internal and external stakeholders. Applying strategic engagement principles when consulting and informing the community is a key part of this role. More information can be found in the Position Description.

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

How to Apply: Application should be written as if writing to an Expression of Interest; with consideration of the Selection Criteria, no more than two pages, plus curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Communications and Engagement

Senior Director, Strategic Communications and Engagement

Senior Officer Grade A \$153,041, Canberra (PN: 40197)

Gazetted: 15 July 2021

Closing Date: 3 August 2021

Details: Our role in Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We deliver against the ACT Government principle of 'One Government, One Voice' communications to Canberrans. This position is responsible for leading and delivering strategic communications and engagement to provide timely and accurate information ensuring high community awareness, positive community engagement and reputation management. Leading a multidisciplinary team, this role will ensure the right information is provided to the right audience, at the right time, and bring an audience-first lens to the work, informed by research, insights and evaluation; collaborate with stakeholders in partnership with a strong client service ethic; be supported by whole of government guidelines, policies and procedures, and be guided by an annual whole of government communications and engagement plan.

How to Apply: Please provide a pitch no longer than two pages responding to the Position Description supplied, along with a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

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

Housing ACT

Client Services

Tenant Experience

Intensive Support Housing Practitioner

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37489)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

Details: The Tenant Experience Section of Housing ACT is seeking an enthusiastic and highly motivated person for the role of Intensive Support Housing Practitioner. This position is responsible for managing a portfolio of public housing tenancies and for providing advice, support and specialist information to assist clients to maintain their tenancy. The successful applicant must have the ability to provide case management services and intensive tenancy management skills to manage a wide range of concurrent complexities for clients. This position requires well developed interpersonal, communication (oral and written), leadership, negotiation and representation skills and the ability to prepare complex reports and correspondence. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential:

Current driver's licence.

Experience in using a range of IT business and office applications.

Desirable:

Qualifications in Social Housing and Homelessness or relevant studies.

Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People(Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/180

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

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, the names of at least two referees and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Rigney (02) 6205 1912 brooke.rigney@act.gov.au

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

**Office of the Director-General
Ministerial and Executive Governance
Organisational Governance
Cabinet Liaison Officer**

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55630)

Gazetted: 16 July 2021

Closing Date: 23 July 2021

Details: Community Services Directorate (CSD) is seeking an experienced Cabinet Liaison Officer for its Governance Unit. This position whilst supporting the Senior Director, Organisational Governance, will undertake preparation and management of Cabinet and Assembly documents for the Directorate requiring a high degree of sensitivity. The position manages a small team. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. 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 response to each of the Selection Criteria outlining experience and/or ability, focusing on experience in Cabinet and Assembly processes with a maximum of 400 words per criteria.

Applications should be submitted via the Apply Now button below.

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

Cultural Facilities Corporation

**Canberra Theatre Centre
Front of House
Front of House Manager**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 029A)

Gazetted: 21 July 2021

Closing Date: 28 July 2021

Details: We are looking for an experienced entrepreneurial self-starter who is passionate about customer service and sales in a performing arts environment.

You will have an in depth understanding and knowledge of events management including food and beverage, inventory control management, and venue booking systems.

To be successful in this role you will be a dynamic, proactive leader who is resourceful, and able to supervise, train, manage and mentor a large pool of casual employees and delegate tasks as appropriate.

You will need to be available to work evening and weekend hours and be on call if necessary.

This role has a demanding nature and as such you will need to be a skilled multitasker and expert in managing people in a changing environment.

Eligibility/Other Requirements: Minimum 10 years experience in Events Management preferably in a Performing Arts Venue.

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

How to Apply: Applicants must provide a Pitch Statement (800 words max.) indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees.

Contact Officer: Mike Domigan (02) 6243 5754 mike.domigan@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

North Gungahlin

Throsby School

Deputy Principal

School Leader B \$147,337, Canberra (PN: 52636)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Throsby School is located in the Gungahlin area of Canberra and will cater for students from Preschool to Year 6, opening in 2022. Throsby School will offer a modern, dynamic learning environment and the appointed Deputy Principal will work closely with the Principal to lead a consistent approach to learning and collaboratively develop the strategic direction of the school. The Deputy will lead and build the capacity of all teachers and staff through a culture of continuous improvement that includes mentoring, coaching, and Professional Learning Communities, closely aligned with the ACT Education Directorate Future of Education strategy, utilising the new and modern infrastructure, building partnerships with the wider community. Working collaboratively with the school community the Foundation Deputy Principal will work closely with the Principal to establish structures, processes and a positive school culture. They will work closely with the Principal to deliver a vision of academic rigour, a framework for genuine inclusion, and a culture of curiosity. High expectations and achievement for all students, regardless of their background, learning needs and circumstances, will be central to Throsby School.

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.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum six pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annamaria Zuffo (02) 6205 3491 Annamaria.Zuffo@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 Improvement

Belconnen Network

Hawker Prim

French teacher - Kindergarten to Year 6

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 08989)

Gazetted: 21 July 2021

Closing Date: 28 July 2021

Details: Hawker School is seeking a highly motivated French language teacher to join our team. The successful applicant will teach French in a release model across the school from K-6. This position requires the applicant to deliver an innovative and engaging program. The successful applicant will work in an open plan teaching

environment and will require the ability to build effective working relationships with staff, students and the broader community.

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: This is a temporary position available from 2 August 2021 until 17 December 2021 with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

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: Kim McCormack (02) 6142 3030 Kim.McCormack@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Throsby School

Business Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52635)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Do you want to be part of the starting journey of Canberra's newest Primary School?

Are you looking for a varied and rewarding role in a dynamic setting?

Is setting up best practice business processes in line with Directorate policies and relevant legislation one of your strengths? If you answered yes to those questions, we have a rewarding and challenging opportunity for you.

Canberra's newest school located in Throsby and opening for the 2022 school year is looking for an innovative Business Manager to join the school leadership team. A large site, the modern facilities require an innovative person to manage the facilities with the appointed Building Services Officer. The successful applicant will play a vital role in setting up the school, it's staff and the community for success through business leadership and engagement. This role will be an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include financial management; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and create business development plans to assist the school in delivering its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, meet compliance requirements, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and setting up protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the education support staff of the school also falls within the expectations of this role.

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.

Desirable

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role.

Financial qualification or relevant experience.

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

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position Description, 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: Shelley Jacobs (02) 6207 8299 shelley.jacobs@act.gov.au

School Performance and Improvement

Tuggeranong

Fadden Primary School

Excursions and Enrolment Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 50400)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community. The Excursions and Enrolments Officer will play a critical role in supporting the efficient and effective operation of the school support team in meeting the school's operational requirements. In a high-paced and dynamic school environment, the role will work closely with the Business Manager, Principal, and other key staff to deliver high quality administrative services and meet educational objectives. Responsibilities include a range of general administrative services for the school to support teaching staff, parents/carers, and students. You will be required to work with the Business Manager and Executive teachers to coordinate both incursions and excursions and enrolments. This may include, costing, note preparation and excursion policy advice. You will communicate and liaise with staff, parents/ carers, students, and the community to resolve enquiries; provide appropriate information and sound advice.

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Experience in a school business-related role. Strong Knowledge of Education excursion policies and procedures.

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. 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: Jennifer Wynne (02) 6142 2460 Jennifer.Wynne@ed.act.edu.au

School Improvement and Performance

North Canberra and Gungahlin Network

Harrison School

Youth Support Worker

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 28855)

Gazetted: 20 July 2021

Closing Date: 27 July 2021

Details: Harrison School is seeking a dynamic, experienced, student focused Youth Support Worker to join our Student Engagement Team. If working in a collaborative educational team sounds like something you want to be a part of, then we want to hear from you.

In accordance with Directorate policy the successful applicant will:

Collaborate with the Student Engagement Team to develop, implement and manage programs that engage young people in learning

Assist with the development and delivery of social skills and personal development programs appropriate for young adolescents.

Assist students to access appropriate community based youth support services and programs that will support school connectedness and engagement with learning.

Liaise and communicate with parents and relevant community and government agencies.

Maintain records and documentation and contribute to the evaluation of the programs.

Work with students in the community or be involved in program development during stand down periods.

If you would like to be part of a high functioning, collaborative Student Engagement Team and support an incredible group of young people then we look forward to reading your application.

Eligibility/Other Requirements:

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

HIGHLY DESIRABLE Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE First Aid Certificate or a willingness to undertake appropriate training.

Experience working in a Secondary School setting.

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: Your application must provide statements addressing each of the Selection Criteria (listed in the attached Position Description) in no more than half a page for each criteria. Also include a current curriculum vitae and copies of any relevant qualifications and Working with Vulnerable People.

Please provide two referees and include one written referee report with your application (template can be found at https://www.jobs.act.gov.au/_data/assets/word_doc/0016/1243123/Referee_Report.doc)

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 6142 2200 Kirralee.Larkin@ed.act.edu.au

Service Design and Delivery

Student Engagement

Flexible Education

Transitions Officer, Murrumbidgee School

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 30530)

Gazetted: 20 July 2021

Closing Date: 3 August 2021

Details: The Flexible Education team is looking for an individual with the ability to utilise a coordinated service delivery model, to assess the needs of and develop plans for vulnerable young people attending Murrumbidgee School inside Bimberi Youth Justice Centre, including Aboriginal and Torres Strait Islander young people and their families. They will provide support for Aboriginal and Torres Strait Islander and Non-Aboriginal students to assist them in transition to their home school or other education program, training and/or employment program. The successful application will need a sound knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools, the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students.

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

Notes: This is a temporary position available immediately until 13 May 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (maximum 4 pages), a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sasha Posthuma (02) 6207 3528 Sasha.Posthuma@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Canberra High School

**Industrial Technology and Design (Woodwork and Metalwork)
Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 31081)**

Gazetted: 20 July 2021

Closing Date: 30 July 2021

Details: Canberra High School is seeking a permanent Industrial Technology and Design teacher to join our high school team. This position requires innovative and engaging pedagogy to teach Design and Technology (woodwork and metal work with IT being highly desirable). The successful applicant will work in a highly supportive teaching environment and have access to Trade Training Centre equipment for both woodwork, metalwork and Design. A background in VET or a willingness to complete a Certificate 4 in Training and Assessment would be highly desirable.

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: 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 in the Position Description, 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@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

Tuggeranong

Namadgi School

Primary School Classroom Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 50012)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: Namadgi School is looking for a motivated Primary School Teacher. The suitable candidate will be relationship driven with experience and skills implementing Trauma informed practice, Positive Behaviours for Learning and quality literacy and numeracy curriculum practice. Ability and interest to work within a Professional Learning Community based improvement agenda will also be highly valued.

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: 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 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: Tiffany Mahon (02) 6142 0900 tiffany.mahon@ed.act.edu.au

System Policy and Reform Division

ACT Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Coordinator, Business Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52673)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic leader seeking to join the Office of the Board of Senior Secondary Studies and to work within a culture of high performance, collaboration, and innovation. The successful applicant will lead and manage an administrative team in the context of developing and aligning high quality service delivery with the legislative, strategic, and operational goals of the agency. The Coordinator, Business Services will be outcomes focussed and join a leadership team that supports and contributes to a culture of accountability, collaboration, progressive innovation, high expectations and excellence. 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: Financial qualifications including any relevant tertiary qualifications, and/or experience in a school or government context, and/or membership or progression towards membership of a related professional association are highly desirable.

Knowledge of TM1, Oracle, APIAS, and spreadsheet operations are also highly desirable.

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

How to Apply: Please provide your written response to the Selection Criteria including experience and/or ability as outlined in the Position Description and a Curriculum Vitae.

Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Watson (02) 6205 7162 martin.watson@act.gov.au

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

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Principal

School Leader A 2 \$181,309, Canberra (PN: 01804)

Gazetted: 16 July 2021

Closing Date: 30 July 2021

Details: Reporting to the Director School Improvement, Tuggeranong the Principal will lead a consistent approach to learning and teaching across the school. As the leader of the school's executive team, the Principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff. The appointed Principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. With students at the centre, the school's strategic priorities include improving numeracy and writing growth and to improve students' sense of satisfaction, enjoyment of learning and sense of wellbeing across the school. With a strong focus on equity and inclusion, the Principal will lead a consistent approach to learning across the school. The Principal will continue to lead the school's improvement agenda for the school, grounded in evidence from research and practice and expressed in terms of improvements in measurable student outcomes. The school continues its journey to embed evidence-based teaching practices to address the learning needs of individual students, including high achieving students.

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

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees. The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities. Questions about individual school leader positions should be directed to the Contact Officer. This can help when preparing your submission as the contact officer will provide more detailed information about the position, allowing you to tailor your response. Conducting research about the Directorate, the ACT Government and the ACT Public Service before making a submission may also provide you with insights to help make your responses more relevant.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Norton (02) 6205 3491 sue.norton@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.

Margaret Hendry School

School Leader B

School Leader B \$147,337, Canberra (PN: 49222)

Gazetted: 16 July 2021

Closing Date: 23 July 2021

Details: Margaret Hendry are seeking a dynamic and collaborative professional to join the School team.

The successful applicant will demonstrate expert knowledge and proven ability to bring together a community of learners - inclusive of children, educators, families and the wider community. Understanding of systems and processes critical to the success of contemporary learning environments are essential to this role.

The successful applicant will possess a strong sense of self as a member of a global community, and inspire and motivate others to connect with country, self, culture and community. They will demonstrate through examples of practice, the essential skills and attributes to lead and deliver personalised learning for every child using contemporary pedagogy within a multi-age/multistage learning environment.

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

How to Apply: Applicants are 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.

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

Contact Officer: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

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

Statutory Planning

Merit Assessment/ Gateway Team

Development Assessment Officer/ Gateway Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17665)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Have you ever wanted to be a part of shaping Canberra's future and have great customer service skills?

The Statutory Planning Division is seeking a motivated and enthusiastic person to assist the division in a wide range of functions associated with development applications. In this role, you will assist in assessing a variety of Development Applications and provide planning advice to a range of individuals including community members, the development industry and other ACT Government Directorates. You will need great communication skills and customer service skills as well as the ability to work within a team and individually.

Eligibility/Other Requirements: Qualifications in Urban Planning, Architecture or another relevant professional area is desirable but not essential.

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

How to Apply: An application 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: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

Senior Fire Management Officer

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 14218, several)

Gazetted: 20 July 2021

Closing Date: 3 August 2021

Details: The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community. A core function of the PCS is the planning, preparation and management of fire in the landscape to meet land management aims while incorporating Nggunawal cultural burning knowledge and aspirations and ecological burning objectives. A number of opportunities exist for suitably qualified, innovative and experienced fire managers to join our team. As a member of the PCS Fire, Forest and Roads team, the successful applicants will manage a specialist bushfire management function in the complex and highly visible PCS bushfire program. We are especially seeking applicants with experience and skills in prescribed burn planning and implementation, and /or access and vegetation management to join our team.

Eligibility/Other Requirements: The successful applicant will have relevant tertiary qualifications or extensive technical/professional knowledge, experience and ability in the field of bushfire management.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. This position is classified as "Fire Trained Employee" under the ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

Notes: There are two positions available. 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: Applications must address the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the selection criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Leavesley (02) 6207 0512 Adam.Leavesley@act.gov.au

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Assistant Director Finance Business Partner

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 15486, several)

Gazetted: 20 July 2021

Closing Date: 13 August 2021

Details: Multiple opportunities exist for highly motivated individuals to join Environment, Planning and Strategic Development Finance Business Partnering team. The team aims to provide Directorate managers and executive members with accurate and timely financial analysis, forecasting, reporting and budgeting information through quality financial management advice and support. As the Finance Business Partner, you will be responsible for the successful delivery of financial outcomes and compliant financial operations. Working closely with various business units you will be responsible for being the key contact between operational and central finance, providing financial information and advice to allow them to effectively manage their financial performance. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualifications or progress toward same is 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. 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: You will need to complete a written response of a maximum of two page outlining experiences and/or ability by addressing the Selection Criteria and a current curriculum vitae. This process will be used for a merit pool for multiple positions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Statutory Planning

Deed Management

Assistant Director

Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 05528)

Gazetted: 20 July 2021

Closing Date: 10 August 2021

Details: Planning Delivery is seeking a motivated and enthusiastic person to manage and administer Deeds of Agreement of varying complexity, as well as assist in the review and determination of Deed variations and other matters relevant to the ACT planning and leasehold system. The Deed Management Unit is responsible for the administration and management of Holding Leases and Deeds of Agreement for both greenfield and urban renewal development projects where the delivery of public infrastructure and the management of aspects of the Government's affordable housing policy is required. As part of this work, the team ensures that public infrastructure to be handed back to the Territory meets Territory design and construction standards and prepares and issues consequential leases for new estates and urban renewal and public land development.

Eligibility/Other Requirements: Qualifications and/or experience in land development, civil engineering, town planning or urban design are highly desirable. Demonstrated skills in project and contract management relating to land development or infrastructure will also be highly regarded.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Cargill (02) 6205 8543 James.Cargill@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal Services

Information Governance

Information Governance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43002)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: The Environment, Planning and Sustainable Development Directorate Information Governance team is seeking a new team member with a can-do attitude and passion for information management. If you believe good decision making should be based on well managed information, this role is for you. Looking after all things 'information', this team comprises specialists in records and archival management, information access (including Freedom of Information), privacy, and EDRMS management. We also assist when required with Government Services and Legal Services. The Information Governance team provides the Environment, Planning and Sustainable Development Directorate with an accountability framework to ensure appropriate behaviour in the valuation, creation, storage, use, archiving and deletion of information. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for a period of two years with the possibility of extension. A merit pool will be established from this selection process that may be used to fill similar roles 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 two-page pitch that addresses the Selection Criteria as related to the duties of the position, as well as your curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katharine Stuart (02) 6207 4497 katharine.stuart@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

Director of Public Prosecutions

Legal

Prosecutor Associate Crown Chambers

Prosecutor Associate \$74,237 - \$76,511, Canberra (PN: 40552, several)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. We are seeking applicants to join one of our teams, either in Crown Chambers, a specialist unit (Family Violence / Sex unit) or a projects team working to the Executive. We seek applicants who have completed or are in the final year of a Bachelor of Laws. Applicants must be willing to rotate between teams. Depending on what team you attach to, the role will see you either act as instructors to counsel in the Supreme Court, assist in the preparation of trials and general litigation, prepare basic advice and engage in file management, prepare legal resources for the office and engage in other administrative duties as directed. The successful applicants need to demonstrate a high level of organisation, analysis and communication skills. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment. The successful applicant will be required to undergo a National Police Check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

Director of Public Prosecutions

Legal

Prosecutor Grade 1-2

Prosecutor Grade 1 - 2 \$80,621 - \$126,027, Canberra (PN: 43755, several)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The Grade 1-2 prosecutor role is a broadband position, where the duties of such can include prosecuting summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests; prepare advices of a routine nature; appear in Supreme Court bails, sentences and simple appeals from the Magistrates Court; conducting research and drafting policy advice for the Executive. However, the primary duty of a prosecutor Grade 1-2 will be the conducting summary hearings. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT.

The successful applicant will be required to undergo a National Police Check.

Notes: This is a temporary position available for a period of six months with the possibility of permanency.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

Director of Public Prosecutions

Legal

Prosecutor Associate List Team

Prosecutor Associate \$74,237 - \$76,511, Canberra (PN: 45254, several)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. We are seeking applicants to join our List team who are either admitted as a Legal Practitioner or will meet the criteria prior to appointment. As a part of the list team you will assist in the preparation of the Magistrates Courts lists, appear in mentions and sentence lists and prepare basic advices. To be successful in this role you will have demonstrated high level organisational skills and the ability to manage a busy workload. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Admitted as a Legal Practitioner or meet the criteria prior to appointment.

The successful applicant will be required to undergo a National Police Check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Director, Content and Brand

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50936)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: The ACT Emergency Services Agency (ESA), which sits within the Justice and Community Safety Directorate (JACS), is responsible for protecting the community and in ensuring the Australian Capital Territory (ACT) community is one of the safest in Australia and the world. Through the provision of quality emergency services, the ESA helps to: ensure the protection of life, property and the environment in the ACT, and takes an all-hazards approach that provides for effective emergency management to prepare for, prevent, respond to and recover from emergencies in the ACT

The ESA comprises the ACT Ambulance Service (ACTAS), ACT Fire and Rescue Service (ACTF and R), ACT Rural Fire Service (ACTRFS) and the ACT State Emergency Service (ACTSES). Each of these Services come under the command and control of their respective Chief Officers (COs), as outlined in the *Emergencies Act 2004*, and are supported by ESA support services.

Within the ESA Public Information and Engagement team, you will lead a small team responsible for managing the day-to-day delivery of the agency's digital and social channels. You will work collaboratively with the Public Information team and will ensure the directorate's content informs and engages the Canberra community. You will encourage the ongoing development of contemporary digital practice including promoting content design and strategy, and user research methodologies and techniques.

Your team will work across the Division to develop, deliver and improve content across channels and manage this with key stakeholders

Under limited direction of the Senior Director, Public Information you will:

Create, implement and evaluate engaging, evidence-based and digital content strategies for ESA projects, services and initiatives.

Be the guardian and champion of the ESA brand (including the four services and enabling services). Responsible for ensuring that the products, services that fall under the brand resonate with internal and external key stakeholders and the community

Lead team members in providing advice on structure for digital content based on best practice content design principals.

Advise on, create and publish content for ESA publications, websites, intranets and other digital channels (including video content) in accordance with ACT Government Publishing and Website standards.

Report on, evaluate and provide analysis of communications digital content delivery to guide and improve future information release and content development to ensure it is always fit for audience.

Liaise effectively with a range of senior internal and external stakeholders

Support and participate in public information duties including on-call public information officer duties outside of normal business hours.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework, and Other duties as directed.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in digital communications is an advantage.

The ability to work flexibly with some out of hours work is required.

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

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: In no more than two pages, please address the following criteria:

Significant experience in digital channel management and a demonstrated ability to take an audience-first lens to content creation and campaigns informed by research, insights and evaluation.

Your ability to effectively lead a small team to manage a range of digital channels including websites, intranet, social media and video.

Experience and demonstrated understanding of establishing, planning and executing brand activity that builds the ESA brand meaning, strategy and objectives.

Ability to liaise and negotiate effectively with a range of senior internal and external stakeholders to meet multiple deadlines amid competing priorities in a dynamic work environment.

Experience and a demonstrated understanding of accessibility, usability and content design issues and ability to create content that meets accessibility requirements.

Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Applications should be submitted with a current resume via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

ACT Corrective Services

Operational Support Services

Organisational Capability Unit

Senior Trainer, Community Operations and Offender Reintegration

Senior Officer Grade C 111,887- \$ 120,436, Canberra (PN: 35267)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the role of Senior Trainer, Community Operations and Offender Reintegration (SOGC), in the Organisational Capability Unit (OCU). The OCU is responsible for co-ordinating, designing, delivering, and administering training and development activities to provide all ACTCS employees with the knowledge and skills to perform their roles competently. The successful applicant will be primarily responsible for the consultation with internal Stakeholders to identify, research, recommend and engage external training providers in addition to the design, development, delivery and assessment of high quality internal accredited and non-accredited operational training to ACTCS Community Corrections and Offender Reintegration staff.

Further to this, you will be responsible for the provision of specific operational related training, as legislation, policies or procedures are amended or changed. You will also be responsible for reviewing and updating training content, aligned with best practice research/evidence, to ensure currency of content and responsiveness to agency needs. The Senior Trainer will be participating in, and reviewing training and performance assessment activities to ensure consistency of practice and standard of performance is maintained at an appropriate quality. To be successful, you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Certificate IV in Training and Assessment (TAE40116 or equivalent) is a highly desirable.

Diploma of Training and Assessment is highly desirable.

Previous experience in a Community Corrections or Offender Reintegration role is highly desirable.

Certificate IV in Correctional Practice (Community Corrections) is highly desirable.

The successful candidate will be required to undergo a criminal record check.

How to Apply: Applicants are required to submit two items:

- 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and
- 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Tindale (02) 6205 1828 Ian.Tindale@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Digital Services Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 353)

Gazetted: 20 July 2021

Closing Date: 3 August 2021

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with experience in website administration – HTML, CSS and XML – as well as programming languages such as JavaScript and Python. Your role will be to manage the Legislative Assembly website and the processes required to prepare content such as Hansard and videos on demand for publication. Some knowledge of Microsoft Office automation is also required to develop and maintain a suite of macros to assist staff in the generation of documents. You will also be responsible for providing technical support for the Legislative Assembly broadcasting system which provides live streaming and video on demand of the Assembly and Committee meetings.

Note: This position is part-time at 29:24 hours a week, working four days per week. The full-time salary noted above will be pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Row (02) 6207 5919 stuart.row@parliament.act.gov.au

Business Support

Security and Building Services

Facilities Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 371)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: The Office of the Legislative Assembly (OLA) is seeking Expressions of Interest from suitable candidates to fill in the role of Facilities Manager for a period of six months.

Reporting to the Manager, Security and Building Services, the Facilities Manager is responsible for all Assembly building maintenance and repairs in compliance with applicable building, work safety, fire, and environmental codes and regulations. This role is also responsible for liaising and overseeing contractors and assisting with the Assembly's building maintenance planning and budgeting.

Note: This is a temporary position available for six months. Depending on experience, this position may be filled at an Administrative Services Officer Class 4 or Administrative Services Officer Class 5 level. This recruitment process may be used in the next 12 months for future permanent/temporary vacancies.

How to Apply: Applicants should provide a written Expression of Interest of no more than one page, current curriculum vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the duties of the role and Selection Criteria.

Contact Officer: Marcus Clough (02) 6205 0441 marcus.clough@parliament.act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42347)

Gazetted: 19 July 2021

Closing Date: 2 August 2021

Details: Do you have a passion for sustainability and want to shape Canberra's future growth areas? The Sustainability and Release Coordination team at the Suburban Land Agency (the Agency) is seeking applications for a Project Officer to join our team of highly skilled and dedicated environment and project delivery experts. Our team has a diverse range of responsibilities, covering areas such as innovation, energy efficiency, ecology, resilience and housing market analysis. We work collaboratively with other teams across the Agency and the ACT Government to implement innovative and sustainable land development practices that meet market demand and create thriving and resilient communities. We are looking for someone who has demonstrated project management skills in relation to sustainability and the built environment. You will be required to have well developed communication skills to establish and maintain effective workplace relationships and to support project delivery. Your passion and drive, as well as strong organisational skills, will set you up for success to manage a range of competing projects and tasks.

Eligibility/Other Requirements: A background in sustainability or a related field is highly desirable.

Notes: This position will be in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three (3) A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Westropp (02) 6207 1175 Caitlin.Westropp@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

City Services

City Presentation

Place Management

Contracts and Support Officer

Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 33887, several)

Gazetted: 21 July 2021

Closing Date: 4 August 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

City Presentation is a Branch within the City Services Division responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land. The Place Management team within the TCCS, City Presentation branch are seeking expressions of interest for filling vacancies for the role of Contracts and Support Officer (TO3).

The primary responsibilities for this position are to:

Manage contracts and service providers, conduct asset condition, maintenance and contract audits.

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

Review, respond to, and assess public land-use permits for events, nature strips, plans and construction activities within specified time frames.

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

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

This position may involve direct supervision of staff.

Eligibility/Other Requirements: Demonstrated technical knowledge and experience in the management of urban open space and associated built asset management.

Demonstrated knowledge and experience relating to contract management within ACT procurement guidelines and experience in the delivery of small scale urban open space projects.

Demonstrated ability to review and provide technical advice on development applications and landscape plans
High level communication (oral and written), liaison, negotiation and conflict resolution skills and the ability to work as a member of a team. Ability to utilise mobile devices effectively.

A commitment to the provision of high-quality customer service principles, practices and attributes.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practises.

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

How to Apply: Applications from potential candidates and should include:

A supporting statement outlining experience and/or ability and addressing the requirements for each of the six points listed in the eligibility requirements.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey VanAalst (02) 6205 8257 Jeffrey.VanAalst@act.gov.au

City Services

Roads ACT

Traffic Management and Safety/ Traffic Signals Unit

Assistant Director Traffic Signals

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 23583)

Gazetted: 20 July 2021

Closing Date: 6 August 2021

Details: Do you like a challenge and the chance to work in a dynamic high performing team supporting a safe, efficient and vibrant city?

The Traffic Signals Unit is responsible for the operation of approximately 370 traffic signals plus a multitude of Intelligent Traffic Systems (ITS) assets which are used in both regular traffic management and responses to incidents which occur on the Territory's road network. The Unit also manages all asset maintenance activities, the planning, development and rollout of ITS assets which further enhance the ability to manage the road network, and the provision of advice to internal and external development projects regarding the provision or reconstruction of traffic signals.

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

Eligibility/Other Requirements:

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

hold a relevant building degree; or

have a significant level of building or infrastructure knowledge and/or project management experience.

hold a relevant professional qualification in Transport Systems or significant experience in the operation or maintenance of traffic signals (highly desirable).

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

How to Apply: Please provide a brief statement within a cover letter advising how the candidate believes they are suited to the role. A two-page written response that provides evidence of your suitability to the role, including addressing the Selection Criteria, 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: Chris Bunnik (02) 6207 5223 Chris.Bunnik@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Program Management Office

Director, Program Management Office

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44126)

Gazetted: 16 July 2021

Closing Date: 4 August 2021

Details: The Transport Canberra and City Services (TCCS) Program Management Office (PMO) promotes a project management culture, leads organisational change in project management and embeds quality, organisational processes, delivers compliance against the directorate's Project Management Framework to ultimately improve TCCS's overall project management capability and performance. We are seeking applications from highly motivated and goal orientated people to fill the role of Director, PMO which sits within the Governance and Ministerial Services branch. As Director, PMO, you will lead the PMO and implement a change management process to embed a new TCCS Project Management Framework. Your role will be to engage with project management staff across the directorate and ensure the Project Management Framework is fit for purpose, manage necessary amendments and achieve a high level of compliance. Emphasis will be on change management through early engagement with TCCS stakeholders to ensure detailed design and project planning is accomplished with clear objectives, expected benefits, effective governance, and detailed schedules for deliverables. As a leader within TCCS, this role requires a person who can engage, inspire, energise, and positively influence directorate-wide and individual team outcomes.

Ideally, you will demonstrate your ability to:

Embed the TCCS Project Management Framework through a comprehensive change management program using the ADKAR model.

Develop the Directorate's leadership and expertise on project management activities by actively supporting program/project design, governance models, structures and scheduling, monitoring measurement, communications and change management activities.

Provide continuous learning to promote and build project management as a core capability within TCCS.

Evaluate tools to ensure Project Managers have all the tools and guidance to successfully execute on programs and projects.

Develop and oversee a Project Management Community of Practice.

Develop and manage a gateway review program.

Identify where corrective actions need to be undertaken by program, portfolio and project offices and implement strategies to manage change.

Facilitate effective governance and accountability in project management activities, communicating roles and responsibilities and support transparency of compliance and project progress, including reporting to the TCCS Executive Board.

Establish and track a benefits management register.

Future requirement many include leading and motivating a small team with a commitment to continuous learning and improvement.

Eligibility/Other Requirements:

Qualifications or experience in Change Management, Behavioural Sciences or Communication will be highly desirable.

Qualifications or experience in Project/Program/Portfolio management will be highly desirable.

Notes: This is a temporary position starting immediately for a 12 month period. Selection may be based on written application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Haraldson (02) 6205 5187 Greg.Haraldson@act.gov.au

City Services

Development Coordination Branch

Development Planning, Transport Assessment and Modelling Team

Director Transport Assessment and Modelling

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 33899)

Gazetted: 15 July 2021

Closing Date: 29 July 2021

Details: The Development Coordination Branch has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS schools program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning. The Director has responsibility for coordinating transport solutions to optimise the current and future use of the transport network for people and freight; by integrating with future infrastructure planning, delivery and land development priorities in the medium and long terms; by formulating integrated transport assessment and parking advice and multi modal transport solutions; and by guiding the implementation of best practice and modelling approaches for major corridors/ precincts/ land development proposals. The position also regularly participates in national forums such as Austroads Network Taskforce activities and works closely with the other Directorates to build a coordinated approach to raising the profile of development coordination, modelling and network optimisation in the ACT. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

Tertiary qualifications in civil engineering/traffic engineering and/or related disciplines.

Accreditation as a Professional Engineer (RPEng, CPEng, RPEQ or equivalent) is 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. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement of two - three pages outlining experience and/or ability and addressing the requirements outlined in the attached position description 'What you require'.

Contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Wyatt (02) 6205 4200 tim.wyatt@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

Senior Information Technology Officer Grade C \$111,887 - \$120,436

Rajesh Kendoth, Section 68(1), 19 July 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Lauren Resnik, Section 68(1), 19 July 2021

Canberra Health Services

Health Professional Level 2 \$68,809 - \$94,461

Emilie Clarke, Section 68(1), 18 July 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Lauren Fisher, Section 68(1), 22 July 2021

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

Shibu Joseph, Section 68(1), 19 July 2021

Health Professional Level 2 \$68,809 - \$94,461

Arushi Sharma, Section 68(1), 22 July 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Hayley Wallace, Section 68(1), 24 July 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Lauren Willcox, Section 68(1), 22 July 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$82,506 - \$87,331

Danyal Butt, Section 68(1), 22 July 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Glen Eves, Section 68(1), 19 July 2021

Community Services

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

Katrina Bartlett, Section 68(1), 14 July 2021

Youth Worker 1 \$66,867 - \$71,963

Lara Burdett, Section 68(1), 22 July 2021

Youth Worker 1 \$66,867 - \$71,963

Craig Newson, Section 68(1), 22 July 2021

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

Adrijana Pavic, Section 68(1), 14 July 2021

Youth Worker 1 \$66,867 - \$71,963

Sheldon Satherley, Section 68(1), 22 July 2021

Youth Worker 1 \$66,867 - \$71,963

Ryan Wiseman, Section 68(1), 22 July 2021

Youth Worker 1 \$66,867 - \$71,963

Gregory Wolfgramm, Section 68(1), 22 July 2021

Director of Public Prosecutions

Paralegal Grade 2 \$68,540 - \$74,237

Julia Quinn, Section 68(1), 19 July 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$82,506 - \$87,331

Claire Adams, Section 68(1), 19 July 2021

Justice and Community Safety

Correctional Officer Class 1 \$67,595 - \$80,606

Craig Whittle, Section 68(1), 28 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Gene Wills, Section 68(1), 28 June 2021

Transport Canberra and City Services

Administrative Services Officer Class 6 \$88,899 - \$101,743

David Caldwell, Section 68(1), 19 July 2021

Infrastructure Officer 3 \$112,145 - \$123,104

Ahmed Elsergany, Section 68(1), 16 July 2021

EGSO4.2 - Workshop Staff \$71,702

Gyuhwan Yoon, Section 68(1), 19 July 2021

TRANSFERS

ACT Health

Richard Verkuylen

From: Administrative Services Officer Class 6 \$88,899

Justice and Community Safety

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 32722) (Gazetted 5 May 2021)

Canberra Health Services

Fiona Kimber

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 25549) (Gazetted 26 November 2020)

Chief Minister, Treasury and Economic Development

Stephen Parrott

From: Administrative Services Officer Class 6 101,743

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 01404) (Gazetted 4 June 2021)

Director of Public Prosecutions

Tahlia Drumgold

From: Prosecutor Associate 76511
Justice and Community Safety
To: Prosecutor Associate \$74,237 - \$76,511
Director of Public Prosecutions, Canberra (PN. 47755) (Gazetted 9 February 2021)

Education

Linda Kwong

From: School Assistant 2 \$50,184
Education
To: School Assistant 2 \$50,184 - \$55,413
Education, Canberra (PN. 26741) (Gazetted 22 July 2021)

Justice and Community Safety

Natalie Mozier

From: Child and Youth Protection Professional Level 3 \$105,032 - \$110,381 (up to \$115,587 on achieving a personal upgrade).
Community Services
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Justice and Community Safety, Canberra (PN. 46883) (Gazetted 4 June 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Future Capability and Governance

Digital Health Record

Baldev Mandhan

From: Senior Information Technology Officer Grade B \$131,773 - \$148,344
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade B \$131,773 - \$148,344
ACT Health, Canberra (PN. 50200) (Gazetted 30 April 2021)

Canberra Health Services

Clinical Services

Breanna Abbey

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. 51604) (Gazetted 16 February 2021)

Rosalie Brand

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. 22220) (Gazetted 16 February 2021)

Jennifer Broome

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Canberra Health Services
To: †Senior Officer Grade B \$131,773 - \$148,344
Canberra Health Services, Canberra (PN. 46872) (Gazetted 22 June 2021)

Canberra Health Services

Peta Richards

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. 51603) (Gazetted 16 February 2021)

Chief Minister, Treasury and Economic Development

Workplace Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Sharna Groot

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
Chief Minister, Treasury and Economic Development, Canberra (PN. 52380) (Gazetted 1 July 2021)

Workplace Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Emma Matthews

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. 51695) (Gazetted 10 May 2021)

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Alexandra Moleva

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development, Canberra (PN. 43467) (Gazetted 10 May 2021)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Dennis Roxas

From: Information Technology Officer Class 1 \$71,963 - \$81,917
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 45799) (Gazetted 8 June 2021)

Community Services

Housing ACT

Policy and Business Transformation

Sanzida Akhter

From: Senior Officer Grade B \$131,773 - \$148,344

Transport Canberra and City Services

To: †Senior Officer Grade A \$153,041

Community Services, Canberra (PN. 51692) (Gazetted 12 May 2021)

Children, Youth and Families

Child and Family Centres

Child and Family Centres

Lee Diep

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services

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

Community Services, Canberra (PN. 11753) (Gazetted 12 April 2021)

Children, Youth and Families

Child and Youth Protection Services

Therapeutic Assessment Team

Rocio Molina Pico

From: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$118,626 - \$127,282

Community Services, Canberra (PN. 35156) (Gazetted 9 June 2021)

Director of Public Prosecutions

Legal

Bwalya Chifuntwe

From: Prosecutor Associate \$74,237 - \$76,511

Director of Public Prosecutions

To: †Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Director of Public Prosecutions, Canberra (PN. 27958) (Gazetted 9 February 2021)

Legal

Kiara Sheridan

From: Prosecutor Associate \$74,237 - \$76,511

Director of Public Prosecutions

To: †Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Director of Public Prosecutions, Canberra (PN. 43754) (Gazetted 9 February 2021)

Legal

Elizabeth Wren

From: Prosecutor Grade 3 \$131,514 - \$145,427

Justice and Community Safety

To: †Prosecutor Grade 4 \$151,394 - \$162,309

Director of Public Prosecutions, Canberra (PN. 17833) (Gazetted 5 February 2021)

Education

Executive Support Officer

System Policy and Reform

Strategic Policy

Rachel Burton

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Education

To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Education, Canberra (PN. 37070) (Gazetted 3 June 2021)

School Performance and Improvement

Belconnen Network

Evatt Primary School

Oliver Cashman

From: School Assistant 2/3 \$50,184 - \$61,194
Education

To: School Assistant 3 \$56,858 - \$61,194
Education, Canberra (PN. 39934) (Gazetted 10 June 2021)

Service Design and Delivery

Universal School Supports

Alexandra Dance

From: Senior Officer Grade B \$131,773 - \$148,344
Education

To: †Senior Officer Grade A \$153,041
Education, Canberra (PN. 39498) (Gazetted 27 January 2021)

Service Design and Delivery

Learning Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Amy Dowdall

From: Classroom Teacher \$73,246 - \$109,641
Education

To: †Senior Officer Grade C \$111,887 - \$120,436
Education, Canberra (PN. 46540) (Gazetted 7 June 2021)

School Performance and Improvement

Tuggeranong Network

Erindale College

Elizabeth Langi

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

To: †Health Professional Level 4 \$111,887 - \$120,436
Education, Canberra (PN. 49111) (Gazetted 8 September 2020)

School Performance and Improvement

South and Weston Network

Yarralumla Primary School

Stacey Meyer

From: Classroom Teacher \$73,246 - \$109,641
Education

To: †School Leader C \$126,542
Education, Canberra (PN. 02252) (Gazetted 24 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

Tuggeranong Network

Caroline Chisholm School

Nicole Smith

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 46632) (Gazetted 27 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.

Environment, Planning and Sustainable Development

Suburban Land Agency

Finance Valuations and Digital Solutions

Digital Solutions

Alexis Holden

From: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Environment, Planning and Sustainable Development, Canberra (PN. 49760) (Gazetted 10 June 2021)

Environment, Heritage and Water

Fire, Forests and Roads

Peter Langdon

From: Senior Professional Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$131,773 - \$148,344

Environment, Planning and Sustainable Development, Canberra (PN. 37053) (Gazetted 18 May 2021)

City Renewal Authority

Communications and Engagement

Engagement

Douglas Millen

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. 52137) (Gazetted 7 June 2021)

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Thomas Mungoven

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$74,237 - \$80,381

Environment, Planning and Sustainable Development, Canberra (PN. 35895) (Gazetted 14 April 2021)

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Scott Ryan

From: Park Ranger 1 \$66,867 - \$71,963

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$74,237 - \$80,381

Environment, Planning and Sustainable Development, Canberra (PN. 14602) (Gazetted 14 April 2021)

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Samuel Wellings Booth

From: Park Ranger 1 \$66,867 - \$71,963

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$74,237 - \$80,381

Environment, Planning and Sustainable Development, Canberra (PN. 35895, several) (Gazetted 14 April 2021)

Justice and Community Safety

Emergency Services

Marina De Looper

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48652) (Gazetted 1 January 2000)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services

Katharine Perry

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 26293) (Gazetted 1 January 2000)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Corporate

Rebecca Wright

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 40756) (Gazetted 16 June 2021)

Suburban Land Agency

Governance and Corporate Services

Cherie Brooks

From: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Suburban Land Agency, Canberra (PN. 40201) (Gazetted 14 May 2021)

Worksafe ACT

Compliance and Enforcement

Psychosocial

Meaghan O'Connor

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Transport Canberra and City Services

To: †Regulatory Inspector 5 \$82,506 - \$87,331
Worksafe ACT, Canberra (PN. 52634) (Gazetted 22 April 2021)

CORRIGENDA

Canberra Health Services

Permanent appointment for Karli Axelby gazetted on 15/07/2021 with incorrect start date. The correct start date is 27/07/2021.