



ACT Government Gazette

Gazetted Notices for the week beginning 05 August 2021

VACANCIES

ACT Audit Office

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

Professional Services

Finance Officer

Senior Administrative Officer - Professional Services \$88,899 - \$101,743, Canberra (PN: 42823)

Gazetted: 05 August 2021

Closing Date: 19 August 2021

Details: The Finance Officer, Professional Services is a key position in the ACT Audit Office, providing the range of financial support necessary to ensure the efficient and effective operations of the ACT Audit Office.

The Finance Officer works under the general guidance and direction of the ACT Audit Office's Chief Financial Officer and supports the Chief Operating Officer at key times of the financial year. In this role you will be responsible for budgetary and financial management, taxation compliance and reporting, corporate reporting and assisting in the general administration of the ACT Audit Office. The role requires experience of budgeting and monitoring financial performance, accounting experience in preparation of accrual financial statements using Australian Accounting Standards, management reporting and the ability to manage competing priorities to meet deadlines. The role requires well-developed communication and interpersonal skill to work and liaise with colleagues and external clients, at all levels.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or progress towards obtaining such qualifications is highly desirable. Experience with financial management systems such as MYOB would also be an advantage. All Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain an Australian Government Security Vetting Agency clearance at 'Baseline' level while employed at the ACT Audit Office. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. For employees who are permanent residents and not citizens, the Office undertakes an internal security assessment to assess against this criterion.

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

How to Apply: Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two single sided A4 pages) addressing the Selection Criteria and listing two referees and their contact details.

Applications should be submitted via the *Apply Now* button below.

Contact Officer: Basu Banka (02) 6207 0987 basu.banka@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Technology Operations

Clinical and Administrative Systems Hub

Assistant Director

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46271, several)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience leading a team to support ICT systems or infrastructure in the health care setting? Do you want to lead a team of absolute rock stars responsible for supporting and maintaining ACT Health's broad swathe of systems that support the ACT public health system? The Digital Solutions Division within

ACT Health is looking to hire several suitably qualified and energetic individuals as Assistant Directors in the Technology Operations Branch. The Assistant Director will be responsible for the operational support of assigned system/s and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce, including the development and maintenance of relevant technical documentation.

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

Notes: There are several temporary positions available for a period of 12 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. When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kevin Landale (02) 5124 9045 kevin.landale@act.gov.au

Digital Solutions Division

Technology Operations

Clinical and Administrative Systems Hub

Systems Support Officer

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 52719, several)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience supporting ICT systems or infrastructure? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's broad swathe of systems that support the ACT public health system? The Digital Solutions Division within ACT Health is looking to hire several energetic individuals as Systems Support Officers in the Technology Operations Branch. The Systems Support Officer will provide operational support of assigned system/s and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce.

Eligibility/Other Requirements:

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

Notes: These are temporary positions available for 12 months with the possibility of extension and/or permanency. When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Divya Sahgal 02 5124 9737 Divya.Sahgal@act.gov.au

ACT Long Service Leave Authority

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

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

Operations Section

Client Services Team

Client Services Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17774)

Closing Date: 24 August 2021

Weeks to Close: 2

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Client Services Team is the central point of contact for the Authority, receiving inquiries from employers and workers' relating to new and existing registrations, quarterly return submission and payment, employee entitlement and employer reimbursement eligibility, legislative compliance matters and the notification of outstanding levies and/or late payment fees under the portable schemes' legislation. The team has the responsibility to ensure that employers and workers for each covered industry are registered with the Authority and employer's quarterly returns are processed correctly and the appropriate levies are paid in accordance with the legislative timeframes. The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au>

Eligibility/Other Requirements: Current driver's licence is not essential

Note: This is a temporary position available for up to 12 months possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Educational and professional qualification checks may be undertaken prior to employment.

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities and skills in relation to the Selection Criteria. Contact details of at least two referees and a current curriculum vitae are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thomas Tadic (02) 6247 3900 thomas.tadic@actleave.act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Speech Pathology

Speech Pathologist

Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (LP7336)

Gazette Date: 05 August 2021

Closing Date: 18 August 2021

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

Reference Number: 16373

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

Contact Officer: Rowena Day (02) 6201 6718 rowena.day@calvary-act.com.au

Calvary Public Hospital Bruce

Obstetrics and Gynaecology

Registrar

Registrar 1-4 \$109,929 - \$137,351, Canberra (LP6710)

Gazette Date: 11 August 2021

Closing Date: 25 August 2021

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

Reference Number: 16483

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

Contact Officer: Miffany Callan (02) 6201 6798 miffany.callan@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

Patient Accounts Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52602)

Gazetted: 09 August 2021

Closing Date: 23 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/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. This position will provide leadership to a variety of different areas including Visiting Medical Officers (VMO) claims, auditing and payment, Interstate Patient Travel Assistance Scheme (IPTAS), Private Practice Fund and Committees and administration and management of the Medical Education Expenses, and the calculation and payment of bonuses to staff specialists.

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 the position it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive with the ability to manage multiple tasks, prioritise competing deadlines and be accountable for delivering agreed business outcomes.

High level of data integrity skills

High level of skills in oral and written communication

Position Requirements/Qualifications:

Relevant is preferred: Experience in financial management in a public sector environment and application of complex public sector financial requirements. Experience in using Hospital billing systems and Microsoft Office suite applications, in particular Excel and the use of spreadsheets.

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.

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

Contact Officer: Clare Crawford (02) 5124 9016 clare.Crawford@act.gov.au

Office of CEO

Operational Support Services

Administration

Screening Support Officer - COVID-19 Response Team

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: CV0002)

Gazetted: 05 August 2021

Closing Date: 5 August 2022

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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/> Canberra Health Services has introduced access restrictions to its facilities in response to the COVID-19 public health emergency. These restrictions have reduced public access points at Canberra Hospital, University of Canberra Hospital and at several Community Health Centres. Restrictions have also been placed on staff and contractors requiring them to be screened, along with visitors and outpatients, prior to entering any health centre. The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and screening support. As part of the team you will actively contribute to the achievement of keeping our healthcare facilities safe. Canberra Health Services has introduced access restrictions to its facilities in response to the COVID-19 public health emergency. These restrictions have reduced public access points at Canberra Hospital, University of Canberra Hospital and at Community Health Centres. Restrictions have also been placed on staff and contractors requiring them to be screened, along with visitors and outpatients, prior to entering any health centre. Placed at entry points across facilities, you will be a Screening Support Officer. In relation to staff, contractors, outpatients and visitors, your role will be to:

Ask basic screening questions.

Remind visitors of the 'per patient, per day' visitor restriction.

Remind everyone to practice proper hand hygiene.

Provide advice on social distancing.

You will work closely with CHS Security Officers (both directly employed and contracted officers) to ensure we keep our staff, patients and visitors safe from COVID-19. If a person refuses to adhere to access restrictions, the Security Officer will be responsible for dealing with any refusals and you are not required or expected to intervene.

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Position Requirements/Qualifications:

The successful applicant should (desirable):

Possess strong interpersonal skills and ability to communicate with people at all levels.

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 position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Muhammad Haque (02) 5124 5145 muhammad.haque@act.gov.au

Business Support Services

Mental Health Justice Health Alcohol and Drug Services

Business Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 28848)

Gazetted: 05 August 2021

Closing Date: 23 August 2021

Details: **Our Vision:** creating exceptional health care together

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

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POSITION OVERVIEW

An exciting opportunity exists for a highly driven and motivated individual to fill the position of Business Manager to the Executive Director of Mental Health, Justice Health and Alcohol and Drug Services. This position is a temporary six month vacancy, with possibility of extension and/or permanency. The Business Manager will be

expected to provide strategic support to the Executive Director, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Business Manager will be a part of a strong leadership team, implementing a new structure to support stronger integration of care across the Mental Health, Alcohol and Drug and Justice Health services in the ACT. 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. The Business Manager is required to provide strategic support to the Executive Director of MHJHADS, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Business Manager is responsible for coordinating, driving and delivering a high standard of work, as well as leading a small, dedicated team in the provision of executive support and government business coordination. The position will also work closely with other Business Manager's and Clinical Executives across CHS to effectively drive change.

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Behavioural Capabilities

- A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.
- High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.
- Strong organisational skills with a high degree of initiative and drive.
- Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

Position Requirements/Qualifications:

- Relevant qualifications in public sector management and/or relevant public sector experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

Notes: this is a temporary position available for six months with the possibility of extension and/or permanency. Contact Officer: Katrina Rea (02) 5124 1577 Katrina.M.Rea@act.gov.au

Capital Project Delivery

Infrastructure and Health Support Services (IHSS)

Project Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 31029)

Gazetted: 05 August 2021

Closing Date: 19 August 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/>

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation. The Project Support Officer role will report to the Senior Director, Capital Project Delivery and undertake key administration activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with a number of internal and external stakeholders. The Project Support Officer will be responsible for providing high level administrative support, including secretariat support to project governance committees that oversight major CHS projects. This will include managing a project information portal, and timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees. The position is offered for a period of 2 years with the possibility of extension or permanency.

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Behavioural Capabilities

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

- Prioritise workload appropriately and establish realistic timeframes for the completion of work
- Identify when service improvements are needed and develop effective ways in which appropriate improvements can be achieved.
- Develop shared knowledge that contributes to effective coordination, improved team performance and enhanced service outcome.

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 2 years with the possibility of extension and/or permanency.

Contact Officer: Dave Gilbert 0466 845 732. dave.gilbert@act.gov.au

Revenue and Financial Services

Assistant Director Revenue and Financial Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52552)

Gazetted: 06 August 2021

Closing Date: 20 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/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support. Patient Accounts is responsible for the billing and debt recovery of patient, Medicare and Health Fund invoices raised for Canberra Health Services. This includes, but is not limited to, accommodation, medical imaging services and admitted/non-admitted services. Our dedicated teams provide support to patients, internal and external stakeholders, as well as clinical and administrative staff members ensuring timely and accurate information is available to assist with both the patient experience and enhancing CHS revenue. The office also provides administrative support, training and advice to the Canberra Health Services divisions on billing processes and guidelines in a public health facility. We provide billing data reports to the divisions, these include missed revenue reports and billing process insights.

Duties:

Under limited direction of the Director, you will:

Manage human resources to achieve a high-quality service and a positive team environment. This includes coordination of staff recruitment, development, training and performance management agreements.

Manage, monitor and report on activities and financial outcomes for the Billing and Debt Recovery, Revenue Data and NDIS teams. Research and analyse data to present on all aspects of billing and debt.

Undertake strategic policy writing and maintenance for the area and support the policy development for other areas within the branch when required.

Develop and foster effective working relationships with internal and external stakeholders to achieve effective outcomes.

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

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

Strong leadership skills.

Strong organisational skills with a high degree of drive.

High level of data integrity skills.

High level of skills in oral and written communication.

Position Requirements/Qualifications:

Relevant is preferred:

Understanding of the Medicare Benefits Schedule (MBS) and the National Health Care Agreement (NHCA) and Private Health Insurance and how they relate to public hospitals.

Experience in using Microsoft Office suite applications, in particular Excel and the use of spreadsheets

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:

Undergo a pre-employment National Police Check.

Contact Officer: Clare Crawford 5124 9016 Clare.Crawford@act.gov.au

Rehabilitation Community and Aged Services

11A

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 21865)

Gazetted: 09 August 2021

Closing Date: 23 August 2021

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POSITION OVERVIEW

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah,

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:

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

Desirable Certificate IV in Training and Assessment.

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.

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for six months. The successful candidates may be selected based on application and referee report only.

Contact Officer: Chris Mead (02) 5124 3035 Chris.Mead@act.gov.au

Infrastructure and Health Support Services (IHSS)

Health Infrastructure Program

Project Director

Infrastructure Officer 5 \$158,994, Canberra (PN: 45392)

Gazetted: 09 August 2021

Closing Date: 25 August 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/> The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation. The Project Director role will report to the Senior Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra. The Project Director will be responsible for management oversight of a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to ensure agreed project outcomes are delivered. The position is offered for a period of 2 years with the possibility of extension or permanency.

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: flexible, adaptable and comfortable with a changing working environment.

strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant professional qualifications 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.

Desirable

General Construction Induction Card (White Card) for working on a construction site.

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 2 years with the possibility of extension and/or permanency.

Contact Officer: Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

Adult Acute Mental Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Administrative Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 40525)

Gazetted: 09 August 2021

Closing Date: 16 August 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/>

The administrative position is based in Adult Community Mental Health Services (ACMHS). The ACMHS delivers services primarily in the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) and on campus at The Canberra Hospital. The successful candidate will be based in one of these locations for the majority of the time, though on occasions may be asked to provide administrative support to other areas within ACMHS if the need arises, such as providing backfill when other administrative staff are on planned annual leave. The ACMHS program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

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

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

The role involves participating in a team to produce quality outcomes for the Canberra community. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

The position reports to a Team Leader who is based on site. Most teams consist of a multidisciplinary team that work together in the delivery of services (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

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

ABOUT YOU

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

Behavioural Capabilities

Good customer services skill to provide helpful and professional customer service to people who attend the reception desk

Administration skills to be able to provide quality work outputs and organisation of workload

Flexibility to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

A minimum of two years' experience working professionally in an administrative role 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.

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

Possess current passenger vehicles licence.

Undergo a pre-employment National Police Check.

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

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 29880)

Gazetted: 09 August 2021

Closing Date: 23 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/> 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 clients and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Relevant Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in Custodial Health or Primary Health.

And a minimum of 3 years' experience working professionally in Custodial health or primary health senior roles 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:

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of four months with the possibility of extension /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: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

Cancer and Ambulatory Services

Supportive Care

Manager, Supportive Care

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 37579)

Gazetted: 09 August 2021

Closing Date: 23 August 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/>. The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the support functions for organisational ambulatory care including the Central Intake team, central outpatients and transcription. Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care. The Supportive Care Manager is responsible for providing an effective, efficient and contemporary leadership to the Supportive Care Team and ensuring the provision of a support service to people and their families undergoing cancer treatment and in their transition to survivorship. The team comprises highly skilled nurses, social workers and psychologists providing services to people in the hospital, as outpatients and in the community.

ABOUT YOU

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Behavioural Capabilities

- Effective written and verbal communication skills
- An understanding of the benefits and challenges of managing an interdisciplinary team
- Strong customer service focus
- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet organisational objectives in a dynamic environment.

Position Requirements/Qualifications:

- Relevant post graduate qualifications and a minimum of 5 years_ experience working professionally in Social Work or Psychology is preferred.
- Post graduate qualification in leadership and demonstrated experience in successfully leading a team.
- Eligible for registration and or membership of the professional body pertaining to the discipline.
- The successful applicant will need to be available for occasional after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

- Undergo a pre-employment National Police Check.

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

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

Infrastructure and Health Support Services

Facilities Management

Facilities Operations Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 49347)

Gazetted: 05 August 2021

Closing Date: 23 August 2021

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POSITION OVERVIEW

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Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT. The Facilities Operations Manager will report to the Maintenance Manager and will be responsible for managing planned and reactive maintenance activities across the Canberra Hospital. The Facilities Operations Manager is also responsible for managing internal FM trade staff and contractors within a selected area ensuring a healthy, safe and productive workplace. The Facilities Operations Manager will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

ABOUT YOU

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Behavioural Capabilities

Extensive knowledge and significant proven experience managing building maintenance or projects in relation to building services and infrastructure.

High-level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality of service delivery from Facilities Management.

An organised approach to work, managing competing

Position Requirements/Qualifications:

Mandatory:

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.

Highly Desirable:

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

Hold a current drivers' licence.

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

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

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

Undergo a pre-employment medical examination

Undergo a pre-employment National Police Check.

Contact Officer: Scott Harding 0411 251 710 Scott.Harding@act.gov.au

CHS Chief Executive Officer

Strategy, Policy and Planning

Strategic Communication and Engagement

Content Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36840)

Gazetted: 09 August 2021

Closing Date: 26 August 2021

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POSITION OVERVIEW

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STRATEGIC COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard 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 value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

Bring an audience-first lens to your work, informed by research, insight and evaluation.

Work with stakeholders in partnership with a strong client service ethic.

Enjoy working in a fast-paced environment, be flexible and open to change.

Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

ABOUT YOU

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Behavioural Capabilities

Displays a collaborative working style.

Adapts to accommodate change and provides responsive services to meet client and consumer needs.

Position Requirements/Qualifications:

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

The successful applicant will need to work flexibly with some after-hours work hours required, 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: This is a temporary position available for a period of 11 months with the possibility of extension.

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

Contact Officer: Michelle Wells (02) 5124 9531 michelle.wells@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.

People and Culture

Workforce Capability

Learning Management System Administrator - Office Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 19208)

Gazetted: 11 August 2021

Closing Date: 20 August 2021

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

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The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda. Overview of the work area and position: Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (LD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Senior Director of WC. The purpose of this role is to manage the CHS Learning Management System (Capabiliti), content, training, reporting and administrative processes. The role is integral in the transition from Capabiliti to a new LMS – HRIMS and will assist in the delivery and training of this system. This position is also the office manager for WC which will include managing training equipment, booking rooms and will assist in the management of the WC financial processes including rostering, invoices, journals and payments. You will work as part of an inter-professional education team providing leadership and support to the small WC administration team including managing components of the LMS.

As a member of Workforce Capability team and working with limited supervision:

Manage the CHS, Learning Management System (LMS) - Capabiliti, content, training, reporting and administrative processes.

Participate on the LMS team in WC who are developing and testing a new system to cater to CHS requirements.

While participating in the rollout and education of this LMS.

Perform as the office manager for WC including managing equipment, monitoring and replacement.

Prepare correspondence, prepare agendas, and write minutes.

Undertake a variety of administration duties including assisting in the management of financial processes including invoices, journals and payments.

Assist in the management of staff lists, recruitment, rosters and leave in WC.

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

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

Strong customer service skills.

Strong organisational skills with a high degree of drive to complete tasks within set timeframes.

Adaptability, flexibility, and willingness to learn new things to accommodate change and provide responsive services to meet clients' needs.

Ability to work within a team environment and independently with minimal supervision, encouraging an open and inclusive team culture.

Position Requirements/Qualifications:

Office Management and training experience within a Health context is preferred.

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

Training experience and a sound understanding of Learning Management System administration and the development of training data reports

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 11-month temporary vacancy with the possibility of extension or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Karen O'Brien 0468 599 406 Karen.obrien@act.gov.au

Cardiorespiratory Physiotherapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 52418, several)

Gazetted: 09 August 2021

Closing Date: 23 August 2021

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POSITION OVERVIEW

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The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. 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.

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of cardiorespiratory patients across the care continuum. The cardiorespiratory physiotherapy team provides inpatient care across acute medical and surgical wards, as well as oncology, trauma and intensive care units. Our physiotherapists are also involved in specialist multidisciplinary outpatient clinics for patients with cystic fibrosis and bronchiectasis, and provide outpatient rehabilitation programs including pulmonary, cardiac and heart function rehabilitation. 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, supervision support, competency-based assessments and informal and formal 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:

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

Tertiary qualifications or equivalent in Physiotherapy

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

Current driver's licence.

Other:

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

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, and

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

There are several temporary vacancies available for a period of six months until early February 2022 with the possibility of extension. An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Senior Neurophysiology Scientist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 09 August 2021

Closing Date: 26 August 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person-centred care. It provides acute, subacute, 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 Neurology department is a busy environment which services inpatients and outpatients for numerous neurophysiology procedures. An exciting opportunity exists for an experienced clinical neurophysiologist to become a part the allied health team. This position requires a subject matter expertise and the ability to work autonomously to provide complex and critical neurophysiology service delivery. The role includes supporting the

management of the neurophysiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group. Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; *Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence*. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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Behavioural Capabilities

Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Position Requirements/Qualifications:

Mandatory:

Bachelor of Science/Applied Science, or equivalent

Minimum of two years post-qualification experience in Clinical Neurophysiology Testing

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

Be eligible for Accredited membership with Association of Neurophysiological Technologists of Australia Inc. (ANTA)

Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).

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 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 National Police check.

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

Contact Officer: Angela Borbelj (02) 5124 4577 angela.borbelj@act.gov.au

Clinical Services

Medicine

Emergency Department

Operations Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10680)

Gazetted: 10 August 2021

Closing Date: 24 August 2021

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POSITION OVERVIEW

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The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The position provides leadership for, and financial/human resource management of the administrative staff within the Emergency Department to support and enhance the business and clinical services. In addition to this, under the direction of the Business Manager, coordinate and prepare Key Performance Indicator's (KPI's), government business including briefings and correspondence, assembly material, divisional business projects, risk and policy registers.

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 11 months with the possibility of extension.

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

Contact Officer: Cathie Smith (02) 5124 3659 cathie.smith@act.gov.au

CHS Chief Executive Officer

Strategy and Governance

Policy, Planning and Government Relations

Directorate Liaison Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48754)

Gazetted: 10 August 2021

Closing Date: 24 August 2021

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Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Directorate Liaison Officer (DLO) is the key conduit between Canberra Health Services and the Offices of the Minister for Health, Minister for Mental Health and Minister for Justice Health. This position works under limited supervision of the Senior Director, Policy, Planning and Government Relations, and does not involve direct supervision of staff.

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

Highly motivated with the capacity to work under pressure with limited direction.

Willingness to identify, assess and introduce continuous improvement initiatives.

A customer-orientated approach to dealing with ACT Government, ministerial and Legislative Assembly staff.

Position Requirements/Qualifications:

Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the *Public Sector Management Act 1994*, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021.

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 12 months.

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

Contact Officer: Katherine Macpherson (02) 5124 9590 katherine.macpherson@act.gov.au

Finance and Business Intelligence

Patient Accounts

Revenue Data

Team Leader Revenue Data

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50299)

Gazetted: 10 August 2021

Closing Date: 24 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/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support. The Patient Accounts Revenue Data Team is responsible for accurate and timely revenue collection and related reporting. The Team Leader reports to the Assistant Director and is responsible for managing a small team.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level of data integrity skills

High level of skills in oral and written communication

Position Requirements/Qualifications:

Relevant is preferred: Experience with hospital patient information systems, admission and billing systems and a sound understanding of billing in a public health setting would be an advantage. 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.

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

Contact Officer: Clare Crawford (02) 5124 9016 clare.crawford@act.gov.au

Allied Health Social Work

Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29123)

Gazetted: 11 August 2021

Closing Date: 25 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

Rehabilitation, Aged and Community Services (RACS) Social Work Department has multiple positions vacant- a permanent full-time position and a contract position with the possibility of extension and permanency. 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 Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

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

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.

Position Requirements/Qualifications:

Relevant Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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:

Reference checks

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.

Comply with CHS credentialing

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 position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. An order of merit may be established from this vacancy to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Natasha Synnott (02) 5124 0075 natasha.synnott@act.gov.au

Immunoassay

ACT Pathology

Laboratory Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 30571)

Gazetted: 11 August 2021

Closing Date: 27 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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region. Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and

Special Proteins. Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of methodologies including indirect immunofluorescence, ELISA, particle agglutination, Chemiluminescent immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, BioMerieux Vidas, Qiagen DS2, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, Euroimmun EuroBlotOne, AbacuDx DSRie and Image Navigator System. The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic testings for both in-patient and out-patient of The Canberra Hospital and Calvary Hospital. Under supervision, the successful applicant will be required to operate and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for all areas in Immunoassay Laboratory at The Canberra Hospital.

ABOUT YOU

Personal Attributes:

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

- Adaptability and flexibility to accommodate and change.
- Evaluation skills for reviewing quality control and assessing new techniques.
- Good written and oral communication skills.
- Ability to work as part of a team.

Qualifications and experience:

Mandatory:

- A Science Degree or equivalent relevant qualification
- A minimum of 1 years' experience in a Diagnostic Laboratory.

Desirable:

- A relevant Postgraduate or professional qualification would be an advantage

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.

NOTES

This is a part-time position available at 20 hours per week with possibility to increase hours temporarily in the near future. The full-time salary noted above will be paid pro-rata. This position will be required to work nominal hours Monday to Friday. There will also be a requirement to participate in the out of hours roster and overtime as required.

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

Contact Officer: Candice Li (02) 5124 2846 candice.li@act.gov.au

Clinical Services

Medicine

Medical

Administration Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 12120)

Gazetted: 11 August 2021

Closing Date: 27 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 Business Manager, this role will be responsible for leading a team consisting of approximately 20 administration officers across several specialties in the delivery of all frontline operational functions. This role will ensure that Key Performance Indicators are met by all services and Standard Operating Procedures adhered to. The frontline administration roles are responsible for registration of referrals, booking patient appointments, managing waiting lists as well as tracking billing and revenue. There are also several team members who provide Office Manager/PA support to the Clinical Directors. The Administration Manager will provide day to day

supervision to staff, human resources support including recruitment as well as the ability to extract and report on data relating to Ambulatory Services. Administration staff are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

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

Ability to lead by example, support others and demonstrate integrity

Ability to lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Occupational Medicine assessment, screening and vaccination processes.

Undergo a pre-employment National Police Check.

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

Contact Officer: Kelli Rixon (02) 6174 7096 Kelli.rixon@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Director of Allied Health Services

Health Professional Level 6 \$153,041, Canberra (PN: 36846)

Gazetted: 11 August 2021

Closing Date: 27 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

An exciting opportunity exists for a talented, experienced Allied Health leader to become part of a strong leadership team, implementing a new structure to support stronger integration of care across the Mental Health, Alcohol and Drug and Justice Health services in the ACT. This role has recently been reconfigured to incorporate a mix of operational and professional responsibilities. Reporting to the Executive Director of the division, the role is a key member of the senior leadership team. The role would suit a passionate allied health professional with a strong collaborative leadership style who works best within a multidisciplinary team environment. The Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a clinical division of Canberra Health Services. The Division provides a range of health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are provided across a range of inpatient and outpatient settings across the ACT. The Director of Allied Health works collaboratively with the divisional leadership team to ensure quality, seamless care to consumers. The Director of Allied Health role is operationally responsible for specialist allied health services including the Mental Health Day Program, Mental Health Therapies Program, Inpatient allied health services and neuropsychology services. They are also the professional lead for Allied Health staff across the division including those working in other parts of the service. In addition the role manages a number of small engagement teams including the Aboriginal Liaison team, Consumer and Carer Consultants and Peer Workers.

ABOUT YOU

Behavioural Capabilities

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

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. 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:

Mandatory:

- Tertiary qualifications (or equivalent) in an Allied Health discipline are essential.
- This position may be required to participate in an on-call roster.

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's license.

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.

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

NOTES

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

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

Contact Officer: Katrina Rea (02) 5124 1577 Katrina.M.Rea@act.gov.au

Clinical Services

Surgery

Surgical Administration

Operations Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52390, several)

Gazetted: 11 August 2021

Closing Date: 19 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

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 outpatient surgical services to the community within 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, Intensive Care Unit, Capital Region Retrieval Service, ACT Trauma Service, specialist surgical ward areas, medical and nursing outpatient services, and the Trauma and Orthopaedic Research Unit. Reporting to the Director of Business Operations, the Business Manager/s will provide support to the surgical Unit Directors in the delivery of all operational functions within their relevant specialties. This includes overseeing administrative functions within the department, ensuring 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 project management, 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

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

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

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:

Undergo a pre-employment National Police Check.

Contact Officer: Lisa Gilmore (02) 5124 5315 lisa.gilmore@act.gov.au

Team Leader Billing and Debt Recovery

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 27345)

Gazetted: 09 August 2021

Closing Date: 23 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/>. Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level of data integrity skills

High level of skills in oral and written communication

Position Requirements/Qualifications:

Relevant is preferred:

Experience with hospital patient information systems, admission and billing systems and a sound understanding of billing in a public health setting would be an advantage

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.

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

Contact Officer: Clare Crawford (02) 51249016 clare.Crawford@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

Education and Training

CIT Technology and Design

Information, Communication and Technology

Information, Communication and Technology teacher

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 51941, several)

Gazetted: 11 August 2021

Closing Date: 6 September 2021

Details: An opportunity exists for multiple Teaching positions for the ICT department. The department provides Qualifications and Professional Learning opportunities across a range of streams for ICT. CIT ICT delivers training in a wide variety of programs including Network Administrator, Systems Administrator, Software Developer, Software Tester, Web Developer and Data Analyst. CIT ICT delivers training in Certificate III in Information, Digital Media and Technology, Certificate IV in Information Technology, Certificate IV in Information Technology Networking, Certificate IV in Programming, Diploma in Information Technology, Diploma of Software Development and Diploma of Information Technology Networking. Training is delivered part-time and full-time; students are provided with authentic learning environments where simulated practices are provided in class. The ICT department works collaboratively with industry and with other areas across the Cyber department, where teaching is common across both departments. The modes of learning and assessment is inclusive of face to face, blended and fully online, our goal is to support the learners in a way that's best suited for them to achieve the required outcomes.

Eligibility/Other Requirements

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit a current curriculum vitae, qualifications, referee reports and a minimum three-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: Steven McMahon (02) 6207 3818 steven.mcmahon@cit.edu.au

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

Industry Engagement and Strategic Relations

Industry Engagement and Strategic Relations

CIT Strategic Growth and Transformation

Project Officer, CIT Strategic Growth and Transformation

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 28759)

Gazetted: 10 August 2021

Closing Date: 24 August 2021

Details: Are you a customer focused team player who can grow and strengthen connections? Have you worked in project environments and assisted others to overcome challenges and see the opportunities to ensure the best

outcome for your customers? As the Project Officer, CIT Strategic Growth and Transformation at CIT you will report directly to the Director, Strategic Growth and Transformation and work closely with CIT Marketing, CIT Renewables and CIT departments and colleges more broadly. You will foster relationships, perform a range of project work and event management, oversee efficient and effective administration of the Strategic Growth and Transformation area to support the CIT Director, Strategic Growth and Transformation and CIT more broadly. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.'

Notes: This is a temporary position available from 6 September 2021 until 2 September 2022.

How to Apply: Interested applicants may provide a pitch of no more than two pages and a current curriculum vitae outlining relevant skills and experience, and the contribution they believe they can make to CIT's objectives within the CIT Strategic Compass.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa O'Connell (02) 6207 8779 Melissa.O'Connell@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

Access Canberra

Access Canberra Service Centre Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 18857)

Gazetted: 11 August 2021

Closing Date: 18 August 2021

Details: Access Canberra is looking for a skilled leader to act as an Access Canberra Service Centre Manager. We are looking for a 'people person' with great communication and relationship building skills who can liaise with customers and colleagues across Access Canberra and other parts of ACT Government. You will lead and motivate a busy and dedicated team who deliver information and services in a superior customer environment.

Access Canberra leaders are pretty special - they are creative problem solvers, they work together to achieve outcomes, they take care of their people, and they have a keen sense of serving their community. If you are interested in this role, we look forward to hearing from you. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. 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.

Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

Eligibility/Other Requirements: Successful applicants must be prepared to wear a uniform if supplied.

Notes: This is a temporary position available for a period of six months 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 provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael McMahon (02) 6207 3766 Michael.McMahon@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.

Corporate People and Capability

Employee Relations

Human Resources Advisor, Employee Relations

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 27965)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Human Resources Advisor, Employee Relations. As a Human Resources Advisor in the Employee Relations Team you will contribute to the delivery of strategic industrial and employee relations related services across CMTEDD by providing a quality client service, guidance and support to CMTEDD staff and managers. This role will involve building relationships and liaising with various stakeholders and representing CMTEDD in a range of industrial and employee relations forums. Well developed communication, liaison and negotiation skills are essential for this role as you will work to achieve successful outcomes across a range of workplace issues. You will also contribute to and lead work to identify workplace trends and undertake research, reporting and projects. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A Certificate IV qualification (or higher) or relevant experience in Human Resources is highly desirable.

This position does not require a pre-employment medical.

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

Note: This is a temporary position available immediately for six months with 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. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk, unless required as part of a reasonable adjustment.

How to Apply: Please provide:

A two-page pitch outlining your experience and/or abilities against the duties/responsibilities and Selection Criteria outlined in the Position Description; and

Your curriculum vitae with contact details for at least two referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Kaye (02) 6205 9762 janet.kaye@act.gov.au

Economic, Budget and Revenue

ACT Insurance Authority

Assistant General Manager

Senior Officer Grade A \$153,041, Canberra (PN: 12598)

Gazetted: 10 August 2021

Closing Date: 17 August 2021

Details: Do you have experience in delivering insurance, risk and claims management functions in private or public sector environments? Do you have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Assistant General Manager for a 3-month period with the possibility of extension and/or permanency. The successful candidate will provide strategic leadership and day-to-day management support to the broader ACTIA claims, risk and insurance teams, whilst also providing guidance and advice to stakeholders in relation to general insurance matters, risk management, and insurance. This is a rare opportunity to bring together skills, knowledge and experience in insurance, risk and claims management into one fast-paced, exciting and challenging role. Reporting directly to the General Manager and leading a team of exceptionally driven and passionate individuals, this role provides you the avenue to work collaboratively with all directorates and agencies across the ACT Government. We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. 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 immediately for three months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Osborne (02) 6205 2774 Peter.Osborne@act.gov.au

ACT Insurance Authority

Claims

Senior Claims Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 55753)

Gazetted: 09 August 2021

Closing Date: 23 August 2021

Details: The ACT Insurance Authority is a statutory body managing insurances for the territory. The small specialist and expert team manage claims across eleven classes of insurance that are made against the ACT Government. The work is often complex, always varied, interesting and can be high profile. The role requires a passion for detail and commitment from delivering the optimal outcome for all stakeholders while protecting the interests of the Territory. As the delegate for management of matters within your portfolio, you will be responsible for providing legal instruction and making appropriate recommendations for settlement of matters. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Professional / Technical Skills and Knowledge

Strong demonstrated knowledge and understanding of the principles applying to insurance claims, legal litigation and compensation; Highly developed communication (oral and written) and interpersonal skills, including the ability to establish and maintain effective working relationships with all internal and external stakeholders. Strong negotiation skills are essential; Demonstrated high level administrative, organisational and co-ordination skills and the ability to work (both independently and in a team environment) to achieve outcomes. The ability to balance competing priorities and meet deadlines is vital; Proficiency in the use of the Microsoft Office suite of products; Demonstrated ability to display "best practice" principles to manage your assigned workload in both electronic and manual file management environments, with a focus on accuracy and attention to detail; and Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Highly Desirable

Previous experience and qualifications in the insurance/legal industry or related discipline will be highly regarded. A sound knowledge and understanding of the *Civil Law (Wrongs) Act 2002* and the *ACT Workers Compensation Act 1951* will be highly regarded.

Notes: This is a temporary position available immediately up to 4 December 2021 with the possibility of extension and/or permanency.

How to Apply: Applicants should address each of the criteria listed to demonstrate their suitability for the role. Your submission should be accompanied by your curriculum vitae and not exceed two pages in length in Calibri 11 pt font. Margins to your pages should be default.

If you elect not to address the criteria, your application may not be progressed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harper (02) 6207 7150 mark.harper@act.gov.au

Economic Development

Visit Canberra

Visit Marketing

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 49123)

Gazetted: 09 August 2021

Closing Date: 26 August 2021

Details: As a Senior Campaign Marketing Officer at VisitCanberra, we encourage you to play a leading role in working with partners to develop and implement tactical campaigns to drive the growth of Canberra as a leisure destination. You will have endless opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside Campaign Managers, public relations, web and graphic design teams to execute multi-channel local, national and international campaigns and programs on time and within budget. Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time. You will attend local networking functions and events to represent VisitCanberra and establish relationships with industry, stakeholders and partners to develop a strong understanding of Canberra's tourism and events industry needs and how we can work together. Sharing success is a big thing. You will work with the market research and content teams to evaluate and prepare reports on your campaigns, marketing based partnership activity and marketing projects to help identify and celebrate our wins and guide the development of future marketing activity. 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: Qualification in marketing, public relations or related discipline is highly desirable.

Notes: This is a temporary position available for a period of 11 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. This position operates 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 this sounds like you, please submit your curriculum vitae and an application. Applications must address the Selection Criteria outlined in the Position Description, be no longer than three pages and tell us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Raine (02) 6207 6626 laura.raine@act.gov.au

Digital, Data and Technology Services

Technology Services

Applications Service Delivery

Web Administrator

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 33957)

Gazetted: 09 August 2021

Closing Date: 23 August 2021

Details: The Education Web Services Team in Digital, Data and Technology Solutions is seeking a Web Administrator to undertake various web publishing and administrative tasks. The role requires strong communication and stakeholder engagement skills and CMS experience. You will be working with internal clients to understand their web content requirements and using your HTML and CSS skills to ensure that the presentation of content meets client expectations. You will be responsible for publishing content and maintaining the Directorate's corporate intranet and external websites using the following tools and technologies: Squiz Matrix, SharePoint Online, HTML/CSS. You will also perform various administrative tasks such as collating content for mass broadcast, assisting with data migration activities, checking webpages for accessibility compliance and business support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. Selection may be based on application and referee reports only. This position is under a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk and the position may be required to work from home. Selection may be based on application and referee reports only.

How to Apply: Please Review the Position Description for further details about the role and capabilities required to perform the duties and responsibilities of the position. Please submit a written application of up to two pages,

contact details for at least two referees and a current curriculum vitae. The Response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (What you will do).

Applications should be submitted via the Apply Now button below.

Contact Officer: Janette Luke (02) 6205 4484 janette.luke@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.

Director - Procurement Specialist

Senior Officer Grade B \$131,773 - \$131,773, Canberra (PN: 54097)

Gazetted: 06 August 2021

Closing Date: 27 August 2021

Details: Procurement ACT is seeking a SOG B (Director) to provide advice and project support including analysis and document development on a range of simple and complex procurement, tendering and policy matters. Core responsibilities for this position includes: leading staff to deliver sound procurement outcomes in support of Territory objectives; developing, reviewing and clearing complex requests for tender and contract documentation; overseeing tender evaluation and negotiation processes; providing advice and support to client areas conducting procurements; mentoring and leading staff to build procurement team capacity; and developing and applying procurement related policies, tools and templates. SOG B Officers also assist in driving process reforms to streamline and continuously improve procurement operations within the Branch. The successful candidate will require a detailed understanding and demonstrated track record of applying relevant legislation, rules and policy to complex strategic procurement. They will be self-motivated, responsive, show initiative and have sound judgement, professional resilience and personal drive. We are looking for people that are able to get across new issues quickly, work effectively under pressure, identify / prioritise issues and implement practical solutions within tight deadlines. 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:

Educational and professional qualifications checks and /or police and security may be undertaken prior to employment.

Relevant tertiary qualifications are highly desirable. Qualifications of interest include a Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in Law, Commerce, Business Administration or the equivalent or evidence of study.

Notes: This recruitment pertains to a merit pool where all identical permanent and temporary positions will be filled over the next 12 months. All prospective applicants are strongly encouraged to apply to this process.

Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide written responses to the selection criterion and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rita Brokans (02) 6207 7942 Rita.Brokans@act.gov.au

Project Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38392)

Gazetted: 06 August 2021

Closing Date: 1 September 2021

Details: Assist the Program Manager, Portfolio Delivery Office, Education Program, to coordinate a range of business and information technology projects in accordance with recognised project management methodologies, to deliver quality outcomes within agreed tolerances. As Project Coordinator you will support the Program Manager and the team in a wide range of projects. This will include liaising with Digital, Data and Technology Solutions technical teams, key Directorate stakeholders and vendors as required. Demonstrated ability to manage multiple items of work, deliver to competing deadlines, and achieve results in a busy, small team environment with limited supervision. The role is part of a multi-disciplinary team within Digital, Data and Technology Solutions, Strategic Business Branch, Portfolio Delivery – Education Program. Experience managing small IT projects is highly desirable. You will be given ownership of delivering small projects, and you will be supported in growing your skills

and experience. 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.

How to Apply: In two pages or less tell us:

Why you want the role

What you would bring to the role

What you would get out of it

About an achievement that you are most proud of

A current curriculum vitae

Two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Policy and Cabinet

Economic and Regional Policy

Better Regulation Taskforce

Director, Better Regulation Taskforce

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39124)

Gazetted: 05 August 2021

Closing Date: 19 August 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. The Economic and Regional Policy Branch supports the Government to develop its strategic objectives and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives. The Better Regulation Taskforce team supports the Chief Minister and Minister for Business and Better Regulation in shaping and leading key government regulatory reform initiatives. The team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to put in place the best regulatory settings to support the government's objectives, and to support simplification and improvement of government's interactions with the public, community organisations and business. The Director will report to the Senior Director, Better Regulation Taskforce, and assist in the development and delivery of the Better Regulation Taskforce work program. The Director will build strong relationships across the public service and with key external stakeholders to provide whole of government governance support and strategic policy advice in relation Government priorities within the Team's portfolio responsibilities. The Director will work closely with policy areas and regulatory authorities across Government, as well as business and community stakeholders, in the delivery of the objectives of the Better Regulation Taskforce program. Key projects for this position include: Implementation of Automatic Mutual Recognition of occupational registration to ready ACT occupational licences and registrations for this national scheme by July 2022. Tasks within the scope of this role include assisting in the development of legislative amendments to deliver legislative reform and the provision of guidance and coordination across government for the implementation of automatic mutual recognition. Assisting with the core phases of the Better Regulation Taskforce work program: discovery of regulatory issues (especially with an impact on business), analysis of reform opportunities and development of a program of reform for Government consideration. The Director also works closely with Directorates to consider and respond to issues related to new or emerging areas of regulatory policy. This role will be required to provide support for the ACT's participation in the Commonwealth's national deregulation and reform program, as well as providing strategic policy analysis and advice in relation to Cabinet matters and other issues within the remit of Policy and Cabinet Division. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Notes: This is a temporary position available for a period of up to 12 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. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home.

How to Apply:

Please review the Position Description and submit the following:

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

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Director, ACT Migration Program

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 55295)

Gazetted: 05 August 2021

Closing Date: 12 August 2021

Details: Skills Canberra is responsible for vocational education and training (VET), adult community education (ACE) and skilled migration policy and programs in the ACT. We gather and interpret data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implement initiatives and programs to deliver on ACT Government priorities.

We are seeking an enthusiastic and dynamic senior officer to lead the skilled migration team. The role provides an opportunity to shape our future workforce, through providing strategic leadership to deliver the full suite of ACT skilled migration services and programs. The position will operate with a high degree of independence, reporting directly to the Skills Canberra Executive Branch Manager.

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

How to Apply: Applicants should submit their curriculum vitae, contact details for two referees and a statement addressing the professional and behavioural capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Andersen (02) 6207 4791 Josephine.Andersen@act.gov.au

Treasury

Shared Services

Finance Services/Finance Operations

Team Leader

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 07493)

Gazetted: 05 August 2021

Closing Date: 12 August 2021

Details: Shared Services Finance Operations has a temporary vacancy for Team Leader (ASO5) – Finance for six months with the possibility of extension and/or permanency. The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory. A vacancy within our team is available and we are looking for an enthusiastic, motivated individual with excellent leadership skills and a strong commitment to quality customer service. In this position you will be a strong and clear communicator with exceptional time management skills. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment. The Team Leader role is responsible to supervise and lead a team of ASO4 and ASO3 officers on the day-to-day functions within the Accounts Payable team and reports directly to the Manager (ASO6). Chief Minister, Treasury and Economic

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

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages. Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities, and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply now button

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

E-learning and Media Specialist

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41617)

Gazetted: 06 August 2021

Closing Date: 13 August 2021

Details: Are you creative? Do you love learning, and helping others to learn? Want to use your design and technical skills to help build the capability of our workforce? Chief Minister Treasury and Economic Development Directorate (CMTEDD) People and Capability are looking for an E-Learning and Media Specialist. This unique opportunity offers varied and interesting work in a great team environment. You will use your technical and creative skills along with your understanding of learning and development principles to create engaging e-learning modules, working with subject matter experts to build the capability of CMTEDD staff. You will also plan, create and edit video and audio of live and virtual events, as well as creating multimedia promotional content for a range of people-related campaigns and initiatives. You will be part of the People and Capability Team within CMTEDD Corporate, reporting to the Director, Organisational Development. This role is suitable for flexible working conditions including agreed hours of work and work location, noting that there would still be a requirement to be onsite on numerous occasions as part of the design and development process. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Certificate IV in Training and Assessment; media design and production or other relevant qualification is highly desirable.

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

How to Apply: To apply, please submitted a two page pitch outlining your suitability for the role and provide a copy of your curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Barrie (02) 6205 2458 Casey.Barrie@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Incident, problem and Executive support officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 40572)

Gazetted: 05 August 2021

Closing Date: 12 August 2021

Details: The Service Management team in Customer Engagement Services Branch (CESB) is looking for a highly motivated multi-talented individual to provide Incident, Problem and Executive ICT Support functions.

The successful applicant will have:

Exceptional customer service skills.

Outstanding verbal and written communication skills.

The ability to think outside the box .

Excellent ICT troubleshooting skills and knowledge of the ACT Government enterprise environment.

Ability to use judgement and decision-making to achieve the best outcome for customers whilst aligning to DDTS strategic goals and objectives.

A gift for remaining calm, confident and in control under pressure.

Working closely with Incident and Problem and Executive Support Managers the key duties will involve but not be limited too:

Managing executive support assistance cases for ICT.

Providing technical, reporting and administrative support as required to the Incident and Problem management teams.

Be responsible for providing ICT support to high-ranking ACT Government staff.

Provide rostered after-hours support as required.

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 for a period up to 12 months with the possibility of permanency.

How to Apply: If you think you've got the skills to shine in this job, please submit your curriculum vitae along with a one-page pitch explaining why you're the right person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Blyth (02) 6207 7853 kylie.blyth@act.gov.au

Economic Development

artsACT

Assistant Director, Arts Policy

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 17168)

Gazetted: 05 August 2021

Closing Date: 15 August 2021

Details: artsACT, as the ACT Government's arts agency, provides policy and funding advice to government; manages the ACT Arts Fund and a range of other arts development and funding initiatives; manages the ACT Government public art collection of over 100 artworks; oversees the development and management of key ACT arts facilities; and maintains links with other arts and cultural organisations in Australia and internationally. We do this to recognise the integral part that arts and culture play in our community and to encourage creativity, celebration, thinking and exchange. artsACT is looking for a dynamic person to join our policy team. With responsibility across the policy and communications within artsACT we are after someone who has knowledge and experience of the arts sector, who can engage creatively and think strategically. 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 immediately for six months with the possibility of extension. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. this position is 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: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Morgan Campbell (02) 6205 0931 Morgan.Campbell@act.gov.au

Digital Data and Technology Services

Strategic Engagement

ICT Finance - Costing and Analysis

Financial Analyst

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 14239)

Gazetted: 05 August 2021

Closing Date: 19 August 2021

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Digital, Data and Technology Solutions Group Strategic Finance team is looking for you!

Digital, Data and Technology Solutions Group vision is to drive the ACT's digital agenda and lead the whole of government strategic direction for ICT. The Group is lead by the Chief Digital Officer and also provides technical, tactical and transactional support for whole of government ICT. You will be a motivated Financial Analyst responsible for providing key support and strategic advice to Digital, Data and Technology Solutions Group and other ACT Government Directorates, including compiling and analysing large and complex data, all associated month end reconciliation and service costing processes, and liaising with Senior Financial Management from CMTEDD and other ACT Directorates and agencies. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities providing improvements. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage a small team and prioritise workloads will ensure your suitability for the role. This role would suit someone looking to start or expand their career in accounting, financial services, or office administration, with a range of formal and on-the-job learning opportunities available to support your professional and career development. The team also offers a range of flexible working options including flex-time and work from home arrangements. 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 people, 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 immediately for an initial period of six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against the Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yvonne Gray (02) 6207 6769 Yvonne.Gray@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Psychologist/Social Worker

Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade), Canberra (PN: 10413)

Gazetted: 11 August 2021

Closing Date: 30 August 2021

Details: The purpose of the position at Melaleuca Place is to provide evidence-informed interventions within a small multidisciplinary team. This will involve trauma-targeted assessment and medium- to long-term therapy to children and young people who have experienced complex developmental trauma as a result of abuse and neglect and who are current clients of the statutory services. Melaleuca Place works systemically to support the family,

school and other stakeholders involved in the child's life as well as working with the child directly. In addition to providing therapeutic assessment and interventions, this position will also provide trauma specific training and education opportunities for carers and professionals working directly with children and young people. The position requires strong assessment and therapy skills, with comprehensive experience in the fields of child development, attachment, and trauma.

Eligibility/Other Requirements

Essential qualifications and experience:

Advanced level of training, knowledge and experience in relation to therapeutic work with traumatised children and young people.

Relevant tertiary qualifications and registration in Psychology or Social Work

At least 3 years' experience in human services fields (preferably 5 years)

Current Driver's Licence

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Erika Jung (02) 6205 4059 erika.jung@act.gov.au

Operational Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 10106)

Gazetted: 09 August 2021

Closing Date: 26 August 2021

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected. Child and Youth Protection Services are seeking a highly motivated Operational Support officer. The successful applicant will focus on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions. Including but not limited to: Operations: Supporting client engagement and case work. Finance Team: Processing and managing invoices, expenses, vouchers and petty cash. Transport and Supervision Team: Arranging transport for CYPS clients; recording and collecting data; and report management. Workforce Support Team: Supporting recruitment and selection processes; new starter on-boarding and induction processes; facilities matters; staff monitoring and business continuity.

Eligibility/Other Requirements:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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.

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

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: All applications, including your written response to Selection Criteria and curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 500 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Thompson (02) 6205 6002 Nicole.Thompson@act.gov.au

**Office of Director-General
Freedom of Information and Legal Coordination
Organisational Governance
Assistant Director, Freedom of Information
Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52821)**

Gazetted: 06 August 2021

Closing Date: 13 August 2021

Details: Community Services Directorate (CSD) is seeking an experienced Senior Freedom of Information (FOI) Officer for its Freedom of Information, and Legal Coordination Unit. This position requires high level experience, and a sound understanding of the *FOI Act 2016*, the *Children and Young People Act 2008*, the *Information Privacy Act 2014*, the *Housing Assistance Act 2007*, the *Territory Records Act 2002*, the *Health Records (Privacy and Access) Act 1997* and legal matters, ability to provide advice on organisational accountability matters, including FOI, privacy, health records and ombudsman matters. 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.

Notes: This is a temporary position available for a period of 24 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 supporting statement of no more than two pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

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

**Office of Director General
Organisational Governance
Freedom of Information and Legal Coordination
Freedom of Information Officer
Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00935, several)**

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: The Community Services Directorate (CSD) is seeking Freedom of Information Officers (FOI) for its Legal and Coordination Unit. These positions are responsible for preparing responses to access applications under *the Freedom of Information Act 2016* and maintaining a high level of confidentiality in all aspects of work and is part of a large and supportive FOI team. CSD is an inclusive employer where all people are respected and valued for their contribution. Experience in Freedom of Information work is highly desirable. CSD encourages and welcomes 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.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining their experience and/or ability against the selection criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

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

**Reportable Conduct Investigator
Child and Youth Protection Professional Level 4 \$118,626 - \$127,282, Canberra (PN: 43139)**

Gazetted: 05 August 2021

Closing Date: 24 August 2021

Details: The Reportable Conduct investigator role is responsible for undertaking Reportable Conduct investigations and for supporting Child and Youth Protection Services (CYPs) in the effective management of Reportable Conduct

matters. The role is responsible for sharing Child Protection information consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct, Working with Vulnerable People applications and investigations. The role is also the central point of coordination between CYPS and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008* and the Reportable Conduct scheme. The position will focus on improving and strengthening policy and practice and will be the central mechanism for coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

Eligibility/Other Requirements:

To be employed as the Child and Youth Professional 4 classification (CYPP4), the following qualifications are mandatory:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years' practice experience working with children, young people and their carers or families.

To be employed at the Senior Officer Grade C classification (SOGC), relevant qualifications and/or experience in Demonstrated experience would be highly desirable:

Relevant tertiary qualifications in investigations or related discipline.

Sound knowledge of the ACT Reportable Conduct Scheme, Working with Vulnerable People legislation and child protection practices.

Essential qualifications and experience for both classifications:

Demonstrated experience in coordinating and managing investigations.

Current driver's licence.

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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

Notes: This position will be filled at either the Health Professional Level 4 or the Senior Officer Grade C classification dependant on the skills qualifications and experience of the successful applicant. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please specify which classification you are applying for (CYPP4/SOGC) and ensure relevant qualifications are attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Crane (02) 6207 0867 Julie.Crane@act.gov.au

Housing ACT

Policy and Business transformation

Housing and Homelessness Strategy and Policy

Director, Indigenous Community Housing Project Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 07952)

Gazetted: 06 August 2021

Closing Date: 6 September 2021

Details: We have your next exciting career opportunity as a Director working in a role where you will have a chance to design strategic policy and lead a small team to work in partnership with the community and the Aboriginal and Torres Strait Islander Elected Body to support the establishment of an Aboriginal and Torres Strait Islander Community Controlled housing provider. The ideal Director will have sound experience delivering strategic policy and program initiatives that have a direct impact for Aboriginal and Torres Strait Islander peoples living in the ACT. You will be a leader/emerging leader who embodies the values of respect, integrity, collaboration and innovation. It is essential that you are culturally competent to enable working with Aboriginal and Torres Strait Islander communities in the ACT in the delivery of outcomes. The position is located within the Housing and Homelessness Strategy and Policy Team in Housing ACT. The team's responsibilities include negotiating and liaising with the Commonwealth, States and Territories on housing and homelessness; development of strategic advice on housing and homelessness policy and operational matters; and housing-related policy and program development.

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

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

How to Apply: To apply, please submit a current curriculum vitae and a Statement of Claims (maximum two pages), framed around the Skills and Capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Henry (02) 6205 9849 stephanie.henry@act.gov.au

Housing ACT

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Assistant Director, Indigenous Community Housing Project Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41677)

Gazetted: 06 August 2021

Closing Date: 6 September 2021

Details: We have your next exciting career opportunity as an Assistant Director, working in a small team dedicated to the establishment of an Aboriginal and Torres Strait Islander community controlled housing organisation. This work will be undertaken in consultation with the wider Aboriginal and Torres Strait Islander community in the ACT and the Elected Body. The position is located within the Housing and Homelessness Strategy and Policy Team in Housing ACT. The team's responsibilities include negotiating and liaising with the Commonwealth, States and Territories on housing and homelessness; development of strategic advice on housing and homelessness; and housing-related policy and program development. The ideal Assistant Director will be skilled at using a cooperative and collaborative approach to achieve outcomes that have a direct impact on Aboriginal and Torres Strait Islander Communities. They will have solid analytical skills, and the ability to develop and implement policy or project plans. They will also understand and embody the values of respect, integrity, collaboration and innovation. They will be a respectful, adaptable communicator who works within cultural and community protocols to deliver results.

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

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

How to Apply: To apply, please submit a current curriculum vitae and a Statement of Claims (maximum two pages), framed around the Skills and Capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Henry (02) 6205 9849 stephanie.henry@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

Belconnen Network

Maribyrnong Primary School

Administration and Finance Assistant

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 44736)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Maribyrnong Primary School, located in Kaleen is looking for a highly motivated and enthusiastic person, with exceptional customer service skills to join the school administration team. The Administration and Finance Assistant role provides valuable support to the Business Manager and works collaboratively with the school administration and support team and the school community to support student outcomes. This position forms part of the team that provides first contact, solution focussed support to students, families, staff and visitors. It requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes. The position completes a range of administrative and finance functions and support for the school. Maribyrnong Primary School has a current enrolment of 560 students enrolled across 30 classes, 40 teaching staff and 20+ support staff. It is a vibrant growing school, where all abilities and cultural backgrounds are welcomed and supported. Our students and staff come with many gifts and talents and together we strive to reach our best. In all aspects of our work and learning we demonstrate our core values of Respect, Responsibility, Resilience, Endeavour and Inclusion. Maribyrnong Primary School motto: Quality Education, Learning for Life, A Shared Responsibility.

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

Desirable:

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

Working knowledge of Xero financial management system.

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 two pages addressing the Selection Criteria (Professional/Technical Skills, Knowledge and Capabilities), 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: Karen Jordan (02) 6207 2201 Karen.Jordan@act.gov.au

Service Design and Delivery

Learning Wellbeing Policy Service Design/Universal School Support

EBM's Office

Assistant Director Government Business

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 00161)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: The Learning and Wellbeing Policy and Design and the Universal School Support Branch are looking for a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the two branches. The position will work closely with the Executive and the senior leadership team to support workplace objectives and provide quality assurance on all Government Business items for the two branches. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan SDDRecruitment@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Business Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 24519)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: We are seeking an experienced enthusiastic Business Coordinator to join the Clinical Practice team. Clinical Practice is responsible for the management of the school psychology service in all ACT public schools and contributes to the strategic direction of the Student Engagement branch. The Business Coordinator's role is to provide high level administrative management and support to the Clinical Practice team and psychology service in schools to enhance student learning, engagement and wellbeing. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

It is highly desirable applicants hold a current Australian drivers' licence.

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

How to Apply: Please submit your application addressing the Selection Criteria (no more than four pages), a current curriculum vitae, two referees and a copy of your *Working with Vulnerable People* card if available.

Applications should be submitted via the Apply now button below.

Contact Officer: Bronwyn Hatherly (02) 6205 9699 Bronwyn.Hatherly@act.gov.au

Service Design and Delivery

EGM Office

Director, Group Business

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45771)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: Service Design and Delivery Group are looking for a high performing individual for the role of Director Group Business. The successful applicant will report directly to the Group Manager and will be responsible for the development of strategic direction and provision of advice on the alignment of the organisation's activities with strategic priorities. A sound knowledge and understanding of the operations of government, high level conceptual, analytical, research and problem-solving skills to manage change and high level written, negotiation, interpersonal, liaison and representational skills are a must for this role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge and/or experience in educational environments.

Notes: This is a temporary position available immediately until 4 January 2022 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Senior Director – Digital Programs

Senior Officer Grade A \$153,041, Canberra (PN: 42889)

Gazetted: 06 August 2021

Closing Date: 31 August 2021

Details: This is a critical leadership position to lead and direct a section of approximately 15 staff to research, design and support the implementation and adoption of digital, interactive and personalised learning systems to engage students in learning. The Director plays a critical role in leading the strategy and of technology and digital solutions. The Digital Programs section plays a pivotal role in ensuring citizen centric principles are embedded in the design of modern, agile, and highly-automated digital processes with 'security in-depth principles' to transform learning with technologies that educators trust. The position will work in partnership with internal and external stakeholders to deliver targeted, systematic and whole of Government digital initiatives to empower teachers and non-teaching employees to access the best tools to engage students and meet compliance requirements, with the ultimate goal of delivering exceptional student experiences. Ideally you have fifteen years or more experience in program design, delivery and customer experience design principles and you are passionate about implementing innovative solutions. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector. Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and want to make a difference in education in the ACT!

Eligibility/Other Requirement: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Highly Desirable: Degree qualification in related field or equivalent experience.

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

How to Apply: In two pages or less tell us:

- why you want the role;
- what you would bring to the role and what you would get out of it; and
- describe an achievement that you are most proud of.
- A current curriculum vitae,
- Two referees with a thorough knowledge of your work performance and outlook.

Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kelly Bartlett ebm.dsst@act.gov.au kelly.bartlett@act.gov.au

Service Design and Delivery

Student Engagement

Administration and Coordination Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 46537, several)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: Student Engagement is seeking high performing administration and coordination officers to support various sections across the branch. These roles may be placed in the areas of Occupational Violence and Complex Case Management, Disability Education, Flexible Education, Network Student Engagement Team or Clinical Practice. The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Student Engagement Branch.

Eligibility/Other Requirements: Highly developed proficiency in the Microsoft Suite of applications is highly desirable

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

How to Apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Please also provide your current curriculum vitae and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Manager ICT Systems and Support

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52847)

Gazetted: 05 August 2021

Closing Date: 16 August 2021

Details: Hawker College offers a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. We are looking for a motivated individual with well-developed organisational skills, independent work ethic, and great time management to fill the role of Manager ICT Systems and Support. The Manager ICT Systems and Support will support the school priorities by managing existing ICT systems and developing new solutions to meet the demands of changing technologies and innovative learning and school management approaches. This role is vital to the daily operation of the school, managing the platforms underpinning timetabling, attendance, participation, curriculum, assessment and reporting; internal communications, the school web presence incorporating social media; and our integration with the broader ACT education Directorate's systems and the ACT Board of Senior Secondary Studies ACS (ACT Certification System). As part of the Administration team, the Manager ICT Systems and Support will work closely with the school Executive team; they will collaborate with the school's IT/AV officer and Building Services officer in managing the school IT infrastructure and providing technical support to staff and students. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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 18 August 2021 up to 27 January 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response to 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: Lyndall Henman (02) 6142 0355 lyndall.henman@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Southern Cross Early Childhood School

School Leader C \$130,338, Canberra (PN: 33826)

Gazetted: 05 August 2021

Closing Date: 19 August 2021

Details: Southern Cross Early Childhood School is situated in Scullin in the Belconnen region of the ACT. The school caters for children from birth to eight years, and offers integrating services including education and care, Preschool to Year 2 education and a range of community programs. Children learn through rich and authentic learning experiences that include a play-based approach, highly individualised instruction and exploration in the outdoor learning environment. Southern Cross Early Childhood School is seeking an ACECQA recognised early childhood leader who values the importance of learning in the early years. The successful applicant will demonstrate strong early childhood practice across P-2 and understand the importance of partnerships in early education. The successful applicant will collaborate with a small, dynamic leadership team to strategically and operationally lead services in a birth to 8 years setting.

Eligibility/Other Requirements:

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.

ACECQA recognised early childhood qualifications (or working towards). Please provide evidence in curriculum vitae

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Booker (02) 6142 0020 kelly.booker@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.

Environment, Planning and Sustainable Development

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

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

Environment, Heritage and Water

Conservation and Water Policy and Planning

Parks Planning and Policy

Assistant Director, Parks Planning and Policy

Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55120)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: The Parks Planning and Policy Section of the Environment, Planning and Sustainable Development Directorate is responsible for preparing statutory management plans for conservation reserves to protect biodiversity, and promote appropriate recreational, educational and scientific uses within reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans and prepares implementation reports. All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation. The section also provides conservation advice to the ACT Government on a broad range of government policies and strategies.

What we are looking for

A committed, enthusiastic person to work in a small team and partner with the community to protect, conserve and enhance the natural and cultural values of the ACT. A team player, who will participate with other members of the team to foster a culture of respect, innovation, collaboration and integrity. A person with demonstrated experience in natural resource management and a sound knowledge of conservation planning issues related to the ACT. A person with excellent written and oral communication skills, project management skills and experience in preparing documents related to the management of public land reserves, and A person with excellent facilitation skills who will develop and maintain effective relationships with multiple stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of natural resource management, environmental planning or related discipline.

A current manual driver's licence.

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is required to work within an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please send your curriculum vitae, details of two referees, and a response addressing 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: Trish Bootes (02) 6205 0805 trish.bootes@act.gov.au

PCS Learning and Development Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 55293)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: The ACT Parks and Conservation Service (PCS) is a branch of 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 and to incorporate Ngunnawal cultural burning knowledge and aspirations and ecological burning objectives. An exciting opportunity exists for a motivated and innovative person to join our Learning and Development Team. The Learning and Development Team is responsible for supporting and providing a broad range of learning development opportunities for an operational workforce. The successful applicant will have a proven record of providing excellent customer service, experience in administering a Learning Management System (LMS) or similar database system and a background in Vocational Education and Training.

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. This position is classified as "Fire Trained Employee" under the ACT Administrative and Related Classifications *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. Applicants must be prepared to wear a uniform and to work a shift roster, weekends, public holidays, or evening shifts at any PCS worksite on an "as needs" basis. Possess a drivers' licence.

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

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: Mark Beech (02) 6207 2545 Mark.Beech@act.gov.au

Executive Branch Manager, Development and Implementation

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1071)

Gazetted: 11 August 2021

Closing Date: 18 August 2021

Details: Are you experienced in delivering development projects and programs? Are you interested in shaping the City? The Executive Branch Manager (EBM) role leads a range of work within the Development and implementation Division with a focus on delivery of high-quality services and functions which include: Projects that support government led urban renewal, The Loose Fill Asbestos Eradication program, Due diligence, place planning and investigations on urban sites, and Implementation of planning and infrastructure projects. The EBM works directly to the Executive Group Manager, Development and Implementation, and will work collaboratively with Executive, across Government and the ACT industries, while representing EPSDD through multiple forums. This role requires the proven ability to build and maintain strategic relationships, lead and deliver large scale projects within set and often tight timeframes, as well as having high level communication skills. Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

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

Note: This is a temporary opportunity available for a maximum of nine months, commencing 1 October 2021. Selection may be based on application only. Prospective applicants can seek further detail of the position through the contact officer.

How to Apply: Interested candidates should submit an EOI that responds to the requirements of the role and how you will fulfil these (maximum two pages), a copy of a current curriculum vitae, two referees and confirmation of availability.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowena Thomas (02) 6205 2548 rowena.thomas@act.gov.au

Justice and Community Safety

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

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

Legislation, Policy and Programs

Civil Law and Regulatory Branch/Criminal Law and Royal Commission Branch

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 27993, several)

Gazetted: 11 August 2021

Closing Date: 30 August 2021

Details: The Legislation, Policy and Programs Division advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. The Civil Law and Regulatory Branch develops and implements policy, law reform, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property; liquor, racing and gaming policy and a range of regulatory matters. The Criminal Law and Royal Commission Branch develops and implements legislative reforms, including those recommended by Royal Commissions, and agreed by the ACT Government. This currently includes delivery of a legislation program to give effect to commitments of the ACT Government in its Parliamentary and Governing Agreement. These commitments include raising the minimum age of criminal responsibility and sexual offence law reform. Policy officers deliver critical legislation, law reform and projects and provide high quality advice. They are responsible for applying research, analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of law.

Eligibility/Other Requirements: Relevant tertiary qualifications in Law or a related field or significant study towards gaining qualifications would be highly desirable.

Notes: There are several positions currently available across two branches within Legislation, Policy and Programs - an ongoing Administrative Officer Level 6 (ASO6) vacancy in the Civil Law and Regulatory Law Branch, and a non-going ASO6 vacancy in the Criminal Law and Royal Commission Branch. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Marjan (02) 6207 9655 Nadia.Marjan@act.gov.au

Emergency Services Agency

Capability, Support and Coordination

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15609)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Are you customer service focused and like to review detail contracts? Can you procure critical items in an effective and efficient manner within set guidelines? The ACT Emergency Services Agency (ESA) is looking for a Procurement and Contracts Officer to support ESA with all their procurement needs. Additionally, you will assist in administrative tasks including detailed record keeping, financial reporting and preparing meeting papers plus minute taking; as well as support for the operational services to complete their contract management and reporting requirements. You may also work with the team's project support unit, across a wide range of projects within ESA. This is a broad reaching role which liaises with stakeholders across the ESA, the Justice and Community Safety Directorate and the ACT Government to ensure business needs are met; your actions will generate tangible impacts for the ACT's Emergency Services and the wider community.

Eligibility/Other Requirements:

A Certificate IV/Diploma of Procurement and Contract Management is highly desirable.

This position does not require a pre-employment medical.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Jordan (02) 6207 2201 Karen.Jordan@act.gov.au

Restorative Justice Unit

Senior Convenor

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 35916)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: The Restorative Justice Unit (RJU), located within the Justice Reform Branch of Legislation, Policy and Programs, JACS Directorate, is a high-performing team that provides restorative justice services for eligible participants. The restorative process is guided by legislation and is limited to matters within the ACT criminal justice system. The RJU is an inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other. The RJU is looking for an experienced and motivated restorative justice professional to join the team in a leadership role. The successful candidate will prepare, assess, and convene restorative justice conferences and should have, or be able to quickly acquire, an expert understanding of the *Crimes (Restorative Justice) Act 2004*. The Senior Convenor maintains a caseload of complex matters, including those involving sexual offences and domestic and family violence. Experience working with persons harmed and those responsible in these contexts will be highly regarded. The Senior Convenor will also lead a small team of Convenors, providing oversight and coordination to caseloads and support for individual cases, as well as supervision and professional development. The successful candidate will also manage projects to assist the enhancement of restorative justice practice and to advance the RJU's goals. The Senior Convenor also provides guidance to the Operational Support Team and supports the Senior Director as a member of the RJU's leadership team. The successful candidate will have a passion for restorative justice and for empowering others to achieve their best. The Senior Convenor will have experience as a restorative justice convenor in the criminal justice system and will have the ability to manage participants in a group setting some of whom may be displaying strong emotions. To be successful in the role, the candidate will have outstanding communication skills and be capable of moving from highly intuitive and creative thinking when working with diverse clients and offence scenarios to detailed work on administrative, assessment and project tasks.

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.

The following would be highly desirable:

Class C driver's licence.

Experience working in the criminal justice setting with adults or young people and/or victims of crime.

A degree in Criminology or Behavioural Sciences.

Qualifications in Conflict Resolution/Mediation.

The successful candidate will also be required to complete background/security clearance checks.

Notes: The position will be available from 30 August 2021. Selection will be based upon written application and interview. Reference checks will be conducted for merit-listed candidates. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

Applicants should submit:

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) outlining how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge as well the behavioural capabilities as set-out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current manager/supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Registrar's Office (Magistrates Court)

Executive Director, Magistrates Court

ACT Courts and Tribunal Legal 3 \$168,052 - \$175,315, Canberra (PN: 52333)

Gazetted: 11 August 2021

Closing Date: 30 August 2021

Details: The ACT Magistrates Court is seeking applications for the position of Executive Director, Magistrates Court. The position is available immediately for a period up to 12 months with the possibility of permanency. Provide legal advice and support to the Chief Magistrate, Registrar and Senior Executive of ACTCT on the implications of new policy proposals and options for implementation on complex or significant legislative amendments. Exercise the most complex jurisdiction of the Registrar to hear and determine matters under the *Court Procedures Rules 2006* and other legislation. Drive development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACT Magistrates Court and the ACTCT. Represent the ACT Magistrates Court and the ACTCT at sensitive and /or strategic external meetings including but not limited to court user groups, professional bodies and the Directorate or Whole-of-Government working groups. Lead a number of small teams of professionals and non-professionals to deliver ACTCT priorities across jurisdictions. Develop and manage budgets within a jurisdiction of the ACTCT including the assessment and resolution of any resourcing issues that may arise. Proactively initiate, plan and conduct legal research projects of extensive breadth, complexity or significance, and as appropriate, direct legal and other staff involved in legal research. This position involves direct supervision of staff. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office. This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory

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

How to Apply: Interested applicants should supply a supporting statement of no longer than 4 pages outlining practical experience, examples and motivation for the role against the Selection Criteria, contact details for two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1203 helen.banks@courts.act.gov.au

Corporate

ICT Capital Works and Infrastructure

Capital Works and Infrastructure

Operations Support Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 42735)

Gazetted: 11 August 2021

Closing Date: 18 August 2021

Details: ICT Capital Works and Infrastructure is seeking a motivated and enthusiastic person to fill the role of Operations Support Officer. The Operations Support Officer is an essential role within the team, undertaking a range of administrative tasks, including processing of JACS invoices which involves checking correct amounts, completing work to a satisfactory standard and preparing Shared Services Accounts Payable forms for signature of the appropriate financial delegate. The Operations Support Officer will be self-motivated, responsive and show initiative. They will also have sound judgement, professional resilience and personal drive. The Operations Support Officer will be committed to achieving outcomes and be able to actively and effectively contribute to the ICTCWI team. The Operations Support Officer will be agile and responsible and a contributor to a high performing team.

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

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

How to Apply: Please provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position description. Please also include curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kendall Lewer (02) 6207 0557 Kendall.Lewer@act.gov.au

ACT Corrective Services

Offender Reintegration

Throughcare

Women's Pre Release and Domestic Violence Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52493)

Gazetted: 11 August 2021

Closing Date: 27 August 2021

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, suitably qualified and experienced person to fill the position of Women's Pre-Release and Domestic Violence Coordinator, within Offender Reintegration. The successful applicant will deliver case management to pre-release female detainees in their transition from prison to community, through an individualised and holistic end to end sentence management process, working collaboratively and inclusively with all areas of government, community providers, detainees and their families to ensure services provided contribute meaningfully, to a reduction in recidivism. In addition, you will be required to assist female detainees exiting the Alexander Maconochie Centre, with consideration given to the ACTCS Community Reintegration Pillars. You will also provide reintegration assistance, apply case management methods and demonstrate culturally sensitive practices in actively engaging Aboriginal and Torres Strait Islander detainees. Further to this, you will work towards facilitating the process of moving women detainees who have experienced, or at risk of, domestic violence, towards reintegration into the community, with a focus on independent and/or safe living. To be successful, you will demonstrate an understanding and working knowledge of the issues affecting female victims of domestic and family violence and the ability to work in a gender responsive framework, in addition to possessing excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirement:

Tertiary qualifications in social work or other relevant discipline are highly desirable.

Extensive experience working with women in same/similar settings is highly desirable.

Thorough knowledge and understanding of the transitional factors affecting offenders and their families.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button.

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

ACT Courts and Tribunal

Registrar's Office (Supreme Court)

Executive Director, Supreme Court

ACT Courts and Tribunal Legal 3 \$168,052 - \$175,315, Canberra (PN: 52334)

Gazetted: 11 August 2021

Closing Date: 30 August 2021

Details: The ACT Supreme Court is seeking applications for the position of Executive Director, Supreme Court. The position is available immediately for a period for up to 12 months with the possibility of permanency. The Executive Director, Supreme Court is responsible to the Registrar of the ACT Supreme Court for the exercise of statutory powers, administrative and management matters. The successful applicant will: Provide legal advice and support to the Chief Justice, Registrar and Senior Executive of ACTCT on the implications of new policy proposals and options for implementation on complex or significant legislative amendments. Exercise the most complex jurisdiction of the Registrar to hear and determine matters under the *Court Procedures Rules 2006* and other legislation. Drive development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACT Supreme Court and the ACTCT. Represent the ACT Supreme Court and the ACTCT at sensitive and /or strategic external meetings including but not limited to court user groups, professional bodies and the Directorate or Whole-of-Government working groups. Lead a number of small teams of professionals and non-professionals to deliver ACTCT priorities across jurisdictions. Develop and manage budgets within a jurisdiction of the ACTCT including the assessment and resolution of any resourcing issues that may arise. Proactively initiate, plan and conduct legal research projects of extensive breadth, complexity or significance, and as appropriate, direct legal and other staff involved in legal research. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office. This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

How to Apply: Interested applicants should provide a supporting statement of no more than four pages outlining practical experience, examples, and motivation for the role. Applicants should ensure their supporting statement addresses the Professional/Technical Skills and Knowledge, Behavioural Capabilities and compliance requirements as set out in the Position Description for this role. Applicants must also provide contact details of two referee and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1044 jayne.reece@courts.act.gov.au

ACT Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

FAS Assessor

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42175, several)

Gazetted: 10 August 2021

Closing Date: 17 August 2021

Details: Victim Support ACT is seeking a highly organised individual with strong assessment and interpersonal skills to join the Financial Assistance Scheme (FAS) within the ACT Human Rights Commission. Duties of the Assessor include: Progressing a caseload of applications for victims of crime financial assistance
Making timely, accurate and well-reasoned decisions in accordance with legislation
Providing information and referrals for clients with additional support needs. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

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: There are two full-time permanent positions available for immediate start. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should address the Selection Criteria and indicate how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Benda (02) 6207 8908 Carol.Benda@act.gov.au

ACT Corrective Services

Offender Reintegration

Disability and Complex Care Interventions Coordinator

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 52834)

Gazetted: 06 August 2021

Closing Date: 23 August 2021

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Disability and Complex Care Interventions Coordinator (HP4), within Offender Reintegration. The successful applicant will foster a shared approach to providing pathways for people with disability, ageing, mental health and other complex needs in the justice system. Working closely with allocated case managers, Disability Liaison Officers and other relevant work units, the Disability and Complex Care Interventions Coordinator will lead the development and implementation of specialised client pathways in custody. In addition, you will provide both organisational and individual support related to increasing capacity of individuals with complex needs within the Alexander Maconochie Centre (AMC). Further to this, you will identify and implement actions to address systemic barriers to service delivery access for detainees with complex needs in the custodial setting and coordinate complex NDIS referrals and complex assessments to ensure detainees access required support upon release. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating sound knowledge of disability, ageing, mental health and/or relevant sectors within the ACT.

Eligibility/Other Requirement:

Qualifications in a relevant health or allied health discipline is mandatory. As relevant to the applicant's discipline, this may include:

Degree in relevant discipline.

General registration with the relevant Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Professional membership or demonstrated eligibility for professional membership with a relevant professional body.

Applicants must have a minimum of five years paid work employment, post qualification, in a relevant role.

Demonstrated experience and/or willingness to work with detainees is essential.

A current driver's license is essential.

The successful candidate will be required to undergo a criminal record check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button.

Contact Officer: Daniella Posavec (02) 6207 3581 daniella.posavec@act.gov.au

ACT Court and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Assistant Director, ICT Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50616)

Gazetted: 05 August 2021

Closing Date: 12 August 2021

Details: The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. ACTCT is seeking an Assistant Director, ICT Services. This role will provide day to day portfolio and project management of the for a number of ICT systems within ACT Courts and Tribunal and lead a small team of project managers to drive outcomes. The role manages specific business and technology projects and ensures that project

management principles, effective governance, reporting and risk management structures are in place. There is a specific focus on accelerating Digital Transformation initiatives across ACTCT, looking at ways to improve ICT maturity. The Assistant Director, ICT Services plays a critical role in the successful execution of these initiatives.

Eligibility/Other Requirements:

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

Experience portfolio and project management is highly desirable.

Experience in agile methodology is highly desirable.

Notes: This is a temporary position available from 1 October 2021 until 31 December 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a response which addresses the Selection Criteria located in the Position Description of no more than three pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacinta Smith (02) 6207 1427 Jacinta.Smith@courts.act.gov.au

Deputy Parliamentary Counsel

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E126)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Expressions of interest are sought for the Deputy Parliamentary Counsel position for a six month period, pending permanent filling. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register (www.legislation.gov.au) where ACT legislation and legislative material are notified and published. The primary responsibilities of the Deputy Parliamentary Counsel are to: lead and manage a group of legislative counsel; develop, plan and coordinate legislative drafting services for client directorates and individual legislative Assembly members; assist the Parliamentary Counsel to develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

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

Note: This is a temporary opportunity available for a six month period.

How to Apply: Applicants are requested to submit an EOI of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bianca Kimber (02) 6205 3705 bianca.kimber@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Director, Infrastructure Analysis

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 48290)

Gazetted: 11 August 2021

Closing Date: 3 September 2021

Details: Do you have high level experience in the development and assessment of infrastructure policy, projects and/or business cases? Do you like a challenge and want to be a key part of a high performing team who are committed to the development of our growing and vibrant city? The Project Development team has responsibility for supporting the commercial and financial development of the Territories' largest capital works projects.

The Director will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra. Key responsibilities for this position

are to assist in the early stages of major infrastructure projects, through the development business cases, feasibility studies and related analysis for major infrastructure projects and programs, provide analysis and advice on the commercial and financial aspects of infrastructure projects, and support the infrastructure policy development for Major Projects Canberra. The successful candidate will be required to exercise a reasonable amount of self-management and autonomy in the delivery of quality outputs. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields. An understanding of Government Budget, Policy and Procurement processes. An understanding of the key components utilised in developing a business case for major infrastructure projects. A basic knowledge of Risk, Contingency, and complex Delivery Models.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an application, of no more than three pages, addressing your suitability for the role against the 'Professional/Technical Skills and Knowledge' as well as the 'Behavioural capabilities' from 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: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Infrastructure Delivery Partners

Commercial

Project Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 18990)

Gazetted: 05 August 2021

Closing Date: 19 August 2021

Details: The Commercial Infrastructure Branch delivers capital works and infrastructure projects across the ACT Government portfolios, undertaking tendering, risk management, contract management and project management activities. Their remit includes education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venues. The Commercial Infrastructure branch also develops and implements innovative procurement and construction techniques for new approaches to project delivery. Under general direction and in line with corporate objectives, you will apply infrastructure project management and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements

Mandatory:

Hold a relevant professional qualification 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.

Desirable: Current Australian Class C driver's license.

Experience in the delivery of projects using a GC21 contract

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben McDuff (02) 6205 9920 ben.mcduff@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Administrative Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 262)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: The Office of the Legislative Assembly (OLA) is seeking an enthusiastic and experienced Administrative Assistant to work in the Committee Support Office. The Committee Support Office provides secretariat support to assist the committees of the ACT Legislative Assembly to carry out committee enquiries and other committee functions. This role will be the first point of contact for inquiries and perform a range of administrative support duties such as records management, assistance with finalising of Committee reports and providing information to Member's offices, departmental officers, and the public.

Note: This is a temporary position available immediately until 2 February 2022. The role is currently part time at 29:24 hours per week, but full-time hours will be considered. The salary stated above is full time and will be pro-rated for part time hours. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page expression of interest outlining your skills and experience with consideration for the duties of the role and Selection Criteria, details of two referees and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Monk (02) 6205 0129 david.monk@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

Governance and Corporate Services

Corporate Services

Corporate Services and Records Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39271)

Gazetted: 11 August 2021

Closing Date: 25 August 2021

Details: Are you a motivated and positive team player and manager who is flexible in approach and seeking a diverse role with a focus on providing high-quality and customer-focussed support? If so then we have the position for you at the Suburban Land Agency (the Agency). The Governance and Corporate Services Branch (the Branch) is a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?". The Branch will provide the following: Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment. The Governance and Corporate Services Branch (the Branch) is responsible for supporting the Board, Human Resources (HR) functions, corporate support, procurement, legal services and overall governance for the Agency including overseeing the day-to-day operations of the business. The Corporate Services and Records Manager is a key leadership role in the Corporate Services team and reports to the Senior Director, Corporate Services. You will need to be a great communicator working collaboratively across the Agency, various areas of government and with external stakeholders, to deliver high level administration related to the strategic and operational requirements for records, fleet and managing our front facing customer service team. The position is responsible for managing the Service Level Agreement between the Agency and Environment, Planning and Sustainable Development Directorate (EPSDD) to ensure that the Agency is supported and that our service delivery is upheld to

the highest of standards therefore you will require excellent communication and liaison skills. You will need to understand, interpret and apply skills in relating to the *Territory Records Act 2002* and ACT legislation to provide sound and contemporary advice. You will be flexible in approach, understand problems and work to find solutions and have the skills to work in a Corporate Services Team including knowledge in and/or willingness to support HR for the Agency. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirement: Drivers licence (C-class).

Note: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. An order of merit may be established from this selection process. This position will be working within 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 of no more than two pages, demonstrating your suitability for this role against the Professional, Technical Skills, Knowledge and Behavioural requirements located in the Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@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

ACT NoWaste

Waste Policy

Assistant Director, Waste Policy

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45449, several)

Gazetted: 11 August 2021

Closing Date: 27 August 2021

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy. We are seeking proactive and motivated Assistant Directors to lead ongoing policy design, development and delivery of sustainable waste management regulatory frameworks. We are looking for experienced professionals with demonstrated stakeholder engagement and communications skills to inspire, energise, and positively influence team and individual outcomes. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Eligibility/Other Requirements: A demonstrated understanding of and hands-on experience in a relevant policy domain and international, national, state or local government experience is highly desirable. Relevant tertiary qualifications other appropriate qualifications and technical experience equivalent are highly desirable i.e. – environment, waste management, law, economics, planning or public policy.

Notes: There is one permanent full-time and one temporary full-time position available. The temporary position is available until June 2022. These positions are located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, including behavioural capabilities (maximum four pages) and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

City Services

Roads ACT

Road Maintenance / Environmental Services

Streetlight Network Technical Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 23576)

Gazetted: 11 August 2021

Closing Date: 18 August 2021

Details: Expressions of interest are sort for this position which will oversee the work of the Streetlight team. Please see position description for details. 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.

Streetlight electrical knowledge

Contract management and administration

Notes: This is a temporary position available immediately up to 30 December 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements (approximately 350 words for each of the five points listed in 'What You Require') in the attached Position Description

Contact details of two referees

A current curriculum vitae (resume)

Applications should be submitted via the Apply Now button below.

Contact Officer: Anand Joshi (02) 6205 4934 anand.joshi@act.gov.au

Transport Canberra and Business Services

Strategic Policy and Customer

Director

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 07941)

Gazetted: 11 August 2021

Closing Date: 18 August 2021

Details: Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra community. The Branch prioritises, reviews, develops and implements policy and legislation relating to transport regulation and delivering road safety outcomes. It delivers road transport regulatory reform which includes responsibility for certain actions contained in the *ACT Road Safety Action Plan 2020-2023* and provides advice on the application of the ACT's road transport laws. The team reviews, advises on and implements national reforms including preparing briefings for National Ministerial and Senior Officials meetings and participating in national working groups on road safety and transport reform. The business unit currently comprises of 5 Teams:

Policy and Legislative Solutions provide flexible support across the Directorate's deliverable portfolio for the development of Government policy and accompanying legislation;

Strategic Transport Policy provide policy support in implementing the objectives of the Government's transport strategy and managing the Territory's contribution to national transport policy;

Transport Regulation have responsibility for maintaining and reforming the Territory's road transport legislation;

Road Safety and Transport Policy have responsibility for developing Government policy on road safety and maintaining standards and rules relating to road transport; and

Customer Experience provide embedded support to business units in applying user centric design principles to address business problems. If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

Eligibility/Other Requirements: The position requires highly motivated, goal-oriented leaders with the proven ability to set a strong direction and achieve results. The positions provide high-level management of a team,

including development of team members, and are responsible for leading the delivery of critical projects and programs and building strong relationships with key stakeholders, to support the ACT Government's identified transport regulation reforms and road safety priorities. We are looking for people who: Have a passion for leading multidisciplinary teams to solve complex, multifaceted problems that may be difficult to define. Are looking for ways to accelerate projects, broaden their impact across the workplace, lead the delivery of critical projects and programs. Drive business development and continuous improvement to meet emerging trends in customer experience and technology. Are highly articulate, motivated, goal orientated and have the ability to set a strong direction and achieve results. Have a proven record in building and sustaining strong relationships with key stakeholders, As senior leaders within TCCS, these roles require a person who can inspire, energise and positively influence team and individual outcomes. The roles are responsible for supervising, managing and motivating teams and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. The positions require leaders 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 candidates will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Notes: This is a temporary position available from 1 September 2021 until 28 February 2022. 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 written application only.

How to Apply: To apply, please address the "WHAT YOU REQUIRE" section of the Position Description in no more than two pages. Please also include a current curriculum vitae along with contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: John Bowdery (02) 6207 8467 John.Bowdery@act.gov.au

City Services

City Presentation

Place Management

Leading hand

General Service Officer Level 5/6 \$58,133 - \$63,979, Canberra (PN: 33884, several)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

POSITION OVERVIEW

The General Services Positions Grade 5/6 within Place Management are responsible for leading a team engaged in the maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused. The successful candidates lead teams as an on the ground team leader working with the crew to complete assigned tasks.

WHAT YOU WILL DO

Lead and work as part of a team of employees engaged in horticultural maintenance and cleaning operations. Undertake all work tasks in accordance with Work Health and Safety Legislation and assist in staff training, including induction training for new and temporary staff. Assist in the implementation of daily work programs, oversee quality control and maintain records in accordance with maintenance standards. Coordinate and carry out tasks relating to urban open space maintenance including; mowing, weeding, pruning, collection of litter and fallen leaves, cleaning of shops and toilets and assisting with tree maintenance and chemical weed control activities. Liaise with management, staff and members of the public regarding work being carried out. Consistently deliver high quality customer services to the Canberra community. Contribute and maintain a respectful work culture that ensures equity and diversity for all employees.

Eligibility/Other Requirements:

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Extensive practical experience in horticultural maintenance and cleaning operations and the operation of equipment used in this work.

A demonstrated ability to follow supervisor's directions and to lead a small team of industrial staff involved in the delivery of daily work programs.

A proven ability to work in a safe manner and to identify and address risks in accordance with safe work practices including standard operating procedures and temporary traffic management.

Sound communication skills (oral and written), negotiation and conflict resolution skills and the ability to liaise effectively with management, staff and members of the public.

A demonstrated ability to use information technology in everyday work including mobile applications.

Demonstrated understanding and commitment to the TCCS Values

Professional / Technical Skills and Knowledge

Relevant qualifications in horticulture are highly desirable

Competent in mobile software applications

Behavioural Capabilities

Delivering Results – prioritising workloads appropriately and establishing realistic timeframes to complete work; accountable for own work and the team’s performance and achievement of results.

Communicates constructively – expresses thoughts and instructions clearly, directly, honestly, and with respect for others and for the work of the team

Cooperates – works well with others to accomplish a job, good team player despite differences, figures out ways to work together to solve problems and get work done

Flexible – open to different approaches, can easily adapt to different work environments and locations, can roll with the punches, open to trying something new

Commitment – shows up on time, takes pride in personal presentation, the quality and productivity of work, and an active problem solver

Community/stakeholder relationships – working co-operatively with others and focusing on achieving the best results for our customers and the broader community

Compliance Requirements / Qualifications

Workplace Health and Safety Induction (White Card) or willingness to obtain

Asbestos awareness card or a willingness to obtain

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain

Implement Traffic Control Plans qualification or a willingness to obtain

Driver’s licence C Class is essential, Medium Rigid (MR) is preferred.

Permanent resident of Australia

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

How to Apply:

Please submit a written response addressing the Selection Criteria in the ‘What you Require’ section of the Position Description. Please also submit a curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terry McLeary 0466422644 Terry.McLeary@act.gov.au

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

City Services

Roads ACT

Road Maintenance / Program Delivery

Road Worker

General Service Officer Level 5/6 \$58,133 - \$63,979, Canberra (PN: 26332, several)

Gazetted: 06 August 2021

Closing Date: 7 September 2021

Details: Roads ACT are looking for four candidates to join the road maintenance crew.

As a team member of the road maintenance crew, this position will participate in daily road maintenance activities ensuring that they work safely adhering to all standard operating procedures.

The position will rotate across all road maintenance road crews and carry out other related duties depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

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:

an MR-class driver's license.

construction induction (white card).
asbestos awareness card.

A pre-employment medical will be required for any successful candidates.

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

How to Apply: Applicants should provide a response (no more than two pages) to the "what you require" section of the position description outlining your suitability and experience for the positions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ilija Kovacevic (02) 6207 4746 Ilija.Kovacevic@act.gov.au

City Services

City Presentation

Licensing and Compliance

Senior Investigator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 13679)

Gazetted: 06 August 2021

Closing Date: 20 August 2021

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Licensing and Compliance is seeking a highly motivated person to join its incredible, dynamic team. Licensing and Compliance (LandC) works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. The position provides investigative support to authorised officers and to other City Presentation units including Urban Treespaces and Place Management. You will work with numerous pieces of legislation including but not limited to the *Public Unleased Land Act 2013*, *Litter Act 2004*, *Tree Protection Act 2005* and *Domestic Animals Act 2000*. The Investigations Team plays a primary role in preparing briefs of evidence for issues referred to the ACT Director of Public Prosecutions, and officers from the team may be required to attend associated court proceedings. The team also works to develop the skills of authorised officers to ensure investigations undertaken are done so in accordance with legislative requirements and demonstrate best practice. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements

The successful applicants must have:

Driver's licence Class 'C' or higher.

Certificate IV in Government Investigation or equivalent.

High level Government writing skills.

The willingness to undertake field operations that may be protracted, be prepared to attend Court, and give evidence if required.

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:

Current First Aid Certificate.

A construction occupation White Card.

Diploma in Government Investigations.

Demonstrated experience in investigations and in a regulatory environment.

Experience in developing / delivering training programs.

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate); and character references.

Notes: This is a temporary position available for a period of 6 months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12

months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Written applications are to be in the form of a two-page pitch, addressing the Selection Criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

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

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

Worksafe ACT

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

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

Inspectors

Regulatory Inspector 6 \$88,899 - \$101,743, Canberra (PN: 39353, several)

Gazetted: 09 August 2021

Closing Date: 23 August 2021

Details: Inspectors in the General Inspectorate or in the Construction and Asbestos Team have the opportunity to undertake planned rotation through the various inspector teams within WorkSafe ACT. The inspectorate is responsible for providing compliance and enforcement services, expert information, assistance and education that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces. You will need solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory to ensure best practices are imbedded in workplaces to increase the safety and health of workers.

Eligibility/Other Requirements: Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the Work Health and Safety (WHS) Commissioner. Diploma of Government (Workplace Inspection and/or Investigations) or required to complete within 12 months of commencement. Current unrestricted driver's licence. Willingness to: participate in an after-hours on-call and telephone roster when required wear a uniform, participate in programmed after hours compliance activities when required, undergo a pre-employment police check.

Notes: There are several positions available. 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: Prepare a two page response addressing the Selection Criteria outlined in the Ideal Candidate section above. Please ensure you demonstrate in your application that you meet the essential requirements listed above. Please also include a current curriculum vitae and relevant referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Davis (02) 6205 2618 MattE.Davis@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

Staff Specialist – Senior Specialist Band, \$183,172 - \$247,471

Fathima Ayyalil, Section 68(1), 26 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Cristy Arquillano, Section 68(1), 16 August 2021

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

Julia Birchall, Section 68(1), 2 August 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Rebecca Carr, Section 68(1), 22 July 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Gemma-Rose Curtis, Section 68(1), 8 August 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Anastasia de Grave, Section 68(1), 12 August 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Maddison Dunn, Section 68(1), 9 August 2021

Assistant in Nursing \$52,301 - \$54,070

Safala Gautam, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Neala Jocumsen, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Khushboo Kalra, Section 68(1), 9 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Amelia King, Section 68(1), 9 August 2021

Assistant in Nursing \$52,301 - \$54,070

Bijaya Phadera, Section 68(1), 5 August 2021

Senior Officer Grade A \$153,041

Kireet Taneja, Section 68(1), 12 August 2021

Canberra Institute of Technology

Teacher Level 1 \$78,538 - \$104,793

LISA BACKHOUSE, Section 68(1), 5 August 2021

Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Lisa Carter, Section 68(1), 11 August 2021

Administrative Services Officer Class 2/3 \$59,016 - \$71,963

David Virtue, Section 68(1), 10 August 2021

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$131,773 - \$148,344

Lauren Clift, Section 68(1), 9 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Rebecca Crawford, Section 68(1), 3 August 2021

Senior Officer Grade B \$131,773 - \$148,344

Jessica Entwistle, Section 68(1), 9 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Terence Janssen, Section 68(1), 9 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Kylie Munro, Section 68(1), 12 August 2021

Senior Officer Grade A \$153,041

William Smith, Section 68(1), 2 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Amber Wilson, Section 68(1), 9 August 2021

Education

Senior Officer Grade C \$111,887 - \$120,436

Katherine Erickson, Section 68(1), 9 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Andrea Fabricante, Section 68(1), 9 August 2021

Environment, Planning and Sustainable Development

Senior Officer Grade C \$111,887 - \$120,436

Anthony Burton, Section 68(1), 9 August 2021

Park Ranger 2 \$74,237 - \$80,381

Tim Wells, Section 68(1), 9 August 2021

Major Projects Canberra

Administrative Services Officer Class 5 \$82,506 - \$87,331

Daisy Baker, Section 68(1), 3 August 2021

Suburban Land Agency

Senior Officer Grade C \$111,887 - \$120,436

Alison Booth, Section 68(1), 5 August 2021

Transport Canberra and City Services

Administrative Services Officer Class 3 \$66,867 - \$71,963

Emily Chinn, Section 68(1), 6 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Smee Cross, Section 68(1), 6 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Stephan D'Amico, Section 68(1), 6 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Samantha Edmonds, Section 68(1), 6 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Catherine Fitch, Section 68(1), 6 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Jane Hanson, Section 68(1), 6 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Robert Henderson, Section 68(1), 6 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Raelene Hill, Section 68(1), 31 July 2021

Senior Professional Officer Grade A \$153,041

Francesca Leone, Section 68(1), 9 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Sunny Losionek, Section 68(1), 6 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Katherine Mayfield, Section 68(1), 6 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Laura McHugh, Section 68(1), 6 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Kim Morton, Section 68(1), 6 August 2021

General Service Officer Level 7 \$65,966 - \$69,661

Tri Mulyanto, Section 68(1), 6 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Matthew Peric, Section 68(1), 6 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Jesse Petrie, Section 68(1), 6 August 2021

General Service Officer Level 2 \$49,578 - \$51,380

Paea'i Sankey, Section 68(1), 9 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Brett Yates, Section 68(1), 6 August 2021

TRANSFERS

Canberra Health Services

Amanda Coslett

From: Nurse Practitioner \$131,034

Canberra Health Services

To: Nurse Practitioner \$131,034

Canberra Health Services, Canberra (PN. 37081) (Gazetted)

Lyetishia Mercieca

From: Health Professional Level 4 \$111,887

Education

To: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 29753) (Gazetted 23 July 2021)

Clinton Rawsthorne

From: Administrative Services Officer Class 6 101,743

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 52389) (Gazetted)

Chief Minister, Treasury and Economic Development

Bradley Fox

From: Senior Building Trade Inspector \$131,773

Chief Minister, Treasury and Economic Development

To: Senior Building Trade Inspector \$131,773

Chief Minister, Treasury and Economic Development, Canberra (PN. 37638) (Gazetted 25 May 2021)

Robert Hills

From: Senior Officer Grade B \$131,773

Justice and Community Safety

To: Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 52112) (Gazetted 25 May 2021)

Andrew Watson

From: Senior Officer Grade C \$111,887

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 03659) (Gazetted 30 November 2020)

Justice and Community Safety

Thomas Charles-Jones

From: \$87,715 - \$100,388

Community Services

To: Patient Transport Officer 1 \$61,197 - \$65,034

Justice and Community Safety, Canberra (PN. 48690) (Gazetted 20 August 2021)

Danyon O'Rourke

From: \$76,511 - \$80,381

Justice and Community Safety

To: Prosecutor Associate \$74,237 - \$76,511

Justice and Community Safety, Canberra (PN. 51827) (Gazetted 28 May 2021)

Transport Canberra and City Services

Clinton Mcalister

From: \$153,041

Justice and Community Safety

To: Infrastructure Officer 4 \$132,911 - \$151,004

Transport Canberra and City Services, Canberra (PN. 41430) (Gazetted 15 June 2021)
Worksafe ACT

Jol Taber

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Transport Canberra and City Services
To: Regulatory Inspector 6 \$88,899 - \$101,743
Worksafe ACT, Canberra (PN. 39353) (Gazetted 27 January 2021)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion

Veronika Pasalic

From: Classroom Teacher \$75,443 - \$112,930
Education
To: †Senior Officer Grade C \$111,887 - \$120,436
ACT Health, Canberra (PN. 42230) (Gazetted 1 July 2020)

ACT Long Service Leave Authority

Thomas Tadic

From: Administrative Service Officer Class 5 \$82,506 - \$87,331
ACT Long Service Leave Authority
To: Administrative Service Officer Class 6 \$88,899 – \$101,743
ACT Long Service Leave Authority, Canberra (PN:49097)(Gazetted 10/03/2021)

Canberra Health Services

Siyuan Chen

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Canberra Health Services
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Canberra Health Services, Canberra (PN. 38191) (Gazetted 11 June 2021)

Yin Leng Elaine Chin

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. 54095) (Gazetted 16 February 2021)

Mitchel Green

From: Administrative Services Officer Class 5 \$82,506 - \$87,331
Canberra Health Services
To: †Senior Officer Grade C \$111,887 - \$120,436
Canberra Health Services, Canberra (PN. 30675) (Gazetted 21 July 2021)

Canberra Health Services

Ben Huntingdon

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23987) (Gazetted 22 June 2021)

Quality Safety Innovation and Improvement

Annie-Paulah Kamilo

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 25792) (Gazetted 2 July 2021)

Martin Mathew

From: Assistant in Nursing \$52,301 - \$54,070

Canberra Health Services

To: Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level)

Canberra Health Services, Canberra (PN. 37464) (Gazetted 16 April 2021)

Kylie Rosin

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 19168) (Gazetted 9 March 2021)

Canberra Institute of Technology

Education and Training Services

Walsa Fox

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Canberra Institute of Technology, Canberra (PN. 39848) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Education and Training

Health Community and Science

Sally Holdsworth

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 37797) (Gazetted 1 March 2018)

Clause 41.3 of the ACT Public Sector Canberra Institute Of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Education and Training Services

CIT Yurauna Centre

Catherine Law

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 48157) (Gazetted 17 February 2021)

Chief Minister, Treasury and Economic Development

Office of International Engagement

Emma Gowling

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 37700) (Gazetted 15 July 2021)

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People

Anna Lee

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 19634) (Gazetted 10 May 2021)

Policy and Cabinet

Alexandra Slobodian

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 44159) (Gazetted 5 July 2021)

Workplace Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Kim Szandurski

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. 19587) (Gazetted 1 July 2021)

Policy and Cabinet division

Cabinet, Assembly and Government Business

Assembly and Government Business

Isabelle Jane Thompson

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 55386) (Gazetted 23 December 2020)

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)

Education

Service Design and Delivery

Occupational Violence and Complex Case Management

Shannon Ashley

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

Community Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Education, Canberra (PN. 49474) (Gazetted 9 September 2020)

Calwell High School

Erin Smith

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 01985) (Gazetted 22 June 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

Environment

Resilient Landscapes

Biosecurity and Rural Services

Michael Tweedie

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$77,011 - \$87,032

Environment, Planning and Sustainable Development, Canberra (PN. 09890) (Gazetted 26 November 2020)

Office of the Director-General

Communication and Engagement

Megan Baker: 84692170

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: 33015)

Justice and Community Safety

Emergency Services

ACT Ambulance Service

Ambulance Operations

Amy Drumm

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. 48654)

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021

Emergency Services

ACT Ambulance Service

Ambulance Operations

Sarah Gray

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. 48653)
This promotion is made in accordance with Clause R1.2 of the ACT
Ambulance Service Enterprise Agreement 2018-2021

Emergency Services

ACT Ambulance Service

Ambulance Operations

Madison Nolan

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. 48651)
This promotion is made in accordance with Clause R1.2 of the ACT
Ambulance Service Enterprise Agreement 2018-2021

Emergency Services

ACT Ambulance Service

Ambulance Operations

Jacob Ratcliffe

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. 26286)
This promotion is made in accordance with Clause R1.2 of the ACT
Ambulance Service Enterprise Agreement 2018-2021

Emergency Services

ACT Ambulance Service

Ambulance Operations

Benjamin Warren

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. 48650)
This promotion is made in accordance with Clause R1.2 of the ACT
Ambulance Service Enterprise Agreement 2018-2021

Suburban Land Agency

Suburban Land Agency

Built Form and Divestment

Built Form

Ashleigh Haltiner

From: Infrastructure Officer 3 \$112,145 - \$123,104
Environment, Planning and Sustainable Development
To: Infrastructure Officer 5 \$158,994
Suburban Land Agency, Canberra (PN. 52422) (Gazetted 30 June 2021)

Program Solutions

Nicole Rogan

From: Senior Officer Grade C \$111,887 - \$120,436
Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$131,773 - \$148,344
Suburban Land Agency, Canberra (PN. 55376) (Gazetted 16 July 2021)

Transport Canberra and City Services

City Services

ACT NOWaste

Waste Policy

David Alexander

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Transport Canberra and City Services, Canberra (PN. 35571) (Gazetted 13 January 2021)

Territory and Business Services

Libraries ACT

Florian Benz

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Transport Canberra and City Services

To: †Professional Officer Class 1 \$62,767 - \$87,032

Transport Canberra and City Services, Canberra (PN. 17000) (Gazetted 16 June 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.

Transport Canberra and Business Services

Territory and Business Services

Shane Kelly

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Transport Canberra and City Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 47389) (Gazetted 5 July 2021)

Territory and Business Services

Libraries ACT

Irene Suladze

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Transport Canberra and City Services

To: †Professional Officer Class 1 \$62,767 - \$87,032

Transport Canberra and City Services, Canberra (PN. 17000) (Gazetted 16 June 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.

CORRIGENDA

Canberra Health Services

Permanent Appointment for Asrat Woldie gazetted on 05/08/2021 - last name was spelled incorrectly, correct name is Asrat Wolide.