



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 14 October 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](mailto:jobs@act.gov.au)

#### **Performance Audit**

##### **Senior Auditor - Performance Audit**

**Senior Auditor \$89,780 - \$109,334, Canberra (PN: 42808)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

**Details:** The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Senior Auditor you will be responsible for assisting in the planning and implementation of performance audits and other reviews and investigations of the operations of ACT public sector entities. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting accountability in the public administration of the Australian Capital Territory. The

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

**Eligibility/Other Requirements:** Relevant tertiary qualifications are highly desirable. All applicants must have high level spoken English. All ACT 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 a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence, or, if already commenced, will be terminated.

**Notes:** A Selection Advisory Committee will conduct shortlisting and a selection process based on written applications and an interview. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are asked to address the Key Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details for two referees.

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

Contact Officer: Jonathan Brown (02) 6205 2438 [Jonathan.Brown@act.gov.au](mailto:Jonathan.Brown@act.gov.au)

#### **Performance Audit**

##### **Director**

**Senior Audit Manager \$131,938 - \$153,041, Canberra (PN: 42804)**

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Director, you will be primarily responsible for managing performance audits and other reviews and investigations of the operations of ACT public sector entities. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

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

**Eligibility/Other Requirements:** Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. All ACT 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 a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

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

Contact Officer: Matthew Bowden (02) 6207 2291 [matthew.bowden@act.gov.au](mailto:matthew.bowden@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>

### **Public Health Protection and Regulation**

#### **Health Protection Service**

#### **Business Management Services**

#### **Office Manager**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 31708)**

Gazetted: 20 October 2021

Closing Date: 27 October 2021

**Details:** Are you ready to lead a team providing administrative support to critical public health operations? Are you passionate about providing excellent customer service to the Canberra community?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to manage an administrative team that supports the vital work of the Health Protection Service. The successful applicant will be responsible for managing resources, developing staff, and ensuring continuous improvement in the quality of service provided to the branch and to the public.

The Health Protection Service is part of the Public Health, Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

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

**Note:** This is a temporary position available up until 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** If you are interested in joining this dedicated team, you can apply by providing a written statement of no more than four pages addressing the capabilities listed under 'What You Require' in the Position Description, your curriculum vitae and contact details of two referees.

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

Contact Officer: Cathie Smith (02) 5124 9105 [Cathie.Smith@act.gov.au](mailto:Cathie.Smith@act.gov.au)

### **Health Systems, Policy and Research**

#### **Preventive and Population Health**

## **Preventive and Population Health Policy**

### **Grants Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52599)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

**Details:** An exciting opportunity exists for an enthusiastic and dedicated Grants Officer to work in the Preventive and Population Health Policy Team. Under the general direction of the Program Manager, the position will assist in the delivery of the ACT Health Promotion Grants program. This includes, assisting with the development, administration and payment of grants and engaging with key stakeholders, including NGOs, consumers, community groups and other ACT Government directorates.

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

**How to Apply:** Interested candidates are requested to provide a written application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please also provide a recent curriculum vitae and the contact details of two referees.

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

Contact Officer: Neill Taylor (02) 5124 9461 neill.taylor@act.gov.au

## **Office of the Director-General**

### **Communication and Government Relations**

#### **Ministerial and Government Services**

##### **Director, Government Business**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45489)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** The Ministerial and Government Services (MAGS) team within ACT Health Directorate (ACTHD) provides operational and strategic support to the health Ministers' Offices, the Director-General and ACT Health staff on ministerial and government business.

The Director of Government Business is a key role within MAGS, as the position provides a key link between the ACTHD and the health Ministers' Offices providing advice and coordination of government business matters relating to the ACT Legislative Assembly, Cabinet, National Cabinet and other government business matters. You will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Government Business team. You will supervise an Executive Assistant and provide coaching and guidance to other administrative staff.

#### **Eligibility/Other Requirements:**

This is a full-time position.

The successful applicant will have a proven ability to build and maintain collaborative relationships, including the ability to actively manage up, excellent problem solving skills and sound judgement. They will also have strong communication skills and sound attention to detail.

Experience working on and existing knowledge of Cabinet, Assembly and ministerial processes, specifically within the ACT Government, is highly desirable.

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

Please note, this position will be working from 2-6 Bowes Street Woden ACT.

**How to Apply:** Written applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and abilities that address the Selection Criteria, and a current curriculum vitae with two referee contacts.

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

Contact Officer: Chadia Rad 5124 6216 Chadia.Rad@act.gov.au

## **Digital Solutions Division**

### **Executive Branch Manager, Future Capability**

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1025)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

**Details:** The Digital Solutions Division is at the forefront of digital health innovation and we are on a hunt for a suitably experienced executive to help us achieve our mission!

Does your work have real impact to the community you live in? Ours does. This position will lead and manage a range of fun and innovative ICT projects, including the Digital Health Record, the largest ICT program of work and the largest ICT investment in ACT Government's history.

**Eligibility/Other Requirements:** The successful applicant will need to gain and maintain a Negative Vetting Level 1 National Security Clearance (and as such, must be an Australian citizen) and experience in clinical service delivery, health service administration or management are considered highly desirable for achievement of the responsibilities of the position.

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

**Contract:** Reporting to the Executive Group Manager, Digital Health Record, the successful applicant will be engaged on a contract until 30 August 2022, with the possibility of extension until 31 March 2023.

**How to Apply:** Applicants are to provide a copy of their curriculum vitae, a response to the Executive Capabilities and Position Description and contact details of at least two referees.

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

Contact Officer: Sandra Cook (02) 5124 9129 Sandra.Cook@act.gov.au

**Digital Solutions Division**

**Future Capability**

**Digital Health Record Hub**

**Digital Health Record Analyst (Pharmacy)**

**Pharmacist Level 4/Pharmacist Level 5 \$118,525 - \$148,344, Canberra (PN: 53635, 53636)**

Gazetted: 15 October 2021

Closing Date: 2 November 2021

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

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

The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

**Pitch**

The Digital Health Record Program has an opening for a Digital Health Record Analyst (Pharmacist) within the Digital Health Record Program team. Digital Health Record Analysts are responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position is will be focussed on the configuration medication workflows and requires a registered Pharmacist.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

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

**Note:** This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process. Please make sure you address the Selection Criteria relevant to the classification at which you are applying. Please view Position description attached for each classification.

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

Contact Officer: Aimee Solomon 02 5124 9315 Aimee.Solomon@act.gov.au

**Assistant Director of Nursing (ADON), Ratios Implementation - Calvary Public Hospital Bruce  
Registered Nurse Level 4.3 \$139,701, Canberra (PN: 52963)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** Are you a nursing/midwifery workforce change management extraordinaire? If so, we have the job for you! Join the Office of the ACT Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across the ACT public health services. In this position you will report to the Ratios Implementation Manager and will be responsible for analytical, administrative and project related tasks. You will be based at Calvary Public Hospital Bruce for close consultation and collaboration with the Executive Director of Nursing and Midwifery.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum.

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:**

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Nurse or Registered Midwife.

Have a minimum of five years’ experience working professionally in nursing and/or midwifery management or leadership role.

A postgraduate tertiary qualification in nursing, midwifery or project management is desirable.

As required, ensure compliance to the ACT public health services immunisation requirements.

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

**Notes:** This is a temporary position available for two years from 25 October 2021 until 27 October 2023 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:** Please submit a two-page written “pitch” responding to the Professional/Technical Skills, Behavioural Capabilities and Compliance Requirements/Qualifications in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

If you have any questions about this position please contact the Contact Officer.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

**Digital Solutions Division  
Information and Data Management  
Information Management Hub  
Data Repository Developer**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29390)**

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** The Information and Data Management Branch (IDM) within the Digital Solutions Division is looking, for enthusiastic staff who have experience in the development and delivery of high quality, well-structured data warehouse solutions.

The role of Data Repository Developer will be assisting the team to ingest, manage, develop, and store data sets for data analysis, sharing and reporting. The environment is fast-paced and challenging, but you'll be working in a dynamic team contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way and every day is a learning experience.

The Information and Data Management Branch is responsible for managing the ACT Health Directorate's reporting requirements this includes the development of data sets for national data agencies and Australian governments, the development of datasets to support the COVID-19 response as well as assisting the health services transition in one of the most significant projects in ACT Government, the Digital Health Record (DHR). The Branch is also responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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

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

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

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

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

Contact Officer: Sean Winefield (02) 5124 9114 [Sean.Winefield@act.gov.au](mailto:Sean.Winefield@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

##### **Human Resources Business Partner**

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

Gazette Date: 18 October 2021

Closing Date: 31 October 2021

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

Reference Number: 17023

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

Contact Officer: Cecilia Jones [cecilia.jones@calvarycare.org.au](mailto:cecilia.jones@calvarycare.org.au)

#### **Calvary Public Hospital Bruce**

##### **Emergency Department**

##### **Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (600932)**

Gazette Date: 20 October 2021

Closing Date: 28 October 2021

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

Reference Number: 16791

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

Contact Officer: Kim Hale (02) 6201 6093 [kim.hale@calvary-act.com.au](mailto:kim.hale@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](mailto:jobs@act.gov.au)

### **Women's, Youth and Children**

#### **Community Health Programs**

#### **Registered Nurse Audiometry / Audiologist**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 31305 - 01YKV)**

Gazetted: 19 October 2021

Closing Date: 5 November 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/> Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Children's Hearing Service Nurse Audiometry Service is operated from Belconnen Community Health Centre.

The service provides a full hearing assessment to children from 18 months to 18 years at no cost to the family.

Families are given information about their child's hearing and provided with education and health promotion around hearing health. Appropriate referrals are put in place where required.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

You will have the ability to work independently as an integral part of a small team which services the needs of our younger population services the needs of our younger population. You will be engaging with children and display the values of CHS organisation primarily kind.

An understanding of your own expertise and scope of practice in order to seek advice and assistance when required

An ability to work in a small team setting

Enjoys working with toddlers, children and adolescents

Kindness

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Relevant Tertiary qualifications or equivalent qualifications

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

Be a registered member of either the Audiometry Nurses Association of Australia Inc or Audiology Australia.

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

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

##### **Desirable:**

and a minimum of more than four years' experience working professionally in Audiometry Nursing or Audiology.



**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 disease for Category A.

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary part-time position available for six months at (16) hours per week. The above full-time salary will be paid pro-rata.

Contact Officer: Catherine Whitehead 0408648945 Catherine.Whitehead@act.gov.au

**Chief Operating Officer Clinical Services**

**Medicine**

**Renal Supportive Care Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 41264 - 01YAK)**

Gazetted: 15 October 2021

Closing Date: 29 October 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include acute, satellite and home dialysis, the Chronic Kidney Disease (CKD), renal transplantation, dialysis access and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Renal Supportive Care (RSC) nurse will provide expert clinical advice to patients, carers, and other health care professionals within the defined specialty of Renal Medicine. The RSC nurse develops, facilitates, implements, and evaluates care management plans for patients with complex health needs and high symptom burden associated with kidney failure and other co-morbidities. This involves liaising with patients and their families, Nephrologists, General Practitioners, Palliative Care services, Geriatricians, and allied health professionals.

The RSC nurse provides leadership that facilitates the ongoing development of clinical practice. The RSC nurse contributes to the development and delivery of speciality related education programs for both patients and staff. The RSC nurse initiates and utilises findings of research in the provision of clinical services. This role participates in processes for the strategic and operational planning for the renal supportive care service.

The RSC Nurse position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients. This position is fulltime working Monday to Friday during normal business hours.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

1. Excellent interpersonal skills with a proven ability to provide leadership and to work effectively as part of a multidisciplinary team committed to providing excellent care
2. Commitment to ongoing personal and professional development and the ability to work at an advanced practice level
3. Strong organisational skills with a high degree of drive, self-motivation and a positive attitude
4. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.

**Position Requirements/Qualifications:**

- Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum of five years' nursing experience providing care to patients with a chronic disease or palliative care setting.
- 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.
- While not essential, candidates with the following will be highly regarded:
  - o Postgraduate nephrology qualification (or working towards)
  - o Postgraduate in palliative care qualification (or working towards)

Successful Candidate will also be encouraged to undertake post graduate Nephrology / Palliative Care Qualifications

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Julie Voutos (02) 5124 3062 Julie.Voutos@act.gov.au

**Chief Operating Officer Clinical Services**

**Medicine**

**Chronic Kidney Disease Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22388 - 01YAJ)**

Gazetted: 15 October 2021

Closing Date: 28 October 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include acute, satellite and home dialysis, the Chronic Kidney Disease (CKD), renal transplantation, dialysis access and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The CKD nurse will provide expert clinical advice to patients, carers, and other health care professionals within the defined specialty of Renal Medicine. The CKD nurse develops, facilitates, implements, and evaluates care management plans for patients with complex health needs associated with kidney failure and other co-morbidities. This involves liaising with patients and their families, Nephrologists, General Practitioners, Palliative Care services, Geriatricians, and allied health professionals.

The CKD nurse provides leadership that facilitates the ongoing development of clinical practice. The CKD nurse contributes to the development and delivery of speciality related education programs for both patients and staff. The CKD nurse initiates and utilises findings of research in the provision of clinical services. This role participates in processes for the strategic and operational planning for the Chronic Kidney Disease care service.

The CKD Nurse works closely with the Multidisciplinary teams within the ACT and Southern NSW Local Health District Renal Network and reports to the Clinical Nurse Consultant of Renal Outpatients CHS. This position is fulltime working Monday to Friday during normal business hours.

## ABOUT YOU

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

### Behavioural Capabilities

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

Excellent interpersonal skills with a proven ability to provide leadership and to work effectively as part of a multidisciplinary team committed to providing excellent care

Commitment to ongoing personal and professional development and the ability to work at an advanced practice level

Strong organisational skills with a high degree of drive, self-motivation and a positive attitude

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

### Position Requirements/Qualifications:

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum of three years' nursing experience providing care to patients with a chronic disease.

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](#).

While not essential, candidates with the following will be highly regarded:

Post graduate nephrology qualification (or working towards) OR

Post Graduate qualification in Chronic Disease Management

Successful Candidate will also be encouraged to undertake post graduate qualifications in Nephrology.

### Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Julie Voutos (02) 5124 3062 [Julie.Voutos@act.gov.au](mailto:Julie.Voutos@act.gov.au)

## Rehabilitation, Aged Care and Community Services

### Oral Health Services

#### Dentist Level 1-2

**Dentist 1-2 \$81,534 - \$99,007 (up to \$148,344 dependent on qualifications), Canberra (PN: 32156 - 01YKC)**

Gazetted: 15 October 2021

Closing Date: 29 October 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
The Oral Health Service provides dental health care to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

These locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

The Mobile Dental clinics provide dental care to targeted access groups that include Bimberi Youth Detention Centre, the homeless, aged care facility residents and children and youth attending identified schools in the ACT. The successful applicant will be required to work at all OHS service delivery locations and participate in the on-call dental emergency roster for the Canberra Hospital.

**Note:** There are multiple temporary full-time positions available for 12 months with possibility of extension and or permanency.

## ABOUT YOU

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

### Position Requirements/Qualifications:

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

Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science.

Ability to be able to hold a radiation licence in the ACT.

Scope and experience providing dental treatment to Special Needs clients,

Scope and experience providing dental treatment to clients who are under general anaesthetic

Scope and experience in the provision of removable prosthetic dental appliances.

Current driver's licence.

The successful applicant may 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:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.

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

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

Contact Officer: Elise Beachley 0466 479 653 [elise.beachley@act.gov.au](mailto:elise.beachley@act.gov.au)

## Medicine

### Administration

#### Casual Administration Support Officer

**Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: C06828, several - 01YLH)**

Gazetted: 18 October 2021

Closing Date: 1 November 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/>

Under general direction you will be required to provide administrative support to various clinical services within the Division of Medicine. You will be required to provide general reception duties including admitting and discharging patients, booking and scheduling and billing of client appointments and general office duties. As a casual member of staff, it is expected that you will be available to work at weekends and on public holidays when required and will be able to attend work at very short notice.

## 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.

Strong interpersonal and communication skills

Reliable with a strong work ethic

**Position Requirements/Qualifications:**

The successful applicant will need to be available for weekend and public holidays when required

Ability to accept shifts at short notice

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

Undergo a pre-employment National Police Check.

**Notes:** These are casual positions. The above full-time salary will be paid pro-rata.

Contact Officer: Stuart Couper (02) 5124 5311 [stuart.couper@act.gov.au](mailto:stuart.couper@act.gov.au)

**Surgery**

**Perioperative**

**Clinical Development Nurse (CDN) Instrument/Circulating**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 24446 - 01XNK)**

Gazetted: 18 October 2021

Closing Date: 29 October 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)—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.

This role is to facilitate the educational needs of the nurses within the Instrument/Circulating specialty. Our Perioperative Unit consists of a DOSA Admissions Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit.

Instrument/Circulating CDNs provide one on one and group Perioperative teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within Canberra Hospital Health Services.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

**ABOUT YOU**

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate changing needs of graduate nurses across diverse area of Health.

Strong communication and interpersonal skills.

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Highly Desirable:**

Holds or working towards a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.  
Postgraduate qualification in nursing or clinical education  
Current clinical experience as a CDN.

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

Undergo a pre-employment Police check.

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

Contact Officer: Benjamin Lollback (02) 5124 3437 benjamin.lollback@act.gov.au

**Cancer and Ambulatory Support**

**Palliative Care**

**Senior Project Manager**

**Senior Officer Grade A \$153,041, Canberra (PN: 25223 - 01YMX)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
The Senior Project Manager will be responsible for driving and leading the implementation of the endorsed Model of Palliative Care for ACT and the surrounding region. The role will work directly to the Executive Director Cancer, Ambulatory Support however will be required to work across the key stakeholders for ACT and surrounding regions palliative care service providers through an agreed governance structure.

**Duties**

Under limited direction of the Executive Director you will work closely with the Senior Management team of the Division and will be responsible for the coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects. You will:

Provide leadership and project manage the implementation of a territory wide model of service for Palliative Care. This will include stakeholder management, risk monitoring and assessment, program scheduling, status reporting and management of all project correspondence and advice.

Provide strategic advice and support to the governance structure, and relevant stakeholders and support the Executive and senior management in the development and submission of documents to support core business of the project including briefs, submissions and monthly formal reports.

Contribute and lead the development and submission of business cases in collaboration with relevant stakeholders, as required.

Provide leadership in the area of system redesign, quality improvement and accreditation activity, and promote a culture of quality within the area.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

**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**

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve system change. Ability to manage strategic networks and stakeholders to foster cooperation and build trusted relationships with political groups and decision makers.

High level interpersonal skills, professionalism and probity in order to influence and lead change which supports decisions made by a diverse stakeholder group.

A level of personal drive, energy and commitment, able to meet and establish deadlines.

**Position Requirements/Qualifications:**

Relevant public sector management and/or relevant public sector experience working professionally in a health care setting 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.

Tertiary qualifications or equivalent in health services or project management is highly desirable.

Previous experience in Palliative Care services or similar.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Sarah Mogford (02) 5124 2738 [Sarah.f.Mogford@act.gov.au](mailto:Sarah.f.Mogford@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services – ALO Service**

#### **Aboriginal and Torres Strait Islander Project Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53243 - 01YLS)**

Gazetted: 18 October 2021

Closing Date: 3 November 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

#### **Position Overview**

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

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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 Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. This position is temporary part-time for a period of three (3) years. The successful applicant will need to work closely with Cancer centre staff and community to develop and deliver culturally secure educational programs along with prevention and promotion materials. This position will also continue to work towards 'creating exceptional care together' by building positive relationships between Canberra Health Services and the Aboriginal and Torres Strait Islander communities in Canberra and surrounding region.

#### **Duties**

Under direction of the ALO Service Manager you will perform the role of project officer to deliver key deliverables as required by the funding agreement of this position. You will

Work with Aboriginal and Torres Strait Islander peoples and have a knowledge and understanding of issues facing Aboriginal and Torres Strait Islander peoples in the health system.

Communicate effectively with Aboriginal and Torres Strait Islander people.

Develop and deliver of educational packages along with promotional and prevention materials that are culturally appropriate.

Undertake research and analysis and prepare reports, complete statistics and produce documentation as required by the funding body, Cancer services and ALO Manager.

Meet deadlines and work with minimal supervision.

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.

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

#### **About You**

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



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

**Behavioural Capabilities**

Strong work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking and common sense.

**Position Requirements/Qualifications:**

Relevant tertiary qualifications such as Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development) or equivalent, or willingness to undertake studies is highly desirable.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Prior to commencement successful candidates will be required to:

Be registered under the Working for Vulnerable People Act 2011.

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 part-time temporary position available at 22.05 hours per week for a period of up to three years and the full-time salary noted above will be paid pro-rata.

Contact Officer: Joyce Graham 02 5124 2615 [Joyce.Graham@act.gov.au](mailto:Joyce.Graham@act.gov.au)

**Chief Executive Officer**

**Infection Prevention and Control Unit (IPCU)**

**Nursing and Midwifery and Patient Support Services (NMPSS)**

**Registered Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19170 - 01YLM)**

Gazetted: 18 October 2021

Closing Date: 4 November 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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

2. Strong organisational skills with a high degree of drive

3. Adaptability and flexibility to accommodate change and be responsive to meet needs

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

Holds or is working towards tertiary qualifications in Infection Control.



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.

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

**NOTES**

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

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

Contact Officer: Cathy Burns (02) 5124 8583 [Cathy.burns@act.gov.au](mailto:Cathy.burns@act.gov.au)

**Chief Operating Officer Clinical Services**

**Surgery**

**Clinical Services**

**Trauma Service Office Manager**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 45244 - 01YLG)**

Gazetted: 18 October 2021

Closing Date: 8 November 2021

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

website: <https://www.health.act.gov.au/>

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit.

These Units are supported by administration support officers.

The office manager position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to Canberra Hospital.

The Trauma Service at Canberra Hospital provides clinical services for all trauma patients with known or suspected multi-system injuries, as well as consulting services for those with a significant single system injury. This is conducted in conjunction with the services provided by the Emergency Department, Neurosurgery, Orthopaedic, Cardiothoracic Surgery, Plastic Surgery, Intensive Care, Anaesthetic, Urology, Ophthalmology, Ear, Nose and Throat, Oral and Maxillo-Facial Surgery, and Vascular Surgery departments, as well as Imaging, Pathology, Consultation Liaison Psychiatry and Allied Health.

**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:

- A commitment to providing high quality customer service.
- Adaptability and flexibility to accommodate change.
- Shows initiative to identify areas for improvement.

**Position Requirements/Qualifications:**

**Desirable**

- Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.
- 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.

#### **NOTES**

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

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

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

### **Rehab, Aged and Community Service**

#### **Veteran's Liaison Nurse**

#### **Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 11095 - 01YK9)**

Gazetted: 14 October 2021

Closing Date: 28 October 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/> Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

Applications are being sought for Registered Nurse to provide a high level support consistently and competently to Veteran's patients admitted to the Canberra Hospital or The University of Canberra Hospital

#### **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:

Excellent leadership skills

Excellent communication skills

Positive work attitude

#### **Position Requirements/Qualifications:**

Relevant: Registered or eligible for registration as a General Nurse with the ACT Nursing and Midwifery Board qualifications and a minimum of Two years' experience working professionally in Veteran's Liaison Office is preferred.

The successful applicant will need to be available for Monday to Friday Office Hours

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Mercy Lukose 0432131084 Mercy.Lukose@act.gov.au

### **Clinical Services**

#### **Clinical Support and Projects**

#### **Clinical Development Midwife**

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 12860 - 01YN5)**

Gazetted: 18 October 2021

Closing Date: 3 November 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife, Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

**Duties**

Under limited direction of the Clinical Support Midwife you will perform Clinical Development Midwife Role You will:

Facilitate clinical teaching within the workplace aligned with clinical practice standards and guidelines, applying adult learning principles and utilising current evidence-based practice.

Collaborate with the Clinical Midwife Managers (CMM) and Clinical Support Midwife (CSM) to identify and develop midwives learning needs. This includes midwives of all levels of expertise, including new midwifery staff and new graduate midwives working within Centenary Hospital for Women and Children maternity services.

Attend to competency-based assessment of all midwives within clinical settings as outlined in the National Competency Standards for the Midwife and the Australian Nursing and Midwifery Accreditation Council.

In conjunction with the CMMs and CSM, facilitate a clinically based orientation program for graduate program midwives and new midwifery staff members.

In conjunction with the CMMs, actively participate in midwifery staff performance frameworks, in particular performance plans. Be responsible for reporting on clinical area essential education requirements. Facilitate the development of clinical in-services for midwives considering local requirements and contemporary evidence-based practices. Encourage and support Level 2 midwives' active involvement in in-service program preparation and facilitation.

Participate in risk management, quality improvement, midwifery practice review and clinical research activities and the development and review of Maternity Clinical Guidance.

Work within the current legislative guidelines and consistently model commitment to Canberra Health Service's Values and provision of safe working environment.

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

**About You**

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

**Behavioural Capabilities**

A strong, women centred midwifery philosophy

Strong organisational skills with a high degree of confidence, drive, and self-motivation to provide the required duties

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Maternity Unit

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

**Position Requirements/Qualifications:**

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

The successful applicant will be required to undertake "Train the Assessor" training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

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 full time position available for 11 months with the possibility of extension. The Clinical Development Midwife will work across the antenatal and postnatal areas. Part time hours considered.

**Contact Officer:** Fiona Cameron (02) 5124 7737 [Fiona.Cameron@act.gov.au](mailto:Fiona.Cameron@act.gov.au)

## Clinical Services

### Mental Health, Justice Health, and Alcohol and Drug Services

#### Territory Wide Mental Health Services

#### HAART/PACER Health Professional level 3

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 51652 - 01Y19)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations.

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

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

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

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

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

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

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of 3 years' (ideal 5 years') post experience working professionally in mental health is preferred.

**Mandatory:**

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

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

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

The successful applicant will need to have a current driver's licence.

The successful applicant will need to be available for 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.

**Highly Desirable:**

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

**Desirable:**

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

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

For Occupational Therapy: Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

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

**Prior to commencement successful candidates will be required to:**

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Undergo a pre-employment Police check.

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

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

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

Contact Officer: Peter Sheils (02) 5124 9152 [peter.sheils@act.gov.au](mailto:peter.sheils@act.gov.au)

**Allied Health**

**Acute Allied Health Services**

**Social Worker**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 52383 - 01YN3)**

Gazetted: 19 October 2021

Closing Date: 2 November 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, 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 Care team (RACC) 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. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.

Degree in Social Work (or equivalent).

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

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment Police check.

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

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

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

**Chief Operating Officer Clinical Services**

**Surgery**

**Intensive Care Unit**

**ICU Foundation Program Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32318, several - 01YO8)**

Gazetted: 19 October 2021

Closing Date: 1 November 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

**ABOUT YOU**

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**Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication skills

**Position Requirements/Qualifications:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based environment is required. Previous experience in the critical care environment is preferred

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts. Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role. Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

**NOTES**

There are several temporary positions available for 12 months with the possibility of extension and/or permanency at full-time and part-time hours 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: Prince Rupert Ramirez (02) 51242756 [princerupert.ramirez@act.gov.au](mailto:princerupert.ramirez@act.gov.au)



## **Mental health, Justice health, Alcohol and Drug Services**

### **Justice Health Services**

#### **Complex Clients/ Population Health**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29145 - 01YMF)**

Gazetted: 20 October 2021

Closing Date: 5 November 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**

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

At this level you will provide advanced Complex care / population health services to clients in custody including screening, education, and treatment of people with complex health needs, chronic disease, communicable diseases, and sexual health issues.

You will be responsible for the day-to-day clinical assessment and management of clients in the Justice Health Services Complex care/Population Health Team. This includes providing access to Complex Care/Population Health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to clients accessing Population health services in custody including monitoring and maintaining access to antiviral therapies. The Complex care/Population Health Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for chronic, complex, and communicable diseases.

This position works collaboratively with all staff including ACT Correctives Services and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Complex care/Population Health Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to clients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

#### **About You**

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#### **Behavioural Capabilities**

Developed nursing leadership skills.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

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

##### **Highly Desirable:**

Previous experience in custodial health.

Previous experience working in sexual health, community health or chronic and complex care.

Holds or is working towards qualifications either at a certificate or postgraduate level

Current driver's licence.

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

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

Prior to commencement successful candidates will be required to:



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

Undergo a pre-employment National Police Check.

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

Contact Officer: Amanda Chase 51242523 [Amanda.chase@act.gov.au](mailto:Amanda.chase@act.gov.au)

## Medicine

### Infectious Diseases

**Specialist – General Practitioner, COVID Care@Home Unit**

**Specialist – General Practitioner, COVID Care@Home Unit**

**Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 53621 - 01YIK)**

Gazetted: 19 October 2021

Closing Date: 1 November 2021

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### POSITION OVERVIEW

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

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

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

A key priority is to deliver timely access to effective and safe COVID clinical care services. The COVID Care@home Unit consists of a dedicated inter-disciplinary team and is specifically designed to coordinate and manage COVID positive patients in the community with a coordinated approach. Low risk patients will be managed with the GP where possible.

The GP Liaison Staff Specialist will provide an interface between Care@home and primary care community settings.

**Note:** There are several part-time temporary positions available for a period of six months.

### ABOUT YOU

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### Position Requirements/Qualifications:

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Royal Australian College of General Practitioners or equivalent specialist qualifications.
3. 5 years' experience working professionally in General Practice is preferred
4. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

5. 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.
6. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
7. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

**For Senior Specialist we will also expect that you:**

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

**Prior to commencement successful candidates will be required to:**

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police Check.

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

**Remuneration Package:**

\$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

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

Contact Officer: Dr. Anne Marie Svoboda, Medical Director, Medical Services Group (02) 5124 2959

**Chief Operating Officer Clinical Services**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Clinical Lead - Primary and Custodial Health**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 37269 - 01YMD)**

Gazetted: 20 October 2021

Closing Date: 8 November 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**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide leadership and be responsible for the day-to-day clinical leadership of the Justice Health Services Primary Health Team. This includes coordinating access to health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic, providing clinical leadership to the Justice Health service nursing team and providing care coordination to patients accessing Justice Health services.

This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice.

This role will work with the senior nursing leadership team to drive change and promote a high-quality service to

patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

#### **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:**

Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications is mandatory and experience working professionally in Custodial Health or Primary Healthcare is preferred.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

#### **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: Amanda Chase (02) 6205 3372 [Amanda.chase@act.gov.au](mailto:Amanda.chase@act.gov.au)

#### **CHS Chief Operating Officer Clinical Services**

#### **CHC Mental Health, Justice Health and Alcohol and Drug Services**

#### **Administrative Assistant to Operational Director**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 21840 - 01YMA)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

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

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**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

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

#### **ABOUT YOU**

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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 applicant will have the following attributes:

Strong Organisation Skills with a high degree of drive.

Management of confidential and sensitive information.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Teamwork and ability to work collaboratively as part of a management team

**Position Requirements/Qualifications:**

**Desirable:**

Be registered under the Working for Vulnerable People Act 2011.

Hold a current driver's license.

Experience within a health administration area.

**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 specific infectious diseases.

Undergo a pre-employment National Police Check.

**The successful candidate will be required to:**

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

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

**Notes:** This is a temporary position available for 11 months.

Contact Officer: Kalvinder Bains (02) 5124 1652 [Kalvinder.Bains@act.gov.au](mailto:Kalvinder.Bains@act.gov.au)

**Territory Wide Mental Health Services**

**Access Mental Health Team**

**Health Professional Level 1 - Access Mental Health Team**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 40897 - 01YKS)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

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

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**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access to mental health services with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the

services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people. The successful candidate will work under the professional supervision of a senior clinician of the same discipline and under the broad supervision of senior clinicians in the team to conduct phone and office-based triage assessments of persons who require mental health care. This work will primarily be based at the one Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres. The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. **The successful candidate will be expected to work in a 38-hour, seven day per week 24hr rotating roster which includes morning and evening shifts. There are no night shifts involved in this position.**

**Recruitment to this position may be based on rankings of the Selection Criteria, your resume and Referee Report alone and may not involve an interview.**

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

#### **Position Requirements/Qualifications:**

Applicants must meet the Mandatory relevant qualifications for their specific discipline:

##### **For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia,

##### **For Psychology:**

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

##### **For Social Work:**

Degree in Social Work.

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

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

Hold a current driver's license.

##### **For all Disciplines:**

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.

#### **Desirable**

Hold a current driver's license.

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

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

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

Undergo a pre-employment Police check.

**Notes:** This is a temporary position available for 12 months.

Contact Officer: Julie Hanson (02) 6205 3266 [Julie.Hanson@act.gov.au](mailto:Julie.Hanson@act.gov.au)

#### **Clinical Services**

#### **Mental Health, Justice Health and Alcohol and Drug Services**

## **Adult Mental Health Services**

### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 12192 - 01YPS)**

Gazetted: 20 October 2021

Closing Date: 8 November 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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the MHSSU and ward 12b, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

### **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**

Proven advanced clinical experience in a leadership role

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

Strong organisational skills with a high degree of drive

### **Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing. Recent 12 months experience in an Acute Mental Health Facility 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 three months with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Shaun Bayliss (02) 5124 5406 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

## **Chief Operating Officer Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**



**Social Worker, Psychologist, Occupational Therapist**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 46496 - 01Y04)**

Gazetted: 20 October 2021

Closing Date: 8 November 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/>

**Overview of the work area and position:**

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

**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**

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team.

**Position Requirements/Qualifications:**

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

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

**For Occupational Therapy:**

**Mandatory**

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

**For Psychology:**

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

**For Social Work:**

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the *ACT Working with Vulnerable People Act 2011*
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

**NOTES**

There may be some driving involved in this role: and the successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift.

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

Contact Officer: Julie Hanson (02) 6205 3266 Julie.Hanson@act.gov.au

**Chief Operating Officer Clinical Services**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Social Worker, Psychologist or Occupational Therapist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 40900 - 01Y07)**

Gazetted: 20 October 2021

Closing Date: 8 November 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/>

**Overview of the work area and position:**

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that



most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

#### **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**

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team.

##### **Position Requirements/Qualifications:**

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

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

##### **For Occupational Therapy:**

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Hold a current driver's licence.

##### **For Psychology:**

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Hold a current driver's licence.

##### **For Social Work:**

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Service 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

##### **NOTES**

This is a temporary position available for eight months with the possibility of permanency. The successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster including night shift. There may driving involved in this position.

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

Contact Officer: Julie Hanson (02) 6205 3266 Julie.Hanson@act.gov.au

## **Clinical Services**

### **Surgery**

#### **Intensive Care Unit**

##### **Registered Nurse Level 1 - Intensive Care Unit**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 16091 - 01YKX)**

Gazetted: 18 October 2021

Closing Date: 29 October 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced 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**

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication skills

#### **Position Requirements/Qualifications:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based critical care environment. Post Graduate Certificate in Critical care nursing is desirable

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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

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

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 12 months with the possibility of permanency.

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

Contact Officer: Prince Rupert Ramirez (02) 5124 2756 [princerupert.ramirez@act.gov.au](mailto:princerupert.ramirez@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](mailto:jobs@act.gov.au)

**Director, CIT IT Operations and Strategy**

**Temporary Vacancy for up to six months**

**Canberra Institute of Technology**

**Corporate Services**

**Position: E1216**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 19 October 2021

**Details:** The Canberra Institute of Technology (CIT) is seeking an enthusiastic and customer focused person with extensive IT experience to assist the Canberra Institute of Technology in operational and strategic planning towards our digital campus to support our educational outcomes.

CIT has a complex array of digital systems. An upgrade of core systems infrastructure platform has recently been undertaken and is approaching completion. CIT is working with Major Projects Canberra on the concept and subsequent implementation of a more cohesive digital integration to coincide with the building of a new CIT campus at Woden. This project is known as CIT's Cloud Campus. A consulting firm has been engaged to assist with the concept for the Cloud Campus.

CIT needs to develop IT strategies that will feed into the Cloud Campus and enable digital system platforms across CIT to serve the fundamental purpose of supporting our students with their learning activities and in their digital interactions with the Institute. A connected system that enables new patterns to emerge within the practices and processes of CIT to continually adapt our digital capability to improve the customer experience.

The role we are seeking will work with the senior teams across CIT to develop and manage those IT strategies and ensure our approach to systems operationally and strategically is able to meet the needs and expectations of students.

**To apply:** Interested applicants are requested to submit an EOI of no more than two pages addressing the roles and responsibilities of the position in the attached Executive Capabilities, a current curriculum vitae and contact details for two referees to Cheryl Steff via email, [cheryl.steff@cit.edu.au](mailto:cheryl.steff@cit.edu.au) by **COB 26 October 2021**.

**Remuneration:** The position attracts a remuneration package ranging from \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

Contact Officer: Cheryl Steff (02) 6205 0647 [cheryl.steff@cit.edu.au](mailto:cheryl.steff@cit.edu.au)

### **CIT Education and Training Services**

**CIT Education Services**

**CIT Program Services**

**Education Advisor - CIT Program Services**

**Teacher Level 2 (EDS CIT) \$111,963 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement), Canberra (PN: 49620)**

Gazetted: 14 October 2021

Closing Date: 28 October 2021

**Details:** Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Education Advisor to lead and support Training Package implementations for additions to CIT's scope of registration.

Key skills for the position include:

Ability to lead staff in developing contemporary and engaging vocational training and assessment practices.

Experience and knowledge of current vocational education and training environment including the ability to contribute to quality outcomes for students and industry.

Demonstrated ability to build and maintain connections, share learned experiences, adapt to and lead an evolving environment, positively engage with stakeholders, explore systems and understand the context within.

Ensure all interactions are consistent with the CIT cultural traits (Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

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

**Eligibility/Other Requirements:**

**Mandatory Qualifications**

All Teachers Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and a Diploma in Vocational Education and Training (or equivalent).

**INDUSTRY EXPERIENCE**

Relevant VET experience is highly desirable.

**DESIRABLE**

Bachelor of Education or relevant higher-level qualification.

**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. Successful candidate will start asap.

**How to Apply:** Submit a max two-page pitch presenting your skills and experience in leading VET program design AND how you can contribute in this role to support vocational education and training leadership at CIT.

Include a detailed curriculum vitae that focuses on your experience and how it will contribute to the role (max six pages) including the names and contact details of two referees (preferably with one as your current manager).

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

Contact Officer: Sandra Duchnaj (02) 6205 7465 Sandra.Duchnaj@cit.edu.au

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

**Chief Minister, Treasury and Economic Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Executive Group Manager, Corporate**

**Temporary Vacancy (6 December 2021 to 17 January 2022)**

**Chief Minister, Treasury and Economic Development Directorate**

**Position: E790**

**(Remuneration equivalent to Executive Level 2.2)**

Date circulated: 19 October 2021

Circulated to: ACTPS Senior Executive List

Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 6 December 2021 to 17 January 2022.

The Executive Group Manager, Corporate, reports to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, Deputy Directors-General and other Executives within CMTEDD, as well as with other key government and non-government stakeholders. This key role leads corporate governance, strategic human resources and digital strategies across the directorate, as well as the delivery of a range of corporate services. The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.

For further information please see the Executive Capabilities attached.

**To apply:** Interested candidates should submit a short EOI, of no more than one pages addressing the Executive Capabilities, details of two referees and a current curriculum vitae via email to Robert Wright via email, [robert.wright@act.gov.au](mailto:robert.wright@act.gov.au) by COB 29 October 2021 .

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

**Remuneration:** The position attracts a remuneration package ranging from \$291,186 - \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.

## **Communications and Engagement**

### **CMTEDD Communications and Engagement**

#### **Campaigns and Creative Services**

##### **Assistant Director, Campaigns**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42524)**

Gazetted: 18 October 2021

Closing Date: 25 October 2021

**Details:** The CMTEDD Communication and Engagement team are looking for an Assistant Director, Campaigns to fill a short-term position until 30 April 2022, with possibility of extension, commencing asap.

This position is responsible for managing strategic campaigns which deliver creative, timely and accurate information to achieve community awareness, positive community engagement and reputation management.

The role will work across Government and focus on a 'One Government, One Voice' approach to the delivery of brand and campaigns. This role will ensure the right information is provided to the right audience, at the right time.

Who are we looking for?

An enthusiastic natural team leader who loves to create engaging campaigns.

What will your duties and responsibilities be?

Develop and project manage campaigns and programs that include a mix of advertising, public relations, strategic communications, creative development, digital and content marketing activities.

Collaborate with stakeholders with a strong client service ethic and provide advice on emerging communications and marketing opportunities and ensure marketing efforts are well integrated.

Brief, manage and oversee a range of creative service and production suppliers and media agencies. This includes leading the procurement, production and delivery of plans and assets to bring strategic and targeted marketing campaigns to life.

As a team leader within the campaign and creative team, work with colleagues to develop ideas that communicate a brand or program in a way that cuts through and drives results.

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

Prepare and present strategies, briefs, schedules, creative ideas and budgets to high level stakeholders including Executive and Ministerial offices.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

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.

#### **Selection criteria for this short-term opportunity:**

##### **Professional / Technical Skills and Knowledge**

Expertise and professional experience in leading marketing strategy, campaign and creative development, research and communications.

Ability to write and present competently and concisely. Explaining complex ideas in an 'elevator pitch' style.

Knowledge of and exposure to a complex government environment, the ability to acquire knowledge, handle sensitive material and an understanding of the sensitivities involved.

##### **Behavioural Capabilities**

Initiates creative and innovative ideas, approaches, insights or designs.

Well-developed persuasive and negotiation skills and ability to show sound judgement, resilience and integrity.

Ability to engage effectively with various stakeholders and audiences and establish and maintain effective business partnerships.

High-level project management and organisational skills, including the ability to effectively manage multiple tasks, and determine team and own priorities.

High work ethic, flexibility, responsiveness and the ability to work productively in a fast-paced environment.

**If this role sounds like you, get in touch!**

##### **Eligibility/Other Requirements:**

Relevant tertiary education qualifications in Communications, Marketing and/or Public Relations is highly desirable.

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

The ability to work flexibly under limited supervision is required.

**Notes:** This is a temporary position available until 30 April 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. Please note, 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 most staff are currently working from home with limited access to on-site working.

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

Please submit the following:

A maximum five-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

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

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

Contact Officer: Jody Gleeson (02) 6205 1876 Jody.Gleeson@act.gov.au

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **Business System Environment Manager**

#### **Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 26725)**

Gazetted: 14 October 2021

Closing Date: 28 October 2021

**Details:** The DDTS ICT Health support team is seeking an enthusiastic and motivated person for the role of Business System Environment Manager to monitor, maintain and manage the DDTS ICT Development, Test and Production environments used to host ACT Health and Canberra Health Services systems and new projects. You will use the environment information to assist DDTS, ACT Health and Canberra Health Services staff deliver ICT projects and ongoing BAU. You will also be called on to deliver BAU changes and minor projects.

The role is demanding and fast paced and requires a person with good technical skills and experience who can switch quickly between a wide range of requests and issues that arise daily. You will be dealing with a range of professional and administrative staff and will require excellent liaison skills and the ability to remain calm under constant pressure.

#### **Eligibility/Other Requirements:**

Suitable candidates would possess knowledge of the ACT Government ICT environment and would have the skillset and experience to facilitate requests for change to components of the environment and to manage and maintain a specific subset of the environment. Experience with ITIL and Prince 2 process would be advantageous.

**Notes:** This is a temporary position available for 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:** Please submit the following:

A written statement, of no more than three pages, which addresses the Behavioural Capabilities section in the position description. Your response should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Your curriculum vitae including 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: Mick Hassan 0437003962 Mick.Hassan@act.gov.au

## **Corporate**

### **Digital Strategy and Transformation**

**Assistant Director, Cyber Strategy and Governance**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53477)**

Gazetted: 14 October 2021

Closing Date: 4 November 2021

**Details:** This is your opportunity to be part of a small but growing team of digital leaders who are stimulating the transformation of Digital and ICT services within CMTEDD. Led by the Chief Information Officer (CIO), the team is responsible for establishing and executing cyber assurance / governance, enhancing service delivery through digital transformation, building data-literacy, increasing digital and ICT project management capability, and supporting systems modernisation.

The ideal person for this role is somebody passionate, customer focussed and outcomes oriented, who understands contemporary cyber-security practices and the technology environments in which government operates. They will have demonstrated experience:

working across boundaries, with multiple stakeholders

implementing a disciplined, ordered approach towards managing both large and small programs of work

working in small, multi-disciplined teams

in collating, analysing, and presenting critical information.

If you think you have the relevant experience and skills please review the Position Description and apply as per directed.

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

**Eligibility/Other Requirements:**

To be successful in this role you will possess:

Knowledge and understanding of risk management frameworks and their application within the public sector, preferably in an ICT and/or information security context.

Demonstrated experience in risk management and assessment, and development of practical mitigation strategies to address complex enterprise risks, preferably in an ICT or information security context

**Notes:** This is a temporary position available immediately for 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. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** Please submit a two page pitch outlining why you are the best person for the job, please also submit your curriculum vitae.

If you want to know more about the role before applying, please contact Shyam Srivastava on (02) 6207 1533 or email [shyam.srivastava@act.gov.au](mailto:shyam.srivastava@act.gov.au).

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

Contact Officer: Shyam Srivastava (02) 6207 1533 [Shyam.Srivastava@act.gov.au](mailto:Shyam.Srivastava@act.gov.au)

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Construction and Planning Compliance**

**Assistant Director Construction and Planning Investigations**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40367)**

Gazetted: 14 October 2021

Closing Date: 28 October 2021

**Details:** Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

**Division Overview**

**What we do**

At Access Canberra, we play a key role in supporting a safe and vibrant city. We improve the way industry does business, and help protect and improve Canberra's liveability. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

**Who we are**

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

We 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?"

**What we offer**

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

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

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

**The Team you will work in:**

The Construction and Planning Investigations Team (CPIT) within the Construction and Planning Regulations section of the Construction, Utilities and Environment Protection Branch, is responsible for conducting investigations in relation to building and planning breaches under the *Building Act 2004*, the *Planning and Development Act 2007*, and the *Construction Occupations (Licensing) Act 2004*, in response to complaints received through Access Canberra.

The CPIT, work alongside with the Rapid Regulatory Response Team (RRRT) and the Compliance Monitoring and Inspection Team (CMIT), to provide a holistic approach to ensuring proportionate and responsive regulatory programs and actions to improve the quality of building and construction in the ACT community.

**Duties/Responsibilities**

This role assists the Director in leading the CPIT team, and has the title and delegations of the Deputy Construction Occupations Registrar. In this role you will be responsible for a number of functions within a regulatory compliance area with a focus on building and planning regulation.

You will be required to:

Provide leadership and management of teams engaged in high level and complex regulatory compliance actions.

Assist in the preparation of strategic and procedural advice on directorate, government and regulatory issues utilising high level data analytics.

Prepare strategic and complex submissions, reports, briefs and correspondence in relation to a diverse range of matters on behalf of the Constructions Occupations Registrar

Conduct investigations including gathering evidence, formal statements and taking proportionate and responsive action.

Create and review evidence briefs, regulatory instruments under the legislation e.g. notice of intention to issue rectification orders, rectification orders, show cause notice and/or controlled activity orders.

Lead a team in utilising professional judgement, statutory powers and the risk/harm based regulation model to proactively and reactively implement the regulatory regime.

Assist in the direction and control of the day-to-day operations of the organisation to fulfil objectives and achieve goals

Support the business unit to achieve team, organisational and Government goals.

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

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.

**Selection Criteria**



Your suitability for this position will be assessed on your Skills, Knowledge and Behaviours, listed below, and how they relate to the duties/responsibilities above:

**Skills**

Proven ability to lead, monitor and develop a team of investigators within a regulatory environment.  
Experience in investigative practice.  
Demonstrated high level leadership skills resulting in working together to deliver collaborative and innovative solutions to complex problems.  
Demonstrated high level research, written and verbal communication skills.

**Knowledge**

Demonstrated understanding of regulatory regimes, regulatory practice and legislative instruments.  
General knowledge and understanding of a risk-based approach to regulation.

**Behaviour**

Proven ability to:  
Lead and manage teams and contribute to a positive team culture  
Deliver outputs in a high paced and high pressure environment while maintaining a focus on the wider regulatory picture  
Manage stakeholders to build trusting, professional regulatory relationships.  
Demonstrated high level of self-awareness, integrity and behaviour aligned with the ACT Government core values.

**Eligibility/Other Requirements:**

**Essential**

Current driver's licence.

**Desirable**

Relevant qualifications or experience in investigations/compliance/enforcement.

**Note:** This is a temporary position available from 4 November 2021 up until 5 April 2023. This position does not require a pre-employment medical or a Working with Vulnerable People Check. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is in a workplace/s designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** To apply for this role please submit a two page pitch addressing the Selection Criteria.

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

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

Contact Officer: Joe Zuzek 0468 663 375 Joe.Zuzek@act.gov.au

**Digital, Data and Technology Solutions**

**Human Resources Information Management Solution (HRIMS)**

**Senior Change Manager**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39125)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** The Human Resources Information Management Solution (HRIMS) Program has been established to deliver an ICT solution that optimises payroll services' integration with effective Human Capital Management (HCM) for the ACT Government through the implementation of SAP SuccessFactors.

As part of the HRIMS program, the role is responsible to lead the development and delivery of change management activity across whole of government for the four program workstreams of business change management, end user communication, knowledge transfer and training, and benefits realization.

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:** Relevant qualifications in a recognised change management discipline and/or project management, or equivalent experience is desirable but not essential.

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

Selection may be based on application and referee reports only.

**How to Apply:** The online application form requires a one page written response and a resume/curriculum vitae to be provided as a minimum.

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

Contact Officer: Barbara Hoyle (02) 6207 0837 barbara.hoyle@act.gov.au

## **Economic Development**

### **Events ACT**

#### **Senior Campaign Marketing Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15643)**

Gazetted: 14 October 2021

Closing Date: 2 November 2021

**Details:** Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As a Senior Campaign Marketing Officer at Events ACT, you will play a leading role in developing and implementing tactical campaigns to promote a suite of events at a local and national level.

You will have endless opportunities to put your creativity, copy writing and organisational skills to the test as you work alongside campaign managers, public relations, web and graphic design teams to execute fully integrated marketing, communications and PR campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets. 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 establish relationships with industry, stakeholders, media and partners to develop a strong understanding of Canberra's events industry needs. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to bring to life strategic, innovative, targeted and effective marketing campaigns. You will work with the market research and content teams to evaluate and prepare reports on your campaigns, to help identify and celebrate our wins and guide the development of future marketing activity. You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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 11 months with 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. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than three pages telling us why you are the right person for the job.

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

Contact Officer: Sarah Marks (02) 6205 9728 Sarah.Marks@act.gov.au

## **Customer Engagement Services Branch**

### **Service Assurance**

#### **ICT Purchasing Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 14381)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** Service Assurance currently have an exciting opportunity for an ICT Purchasing Officer. we are looking for an enthusiastic, friendly and dedicated person to join our small team.

The successful applicant will be required to provide administrative support and assist with the procurement of ICT goods and services on behalf of the ACT Government.

Applicants should possess effective writing and communication skills and are expected to demonstrate high quality customer service skills. the ability and willingness to work within a small team environment and actively seek out opportunities for continual improvement. more importantly, they need to have a 'can do' attitude and a sense of humour. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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:** Procurement experience in a government organisation will be highly regarded, but not mandatory.

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

**How to Apply:** After reviewing 'What you will do' and 'What you require' sections of the Position Description, please submit a two-page pitch that provides evidence of your capabilities. please include examples that clearly demonstrate relevant Experience, Skills, Knowledge and Behavioural Capabilities. Applications should be submitted along with a recent curriculum vitae and two written referee reports.

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

Contact Officer: Md Saleh Newaz (02) 6207 1650 MdSaleh.Newaz@act.gov.au

## Digital, Data and Technology Solutions

### Human Resource Information Management Solution (HRIMS) Program

#### Communication Manager

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39127)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** The Human Resources Information Management Solution (HRIMS) is a Whole of Government initiative to implement contemporary technology to provide a single Human Resource (HR) and Payroll solution that meets the diverse needs of the Territory. As part of the HRIMS Program, the role is to responsible for controlling and administering communications between the HRIMS Program and the ACT Government end users. This role is responsible for the development and delivery of timely end user communication and engagement 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:** Extensive knowledge of change and communications practices. With an understanding of the ADKAR model (or other change management methodology), and its application in achieving adoption and usage.

**Notes:** This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only.

**How to Apply:** The online application form requires a one page written response and a resume/curriculum vitae to be provided as a minimum.

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

Contact Officer: Kate Williams (02) 6205 2580 katem.williams@act.gov.au

## Economic Development

### Executive Branch Manager, artsACT

**Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E813)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

**Details:** artsACT is responsible for the development and implementation of ACT arts policies and the provision of policy, funding and infrastructure advice to government. It manages the ACT Arts Fund and a range of other arts

development and funding initiatives, as well as managing the Public Art Program and collection, overseeing the development and management of a number of ACT arts facilities. artsACT works closely with areas across the ACT Government to deliver the Minister's Statement of Ambition 2021-2026 in particular Health, Education, the Cultural Facilities Corporation, Events, Tourism and Urban Renewal. artsACT maintains links with other arts and cultural organisations including state/territory arts and culture agencies, the Australia Council for the Arts and the Australian Government Department of Communications and the Arts.

This position will be responsible for developing and implementing high quality, evidence-based policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

**Remuneration:** The position attracts a remuneration package ranging from \$240,095 to \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

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

**How to Apply:** If you think you have what it takes to take on the challenge of this important role to support the on-going success of Economic Development, please provide your two-page pitch (including the contact details of two referees).

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

**Contact Officer:** Kate Starick (02) 6205 9828 [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au)

#### **Economic, Budget and Revenue Group (EBR)**

##### **ACT Insurance Authority**

##### **Senior Director, Insurance, Risk and Governance**

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

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** Do you have experience in delivering insurance and risk 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 and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Senior Director, Insurance, Risk and Governance for a six 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 Insurance, Risk and Governance teams, whilst also providing guidance and advice to stakeholders in relation to general insurance matters, risk management, and related analytical reporting. The role is also responsible for overseeing the internal governance, reporting and systems administration functions for the Authority.

This is a rare opportunity to bring together skills, knowledge and experience in insurance, risk management and governance 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 for six months with the possibility of extensions and/or permanency.

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

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

**Contact Officer:** Penny Shields (02) 6207 0268 [Penny.Shields@act.gov.au](mailto:Penny.Shields@act.gov.au)

**Technology Services Branch**

**Applications Service Delivery**

**Legacy OS Remediation Team Leader**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52482)**

Gazetted: 15 October 2021

Closing Date: 22 October 2021

**Details:** Applications Service Delivery (ASD) are seeking an experienced and motivated person to take on the role of Legacy OS Remediation Team Leader. The Legacy OS Remediation Team Leader will lead a small team of technical specialists focussing on upgrading all Microsoft Windows 7 Operating System (OS) instances in the ACTGOV environment to Windows 10. The role will be responsible for tracking, reporting, coordinating and collating information about the OS, dependencies related to legacy applications, and coordinating activities to migrate required applications and endpoint OS to the Windows 10 platform.

The Legacy OS Remediation Team Leader promotes the use of Software as a Service (SaaS) and Platform as a Service (PaaS) solutions wherever possible in an attempt to break the purchase, legacy, purchase again cycle of software application use. The role does involve the supervision of other team members.

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 Requirement:** The successful applicant will need hold a current CMTEDD issued Personnel Vetting Program certificate or be able to obtain and maintain a certificate/clearance.

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

**How to Apply:** After reviewing the Position Description, please provide a written response to each of the individual seven capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to curriculum vitae, no more than two pages of capability response, plus SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory but information about experience against SFIA capabilities must be included in the two pages of response.

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

Contact Officer: Ash Rutledge (02) 6207 5293 Ash.Rutledge@act.gov.au

**Economic, Budget and Revenue Group (EBR)**

**ACT Insurance Authority**

**Senior Director, Claims Services**

**Senior Officer Grade A \$153,041, Canberra (PN: 53379)**

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy leading a passionate, lively team? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for strategic leadership to join us as the Senior Director, Claims Services for a six month period with the possibility of extension and/or permanency.

Reporting directly to the General Manager, the Senior Director, Claims Services is responsible for leading a team of claims officers and support staff to deliver strategic claims management across all lines of general insurance for the ACT Government. This role requires an individual who can inspire, energise and positively influence team and individual outcomes.

A hunger to challenge the status quo in a quest for continuous improvement is a must for this role! A focus on delivering an innovative claims management model and working collaboratively across all areas of the ACTPS makes this an exciting and rare opportunity!

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 six months with the possibility of extension and/or permanency.

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

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

Contact Officer: Penny Shields (02) 6207 0268 Penny.Shields@act.gov.au

#### **Finance and Budget Group**

##### **Financial Reporting and Framework Branch**

##### **Assistant Director – Accounting Policy**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10932)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

**Details:** Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government?

Do you want to help develop and manage accounting policy in the ACT Government, developing accounting related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for an Assistant Director – Accounting Policy who is an experienced Accountant with expertise in the provision of policy and technical advice in relation to accounting standards, taxation and financial management frameworks to join the team.

The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of financial management and frameworks in the ACT. The position will allow for flexibility and encourages work/life balance for the right candidate.

The successful applicant will be required to give strategic and robust advice, and will have the ability to exercise initiative, have excellent communication skills, use sound judgement and be flexible in handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. Well-developed written and oral communication skills, including liaison and negotiation skills are also required.

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**

Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

CPA/CA membership would be highly desirable.

**Notes:** There are permanent positions and temporary positions available for a period ranging between 2 weeks and up to 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Margaret Barnes (02) 6207 5653 margaret.barnes@act.gov.au

#### **Access Canberra**

##### **Project Support and Governance**

##### **Finance and Budgets**

##### **Finance Officer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 40070)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

**Details:** Access Canberra invites applications for a Finance Officer position to assist with financial reporting and budgeting, providing support in accounting and financial administration. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

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 working with finance systems, in particular TM1 and Oracle, would be highly desirable.

**Note:** This is a temporary position available immediately up until 31 January 2022 with 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. This position will be in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should send a two-page pitch outlining the Skills, Knowledge and Behaviours against the Selection Criteria, a current curriculum vitae and the names and contact details for two referees.

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

Contact Officer: Bei Hu (02) 6205 2870 Bei.Hu@act.gov.au

## **Shared Services and Property Group**

### **Executive Officer**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53640)**

Gazetted: 15 October 2021

Closing Date: 29 October 2021

#### **Details:** About us

Shared Services and Property Group is a division within Chief Minister, Treasury and Economic Development Directorate that enables the business of the ACT Government by providing a range of centralised corporate support services to directorates and agencies.

The services include financial functions, payroll, recruitment and new employee onboarding, accommodation services and other corporate functions.

#### **What you will do**

As the Executive Officer to the Executive Group Manager (EGM) of Shared Services and Property Group you will have overall accountability for facilitating workflow through the EGM's office, coordinating all communication and the management and prioritisation of all executive administrative functions.

You will be counted on to critically examine, evaluate and take appropriate action on matters submitted to the EGM, and ensure that all documents in relation to a diverse range of executive activities are accurately prepared and submitted or distributed in a timely manner. You will supervise an Executive Assistant and provide coaching and guidance to other administrative staff.

#### **What we require**

To succeed in the role, you will need to have successfully managed a busy senior executive's office. Your advanced knowledge of the ACT Government business and administrative processes and policies will enable you to deliver the expected outcomes.

You must be exceptional at anticipating possible changing circumstances and be able to plan, organise and prioritise activities in a dynamic and high-pressure environment. You will excel in this position if you are able to solve complex problems and establish and maintain effective and diverse stakeholder partnerships.

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

**How to Apply:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current curriculum vitae and provide details for two referees.

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

Contact Officer: Monique Hirst (02) 6207 1663 Monique.Hirst@act.gov.au



## Shared Services and ACT Property Group

### ACT Property Group

#### Estate Management and Procurement - ACT Property Group

#### Senior Director, Estate Management and Procurement

#### Senior Officer Grade A \$153,041, Canberra (PN: 45629)

Gazetted: 19 October 2021

Closing Date: 5 November 2021

**Details:** The Team is responsible for Ensuring the property estate is well managed, providing property management advice, managing aquatic facilities and associated management contracts, leading the sustainability agenda for the property estate, and ensuring expert procurement and contract management. The team is responsible for:

Property, asset and capital works management on properties that ACT Property Group is custodian of or manages on behalf of other Directorates, including providing technical advice, sustainability advice/project planning and decision making; and

overseeing procurement and contract planning and management for capital and maintenance works, and other procurement undertaken by the group, providing expert advice, centralised reporting and management.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

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

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

#### **Eligibility/Other Requirements:**

Qualifications or extensive experience in Property, Asset Management, Building Management, Procurement, Project Management, Business Management or related areas are highly desirable

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

A current driver's licence (car)

**Notes:** This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: John Nakkan (02) 6205 2250 John.Nakkan@act.gov.au

**Revenue Management  
Operations**

**Senior Director - Operations**

**Senior Officer Grade A \$153,041, Canberra (PN: 42026)**

Gazetted: 20 October 2021

Closing Date: 10 November 2021

**Details:** The Revenue Management Group is seeking a talented and collaborative person to fill the role of Senior Director Operations. The Operations Unit is the frontline of communications between the ACT Revenue Office and the ACT community. The successful application will have a strong understanding of service delivery and customer experience. The position reports to the Executive Group Manager, Revenue Management Group and is part of the senior leadership group within the office.

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:**

Relevant qualifications in law, economics, commerce or public administration are desirable

**How to Apply:** Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Joseph Tonna (02) 6207 0293 Joseph.Tonna@act.gov.au

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Education ICT**

**Assistant Director Education Business Applications**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38758)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

**Details:** The role of the Assistant Director Education Business Application is providing high-level technical support for the development, implementation, on-going maintenance, fault diagnosis and identification of remedial action for a range of infrastructure technologies and business services, as well as ensuring consistency of service delivery. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery of Information and Communication Technology (ICT) services that align with the Directorate, Digital, Data and Technology Services (DDTS) and ACT Government strategy.

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

**How to Apply: Please provide the following with your application:**

Your curriculum vitae.

Names and contact details of two professional referees.

A written application or pitch providing evidence of your suitability for the role against the capabilities required of this role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what capabilities and skills are required to succeed in this position.

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

Contact Officer: Greg Schuhardt (02) 6205 5488 Greg.Schuhardt@act.gov.au

**Access Canberra**

**Office of the Deputy Director-General**

**Directorate Liaison Officer (DLO)**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37935)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

**Details:** It's the pilot that flies the plane however it's the air traffic controller that makes sure we all fly safely and arrive at our destination. We are looking for a Directorate Liaison Officer (DLO) who has the communication and coordination skills, judgement, flexibility and resilience to be the air traffic controller between Access Canberra and our Minister's Office. When you exit the role you will have made more connections than an airline crew, know your way around the ACT Legislative Assembly like a pilot knows their way around an airport, and have developed a deep understanding of the workings of government to support a high flying public service career.

The DLO performs a key role to represent the agency within the Minister's office and to provide a key link between the Head of Access Canberra and executive on ministerial matters by forging and maintaining strong links with our portfolio Minister/s and other Ministerial offices. As part of a high-performing team, you will make a strong contribution to ensuring Access Canberra is able to respond to and provide timely support on government priorities across all areas of the agency. The DLO provides a key link between the organisation and our Minister/s by facilitating the timely flow of information as well as providing sound advice on matters relating to Access Canberra, the ACT's Legislative Assembly and Cabinet. You will be exposed to a wide range of regulatory compliance and service delivery matters, and must be able to manage sensitive and confidential information with utmost discretion. Your attention to detail, excellent relationship management skills and determination to achieve positive outcomes will set you up for success in this role and beyond.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for your next exciting career challenge where no day is the same and you're given the opportunity to develop and grow, then this is the role for you.

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

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

**How to Apply:** To apply, submit your curriculum vitae and a two-page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

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

Contact Officer: Madison Hart 0422 034 545 ACOfficeoftheDDG@act.gov.au

**Economic Development**

**Events ACT**

**Work Health and Safety Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 55367)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

**Details:** Are you a hands on WHS professional with strong administrative skills wanting to step into the creative and fast-paced environment of Events? If so we want to hear from you! We have a six month opportunity available immediately with the possibility of extension/permanency at Events ACT. You will be part of a close knit team supporting the safe delivery of some of Canberra's major and community events, including Floriade and The Enlighten Festival.

We are looking for a team player who has a passion for safety and educating internal and external stakeholders in safe work practices to ensure adherence with relevant safety legislation. Reporting to the Assistant Director WHS, Events ACT, you will help to develop WHS documentation, including risk assessment safety plans, emergency management plans, standard operating procedures and other reporting documentation as required. You will be present at events to ensure the safety of workers and event attendees, conducting inspections, verifications and investigations as required.

The ideal candidate will have a good understanding of WHS legislation as it applies to the types of contractors we regularly engage with (for example, temporary structure installation, sound and lighting, electrical, plumbing and amusement rides to name a few) as well as a more general understanding and interpretation of WHS legislation in an office environment. You need to be able to professionally communicate with external contractors and internal government stakeholders in a calm and confident manner. A solid working knowledge of the Microsoft office suite

of software, and the ability to learn other software programs (e.g. iAuditor) quickly is desirable as the ideal candidate will have direct involvement with drafting documentation in Word and Excel to a high standard. To be highly organised is also key as there is a high degree of reporting and administrative work involved with this role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements**

Qualifications in Workplace Health and Safety or ability to obtain is highly desirable.

Experience in WHS auditing is desirable.

A qualification in project management (or a willingness to undertake).

First Aid Certificate (or ability to obtain).

Ability to flexible work hours including outside core business hours, extended hours, weekends and public holidays during event delivery periods is required.

Experience in WHS for large sale events, festivals or the construction industry is advantageous

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

**How to Apply:** To apply for this role, please address the Professional/Technical Skills, Knowledge and Behavioural Capabilities (numbered 1-6) in the Position Description, outlining what skills and experience you have that will enable you to perform the duties of this role. Please limit your response to two pages and include your curriculum vitae with two referee details.

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

Contact Officer: Saskia White 0466 528 802 [saskia.white@act.gov.au](mailto:saskia.white@act.gov.au)

**Corporate**

**Workforce Strategy, Business Support and Information Governance**

**Information Management**

**Privacy Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 27981)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** A great opportunity has opened at Chief Minister, Treasury and Economic Development Directorate (CMTEDD) for a Privacy Officer. This is a unique position that acts as the first point of contact for all privacy issues affecting the Directorate.

You will be required to work independently and provide policy advice, undertake privacy impact assessments, manage complaints and breaches and provide training.

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

**Eligibility/Other Requirements:** Relevant tertiary qualifications (such as a degree in Law or Public Policy) are highly desirable.

**Notes:** Part-time hours may be considered. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Please attach a current curriculum vitae and provide details for two referees.

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

Contact Officer: Katharine Stuart (02) 6207 4497 [Katharine.Stuart@act.gov.au](mailto:Katharine.Stuart@act.gov.au)

**Shared Services and ACT Property Group**

**ACT Property Group**

**Business Management - ACT Property Group**

**Director- Business Management**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 13952)**

Gazetted: 18 October 2021

Closing Date: 4 November 2021

**Details:** As a member of the Business Management Team this role will drive the government business, communications, external policy and identified business improvement projects while providing support to the Senior Director.

The Director, Business Management will liaise across government and with various external stakeholders, whilst maintaining a high level of confidentiality and discretion. The role requires someone who can respond quickly to business needs and tight time frames, considering relevant legislation, regulations, Whole of Government policies and communications. The person in this role needs a good eye for detail and the ability to collaborate effectively with team members.

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

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

**Eligibility/Other Requirements:**

Qualifications in Government Business, Management or similar areas are highly desirable.

Current driver's licence.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Antonia Parkes (02) 6205 5384 [Antonia.Parkes@act.gov.au](mailto:Antonia.Parkes@act.gov.au)

**Shared Services and ACT Property Group**

**ACT Property Group**

**Property Upgrade Assistant - ACT Property Group**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53582)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** This role provides administrative support to teams managing property upgrade services. The role involves liaising with project officers, suppliers, building owners and ACT Property Group managers to deliver high quality and timely secretariat, reporting and administration tasks. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

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

**Eligibility/Other Requirements:**

A current driver's licence (car)

Qualification/s in business, administration or property related areas are desirable.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Grant Cusack (02) 6213 0747 [Grant.Cusack@act.gov.au](mailto:Grant.Cusack@act.gov.au)

## Digital, Data and Technology Solutions

### Technology Services

#### Power Platform Engineer

#### Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 45327)

Gazetted: 18 October 2021

Closing Date: 25 October 2021

**Details:** Technology Services Branch are seeking a motivated person to take on the role of Power Platform Engineer. DOTS is in the process of expanding the service offerings from the existing Power BI service to Power Automate, Power Apps and other products in the Power Platform. The Power Platform engineer whilst participating in initial service and environment/s design is primarily responsible for; using the Power Platform COE (Centre of Excellence) toolset and their knowledge of CI/CD pipelines to assist the emerging customer base; providing good practice advice (excluding Power BI as this is covered by existing resources) to low-code

developers, via matrix mode/BizDevOps delivery; and be the primary contact point for requests for support and assistance from both makers under SLA and DDTS Power Platform workload teams.

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 rapidly obtain and maintain a certificate is mandatory.

**Notes:** This position is available starting ASAP for up to 12 months with the possibility of permanency. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** After reviewing the Position Description please provide a written response to each of the individual seven capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to applicant curriculum vitae, not more than two pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

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

Contact Officer: Kieran Steele (02) 6205 2701 Kieran.Steele@act.gov.au

### **The Digital, Data and Technology Solutions Group**

#### **Customer Engagement Services Branch**

#### **Community Services ICT**

#### **Operations Support**

#### **Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 33106)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** The position is part of an embedded ICT team working with the Community Services Directorate to achieve business strategies through effective management of ICT resources, systems, and reporting. This will include liaison with central Digital, Data and Technology Solutions ICT teams, key Directorate stakeholders and vendors as required. We are looking for someone who can support business critical ICT systems while providing excellent customer service and owning problems to resolution.

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:** The ability to obtain an ACT Government CMTEDD Baseline clearance is required for this position.

**Note:** This is a temporary position starting immediately and is available for up to eight 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. Referee reports should be available if you are shortlisted.

**How to Apply:** Please submit a two page 'pitch' along with a curriculum vitae.

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

Contact Officer: Michael Dowling (02) 6207 8988 Michael.Dowling@act.gov.au

### **Corporate**

#### **Workforce Strategy, Business Support and Information Governance**

#### **Information Management**

#### **Freedom of Information (FOI) Team Leader**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53651)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** A great opportunity has opened for a Freedom of Information practitioner to lead the dynamic FOI team at the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). This team delivers quality results while processing the highest number of access applications in the ACT Public Service.

This team needs a strong leader with sound judgement and excellent time management skills. You will be required to plan and implement a culture of continuous improvement for FOI services at CMTEDD. You will be an excellent



communicator with the ability to cultivate productive working relationships internally and externally with all level of stakeholders to achieve outcomes in an informative, sensitive, and judicious manner.

What we are looking for is someone with drive and a passion for results. Who thinks outside the box and asks why not, rather than why.

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 six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 2-page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities.

Please provide a current Curriculum Vitae and provide details for two referees.

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

Contact Officer: Katharine Stuart (02) 6207 4497 [katharine.stuart@act.gov.au](mailto:katharine.stuart@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Governance and Risk**

#### **Director Security and Risk**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 30984)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security. The Director Security and Risk works in a small technical team of subject matter experts. The Security and Risk team is a dynamic and customer-oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment. No working day will ever be the same with portfolio management requirements for business continuity, disaster recovery, protective security and risk management.

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

#### **Eligibility/Other Requirements:**

A qualification in risk management or a recognised management discipline would be highly regarded.

An NV1 Security Clearance is required or the ability to obtain and maintain one is demonstrated.

**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:** Interested applicants should provide a two page statement of claims addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities a current curriculum vitae, names and contact details of two referrers, copies of relevant qualifications.

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

Contact Officer: David Hart (02) 6207 3067 [David.Hart@act.gov.au](mailto:David.Hart@act.gov.au)

## **Access Canberra**

### **Projects, Governance and Support**

#### **Government Business and Coordination**

#### **Government Business and Coordination Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 40521)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

**Details:** Access Canberra currently has a permanent opportunity within its Government Business and Coordination Team. The team is highly regarded and operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The working environment is varied and fast paced, and the team works flexibly to deliver on priorities, exceed expectations and generally be awesome at everything they do.

If you want to be a part of that awesomeness, have experience in a coordination role and an interest in all things government business, then we want to hear from you. We are looking for fun, positive people with sound skills in managing competing priorities, a flexible approach to work, good attention to detail and a strong focus on delivering outcomes. Solid skills in customer service would be advantageous.

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

**Notes:** A merit pool will be established from this process that may be used to fill ongoing and non-ongoing vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide your curriculum vitae and a two-page pitch outlining how your Skills, Knowledge and Behaviour will allow you to be a high-performer in this role.

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

Contact Officer: Nancy Nasr (02) 6207 7129 Nancy.Nasr@act.gov.au

## **Workforce Strategy, Business Support and Information Governance**

### **Corporate**

#### **Information Management**

#### **Digital Information Manager**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53650)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** We are looking for a motivated and energetic information manager with a passion for digital records.

Working with a small but hardy team, you will deliver a strategic plan for information management improvement over the next three years. You will also need to work on everyday digital information issues and respond to clients. You will need to support the whole of government strategic approach to records management and be able to provide leadership strategic direction and advice on best practice digital information management to the Directorate.

This role complements the Directorate's Records Manager by focusing solely on digital information. This is a new position, and presents an exciting opportunity for the right candidate.

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

**Eligibility/Other Requirements:** Experience with HP CM or similar EDRMS beneficial.

**Notes:** This is a temporary position available immediately until 18/10/2021 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Please provide a current Curriculum Vitae and provide details for two referees.

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

Contact Officer: Katharine Stuart (02) 6207 4497 Katharine.Stuart@act.gov.au

## **Economic Development**

### **Business and Innovation**

#### **Business and Industry Capability**

#### **Senior Director, Business and Industry Capability**

**Senior Officer Grade A \$153,041, Canberra (PN: 27825)**

Gazetted: 20 October 2021

Closing Date: 27 October 2021

**Details:** Do you have a proven track record of leading a high performing and diverse team? Are you interested in a role that continues to diversify and strengthen the ACT economy, along with working on the growth of our key industries sector including cyber, space defence and creative industries?

The Business and Innovation Branch in Economic Development has an opportunity for an experienced and highly effective candidate to temporarily fill the position of Senior Director Business and Industry Capability. The Senior Director is responsible for the management and delivery of programs and policies that drive economic growth and diversification focussed on furthering the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans, and for those seeking to invest and do business in Canberra. The position is also responsible for the design and delivery of industry growth programs with a focus on key industries including cyber security, space, defence, advanced technologies and creative industries including the screen industry

As a Senior Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, an eye for detail, work with people across different organisations and be able to interact with officials across Government.

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

**Note:** This is a temporary position available immediately until 31 December 2021 with possibility of extension up to 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. Selection may be based on application and referee reports only.

**How to Apply:** Expressions of Interest should include no more than a one page pitch outlining why you're interested in the role in addition to your experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the attached Position Description along with a current Curriculum Vitae. Applications over one page will not be considered.

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

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

**Workforce Capability and Governance**

**Whole of Government Industrial Relations and Public Sector Employment**

**Objections and Appeals Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 31000)**

Gazetted: 19 October 2021

Closing Date: 26 October 2021

**Details:** Do you know how to read a room? Are you a people person? Do you look forward to checking in with your team members every morning? Do you value being around colleagues who share a strong work ethic but also a solid sense of humour?

The Industrial Relations and Public Sector Employment (IRPSE) team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Minister, Treasury and Economic Development directorate which leads strategic thinking in Industrial Relations and the Public Sector Employment Framework across the ACTPS.

The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

This exciting opportunity exists for a positive, highly motivated and organised professional to play a vital role in acting as the first point of contact to a broad range of stakeholders, including Appeal Panels, Union Officials, HR Directorates, Delegates and the ACT Government Solicitors Office.

The Objections and Appeals Officer will work on behalf of the Convenor of Appeals to facilitate the work of Appeal Panels, in accordance with relevant legislative and industrial frameworks. The successful individual will effectively

manage the appeals inbox and will coordinate multiple appeals cases in relation to workplace investigations (misconduct), promotions, underperformance and/or other HR disciplines in a timely and efficient manner. The Objections and Appeals Officer may be required to develop, review and update correspondence and undertake research or draft non-routine correspondence in relation to appeals or may provide assistance with the enterprise bargaining process, participate in enterprise bargaining negotiations or ad-hoc business as usual tasks. If this position interests you, we'd love to hear from you!

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

**Eligibility/Other Requirements:** Familiarity or educational qualifications in industrial relations or human resources will be regarded.

**Note:** This is a temporary position available for up to 11 months, with the possibility of extension up to 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. 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 applications and referee reports only.

**How to Apply:** Suitability for this position will be assessed on your Skills, Knowledge and Behavioural Capabilities in relation to the duties/responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae and contact details of two referees.

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

**Contact Officer:** Ray Ren (02) 6207 1181 [Ray.Ren@act.gov.au](mailto:Ray.Ren@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](mailto:jobs@act.gov.au)**

### **Children, Youth and Families**

#### **Child and Youth Protection Services**

##### **Practice and Performance**

##### **Case Analysis Officer**

**Child and Youth Protection Professional Level 3 \$105,032 - \$115,587, Canberra (PN: 37468)**

Gazetted: 20 October 2021

Closing Date: 5 November 2021

**Details:** The Child and Youth Protection Professional Level 3 (CYPP3) independent case analysis officer is focussed on influencing and supporting operational staff to deliver high quality casework to children, young people and their families. The position will have a focus on contributing to Child and Youth Protection Services (CYPS) as a learning organisation and continuous improvement.

The position will undertake a diverse range of complex case analysis on individual matters to ensure the ongoing response to children, young people and their families is informed and influenced by all of the information available and the risks and vulnerabilities have been considered.

The position contributes to continuous quality improvement activities by supporting case management teams to consider all available information when making decisions. Key components of this role are to provide and receive feedback, share ideas and manage relationships.

##### **Eligibility/Other Requirements:**

##### **Essential qualifications and experience:**

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

Two years' experience working with children, youth, and/or families in a social work/case management role.

Current driver's licence

**Note:** This is a temporary position available 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. This working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please take into consideration the duties and personal qualities outlined above when addressing how you have demonstrated the Selection Criteria. The examples supporting the Selection Criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to 400 words per criteria.

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

Contact Officer: Jessica Adams (02) 6205 0481 [Jessica.Adams@act.gov.au](mailto:Jessica.Adams@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Aboriginal and Torres Strait Islander Practice Leader**

#### **Child and Youth Protection Professional Level 4 \$120,109 - \$128,873, Canberra (PN: 41888)**

Gazetted: 20 October 2021

Closing Date: 8 November 2021

**Details:** The Aboriginal and Torres Strait Islander Practice Leader is an enabling role that operates at both a strategic and operational level to assist improve the cultural proficiency of Children and Youth Protective Services (CYPS) Staff. The Aboriginal and Torres Strait Islander Practice Leader will have a key role in leading the Family Group Conferencing team in workload allocation, case consultation and data reporting as well as representation on the Family Group Conferencing Advisory Committee. The Aboriginal and Torres Strait Islander Practice Leader will also assist with the embedding of the SNAICC Aboriginal and Torres Strait Islander Placement Principles into CYPS Practice and contributing to the ongoing implementation of recommendations relevant to the Our Booris, Our Way Review.

The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

The role allows for the identification of best practice and opportunities for improvement in practice and policy across CYPS. The Practice Leader is expected to use that information to continuously improve staff development, including mentoring operational staff. Practice Leaders are also responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice or team management.

#### **Eligibility/Other Requirements:**

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice are highly desirable.

#### **Essential qualifications and experience:**

Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

At least five years experience practice experience working with children, young people and their carers or families. Current driver's licence.

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

**Notes:** 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. 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 must be submitted to Shared Services [jobs@act.gov.au](mailto:jobs@act.gov.au). Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

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

Contact Officer: Anita Chettur (02) 6207 6982 [Anita.Chettur@act.gov.au](mailto:Anita.Chettur@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Portfolio Planning and Alignment**

##### **Director Portfolio Planning and Alignment**

###### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44509)**

Gazetted: 18 October 2021

Closing Date: 25 October 2021

**Details:** The Director leads the Portfolio Planning and Alignment team to strategically analyse and manage the public housing portfolio to inform the annual sales, purchasing and capital programs in the context of the ACT Housing Strategy and Growing and Renewing Public Housing. The position works closely with various teams throughout the Division to ensure the portfolio aligns to the needs of current and future tenants.

We are looking for someone with demonstrated experience in managing and analysing large property portfolios, and building and maintaining systems and databases to support this analysis.

The position occupant will be expected to demonstrate management and leadership capability, the ability to think strategically and analytically in an operational environment and possess sound interpersonal, organisational and communication skills. The position occupant will deliver portfolio outcomes consistent with the ACT Housing Strategy and the Growing and Renewing Public Housing within a human services environment.

More information is available in the Position Description.

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

**How to Apply:** Applications should submit their application as if writing to an Expression of Interest, responding to the Selection Criteria, to a maximum of two pages plus a curriculum vitae.

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

Contact Officer: Kevin Zhang 6207 4692 kevin.zhang@act.gov.au

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Practice and Performance - Performance**

##### **Director, CYPS Performance**

###### **Child and Youth Protection Professional Level 5 \$138,334 - \$155,321, Canberra (PN: 33035)**

Gazetted: 18 October 2021

Closing Date: 4 November 2021

**Details:** The Child and Youth Protection Professional 5 (CYPP5) Director, Child and Youth Protection Services (CYPS) Performance has a significant role in delivering on the strategic vision of CYPS by identifying and implementing best practice policy and process improvements; managing the currency and provision of CYPS practice information; and developing strategies to monitor, maintain and audit compliance.

This is achieved by providing strong leadership and ensuring their teams deliver outcomes that support our strategy of creating a continuum of care for our clients while meeting our statutory obligations.

The Director, Performance, is responsible for oversight of policy artefacts (including publications) and quality assurance using an informed cultural lens. They will also provide support for the role of the Aboriginal Policy Officer position and ensure the Aboriginal and Torres Strait Islander Child Placement Principles are embedded in practice. The position will also support and manage the implementation of any further policy related recommendations relevant to the Our Booris, Our Way Review.

The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

##### **Eligibility/Other Requirements**

Essential qualifications and experience:

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

At least five years practice experience working with children, young people and their carers or families.

Extensive program management experience at a senior level to achieve organisational outcomes.

Current Driver's Licence.

Desirable qualifications and experience:

Project management and or audits and review processes.

Policy and program development and management.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](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:** A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** 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: Kate Collins (02) 6205 2625 [kate.collins@act.gov.au](mailto:kate.collins@act.gov.au)

## Children Youth and Families

### Child and Youth Protection Services

#### Executive Assistant

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 07518)**

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** The ASO4 Executive Assistant position requires a motivated person to provide high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings as well as assisting in the coordination and processing of ministerial briefings and correspondence.

This is an integral position within Child and Youth Protection Services. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate. The role also requires discretion and professionalism to be exercised at all times.

#### Eligibility/Other Requirements

Essential

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

Proficiency with Microsoft Office products and database systems.

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](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 please include your written response to Selection Criteria and curriculum vitae.

Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

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

Contact Officer: Ella Jensen (02) 6207 0984 [ella.jensen@act.gov.au](mailto:ella.jensen@act.gov.au)



## **Housing ACT**

### **Infrastructure and Contracts**

#### **Portfolio Planning and Alignment**

##### **Director Portfolio Planning and Alignment**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37663)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** The Director leads operational responsibilities of the Portfolio Planning and Alignment team to strategically managing the public housing portfolio and developing the annual capital program in the context of the ACT Housing Strategy and Growing and Renewing Public Housing. The position works closely with various teams throughout the Division to ensure the portfolio aligns to the needs of current and future tenants. The position occupant will be expected to demonstrate management and leadership capability, the ability to think strategically in an operational environment and possess sound interpersonal, organisational and communication skills. The position occupant will deliver portfolio outcomes consistent with the ACT Housing Strategy and the Growing and Renewing Public Housing within a human services environment.

Building and maintaining relationships, both within Government and outside, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. More information can be found in the Position Description.

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

**How to Apply:** Applicants should submit their Expression of Interest to a maximum of two pages responding to the Selection Criteria located in the Position Description, along with a current curriculum vitae.

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

Contact Officer: Kevin Zhang (02) 6207 4692 [kevin.zhang@act.gov.au](mailto:kevin.zhang@act.gov.au)

## **Office of Director-General**

### **Organisational Governance**

#### **Cabinet Liaison Officer**

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

Gazetted: 15 October 2021

Closing Date: 22 October 2021

**Details:** Community Services Directorate (CSD) is seeking an experienced Cabinet Liaison Officer for its Governance Unit. This position whilst supporting the Senior Director, Organisational Governance, will undertake preparation and management of Cabinet and Assembly documents for the Directorate requiring a high degree of sensitivity. The position manages a small team.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Notes:** This is a temporary vacancy available for 6 – 12 months from 8 November until 17 June 2022 with the possibility of extension or permanency. Selection may be based on application and referee report only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Expressions of interest are sought from potential candidates and should include a response to each of the selection criteria outlining experience and/or ability, focusing on experience in Cabinet and Assembly processes with a maximum of 400 words per criteria.

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

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

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

##### **Programming**

##### **Head of Programming**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: X009)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** Canberra Theatre Centre was Australia's first performing arts complex. Over fifty years it has become the artistic heart of Canberra, with its three venues offering a diversity of performances, drawn from our national companies, national and international tour providers and from the ACT's creative community. The Centre now presents over 550 performances across its three main venues to an audience of over 275,000 each year.

The Centre seeks to appoint a dynamic arts administrator to lead its programming department. The person will bring a history of strong artistic judgement and programming experience to the role, along with established relationships with counterparts across the performing arts sector.

This is an exciting time to join the Centre, as it develops and embeds its programming strategy, and sets the Centre's creative ambitions towards the major renewal of the venue in future years. It is also an exciting time to be living in Canberra, and to be part of ACT's vibrant arts community as the ACT Government launches its Statement of Ambition for the Arts.

**How to Apply:** Please send your curriculum vitae, and a one page statement, with reference to the Key Selection Criteria, outlining the impact you would seek to make at CTC over the next five years, and how you would go about it.

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

Contact Officer: Alex Budd 0408 400 204 alex.budd@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](mailto:jobs@act.gov.au)**

#### **Business Services division**

##### **Infrastructure and Capital Works**

##### **Schools Maintenance**

##### **Network Officer**

**Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 44152)**

Gazetted: 19 October 2021

Closing Date: 26 October 2021

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

General repairs and maintenance in schools.

Hazardous materials removal and school hazardous materials management plans.

Fire, emergency lighting and security systems.

Tree safety assessments.

Lifts and automatic doors.

School insurance claims.

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

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

RandM are looking to engage a Network Officer to manage the repairs and maintenance of public education facilities within the ACT. Should you wish to discuss the role please contact the contact officer.

**Eligibility/Other Requirements:**

**Mandatory Requirements**

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

Hold a relevant building degree, or

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

**Highly Desirable**

Current drivers licence

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

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

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

**Notes:** This is a temporary position available until 20 May 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. If interviews are required, they will be conducted via Video or Teleconference. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 250-300 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

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

Contact Officer: Fiona Kidman (04) 3596 8933 [Fiona.Kidman@act.gov.au](mailto:Fiona.Kidman@act.gov.au)

**Service Design and Delivery**

**Student Engagement**

**Jervis Bay School**

**Jervis Bay School Speech Language Pathologist and Social Worker**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 37197, several)**

Gazetted: 19 October 2021

Closing Date: 5 November 2021

**Details:** Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking a speech language pathologist and a social worker to be based at Jervis Bay School.

Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment. We focus on meeting social, emotional and academic needs of all students, place high value on cultural identity and self-determination and we work within a supportive team of teachers and executive.

**Eligibility/Other Requirements**

Tertiary qualifications in Speech Language Pathology or Social Work.

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership.

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Placements will be offered on the basis of organisational/profession need, Health Professional Level of available vacancy and applicants' availability. Full time and part time hours will be considered. Applicants may be selected on application and referee reports only. Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, *ACT Public Sector Health Professional Enterprise Agreement 2018 -2021*.

**How to Apply:** If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your: Current Resume/Curriculum Vitae

Your Resumé is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional Resumé concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

**Individual response to the Selection Criteria**

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.

**Two Referees**

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

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

Contact Officer: Lana Read 0417 291 939 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

## **System Policy and Reform**

### **Strategic Policy**

#### **Early Childhood Policy**

#### **Project and Policy Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48494, several)**

Gazetted: 14 October 2021

Closing Date: 28 October 2021

**Details:** Would you like to join a committed, collaborative and welcoming team? and.....

Do you good attention to detail, the ability to work within short timeframes and an analytical approach that could support the development of policy documents? and.....

Are you passionate about learning and wellbeing outcomes for children and young people?

This may be the job for you- please read on.

The Strategic Policy Branch in the ACT Education Directorate leads strategic reforms that deliver improved outcomes for children and young people in the ACT. We do this by driving the vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. We have several temporary ASO6 positions in the Inclusion Reform and Early Childhood Policy teams available immediately for six months, or to 30 June 2022, with the possibility of extension up to 12 months and/or permanency.

If you are interested in applying, please contact the contact officer Jane ShunWah on [Jane.ShunWah@act.gov.au](mailto:Jane.ShunWah@act.gov.au) or 6205 3312.

#### **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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** There is one temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency, and a temporary position available up till 30 June 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our branch 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 for the advertised roles. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** To apply, please submit a response to the Selection Criteria of no more than two (2) pages outlining experience and/or ability, alongside a current curriculum vitae and the details of two (2) referees, at least one of whom should be a current or past immediate supervisor.

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

Contact Officer: Jane ShunWah (02) 6205 3312 jane.shunwah@act.gov.au

### **System Policy and Reform**

#### **Executive Branch Manager, Enrolments and Planning**

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1049)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** The Education Directorate has a long-term vacancy from January 2022 to January 2027 to fill the position of Executive Branch Manager, Enrolments and Planning.

The Executive Branch Manager Enrolments and Planning will develop, lead and manage the Directorate's student enrolment policy and schools planning for school infrastructure in the context of meeting significant growth in demand for public school enrolments across the next decade.

The ACT public school system is growing at a rapid pace – more than three per cent per annum over the past several years and public education is forecast to continue to grow. A key challenge of the role is to build capability and capacity within the Directorate to respond to significant public school enrolment and population growth to ensure sufficient capacity remains available across the school system for students from preschool through to Year 12.

The Executive Branch Manager will be responsible for leading a collaborative Directorate effort to build the ability to anticipate, plan for and efficiently roll out new and expanded capacity across the public school system through a pipeline of enrolment policy enhancements that respond to enrolment demand as well as infrastructure planning for school expansions, modernisation and new school investment in the next decade

The Executive Branch Manager will be responsible for developing strategic direction and defining deliverables for the teams and their work programs, consistent with governing legislation, government priorities and the Directorate's Strategic Plan. The Executive Branch Manager will also assure the quality and timeliness of the teams' deliverables. In executing the responsibilities of the position, the Executive Branch Manager will also ensure appropriate management of financial, staff and other resources.

The Executive Branch Manager will also contribute to leadership and management in the broader Directorate as a member of the corporate executive team.

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

**How to Apply:** Applications should include a Curriculum Vitae and supporting claims against the Executive Capabilities. All applications must be submitted to Shared Services.

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

Contact Officer: Deb Efthymiades (02) 6205 9171 deb.efthymiades@act.gov.au

### **Environment, Planning and Sustainable Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Climate Change and Energy**

##### **Climate Change and Energy Programs**

##### **Business and Economic Development**

##### **Technical Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46371)**

Gazetted: 19 October 2021

Closing Date: 29 October 2021

**Details:** The Directorate is seeking an experienced energy assessor to undertake energy assessments for businesses as part of the Community Clubs program delivered by Climate Change and Energy Programs. The successful applicant will undertake energy assessments, provide technical advice and evaluation, and produce assessment reports on energy efficiency upgrades as part of the program. Experience in commercial building energy efficiency including complex HVAC will be an advantage.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, improve awareness of climate change impacts and responses, and increase resilience to our changing climate. These activities occur in all sectors including government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city. This is a unique opportunity to work on world leading, cutting edge policies and programs and provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

**Eligibility/Other Requirements**

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

Some weekend and after-hours work may be required.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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:** Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing selection criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Andrew Bell (02) 6205 3697 [andrew.bell@act.gov.au](mailto:andrew.bell@act.gov.au)

**Environment**

**Conservation and Water Planning and Policy**

**Water Policy**

**Assistant Director, Water Policy**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 51837)**

Gazetted: 18 October 2021

Closing Date: 25 October 2021

**Details:** The Water Policy Section is responsible for the development and coordinated implementation of ACT water policy and strategy. Our work is diverse, and we are involved in national and regional water policy and programs, including the National Water Initiative, Murray-Darling Basin Plan, the ACT Water Strategy, and policy matters under the ACT Water Resource Act.

We are seeking applications for a position that would be responsible for managing a small team to deliver activities under the Murray Darling Basin Plan. The work activities to be conducted by the team are diverse and will require the successful applicant to have a well developed understanding of the water resource management within the ACT, including but not limited to water metering and compliance, water licencing and entitlements, and initiatives for the management of water quality. The successful applicant will be engaging with state and Commonwealth government agencies across the Murray Darling Basin through inter-jurisdictional forums.

We are looking for someone who is self-motivated, collaborative and can bring experience in developing new policy and project management. You must have good written and verbal communication skills and with a proven ability to work as part of a team and contribute to a positive team culture.

**Note:** This is a temporary position available from 1 December 2021 up until 28 June 2024. Selection may be based on application and referee report only.

**How to Apply:** The Position Description provides detail about the role and responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed on the Position Description.

If you are interested in the position, please provide your current curriculum vitae and an application that directly address the Selection Criteria. The application (Claims against the Selection Criteria) should not exceed A4 two pages.

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

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

## Corporate Services and Operations

### Governance, Compliance and Legal Policy

#### Government Services

##### Senior Director, Government Services

##### Senior Officer Grade A \$153,041, Canberra (PN: 38652)

Gazetted: 14 October 2021

Closing Date: 28 October 2021

**Details:** The Governance, Compliance and Legal Policy Branch is responsible for designing, delivering, and embedding systems, solutions, and practices to support EPSDD's operations and performance.

We offer a values based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community. This includes the opportunity to work with a passionate, innovative and experienced team who encourage and support you to develop your skills and expertise. We also work in a flexible workplace with brand new, state of the art accommodation enabling activity-based work and working from home arrangements. The broader Branch provides advice, guidance and reporting in relation to organisational governance, strategic performance, risk and assurance, records, information and knowledge management, legal policy and emergency management. The Branch is also responsible for Government Services including managing ministerial and government business such as Cabinet, the ACT Legislative Assembly, and intergovernmental and ministerial requests.

We are seeking a values-based leader for the role of Senior Director to inspire and lead our very capable Government Services team to manage Cabinet, ACT Legislative Assembly, Ministerial, briefings, and Directorate coordination, and whole of government liaison for EPSDD.

The team you lead will be responsible for ensuring coherent, timely, high quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required across the range of EPSDD policy and program delivery. Managing work associated with serving Ministers' Offices, Cabinet Office, the Legislative Assembly and its Committees; Running processes to support Cabinet and Assembly Business; Managing engagement between the Directorate and Ministers in relation to EPSDD portfolios; Executive Correspondence management; Director-General and Ministerial Delegations and Appointments.

If you are highly organised, and lead with integrity, diligence, and respect at all times, especially under time pressure and in some challenging scenarios, and if business improvement measures and client orientated approach to the work of your team excites you, we would love to hear from you!!

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

The advertised position is for permanent filling on a full-time basis, however if you are interested in a part-time option please contact us to discuss this possibility.

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

**How to Apply:** To apply to this position please address the selection criteria within the position description in no more than 4 pages (regular page border parameters and spacing, size 12 font). To do this most persuasively for the panel please cite relevant and recent examples of prior work situations in which you have evidenced the skills, knowledge, and behaviour required for the position.

Please provide a current curriculum vitae and the names and contact details of two referees for whom you have worked, and two referees who are currently working, or have recently worked, under your leadership.

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

Contact Officer: Chantel Potter (02) 6207 4780 [Chantel.Potter@act.gov.au](mailto:Chantel.Potter@act.gov.au)



**Environment**

**ACT Parks and Conservation Service**

**Environmental Offsets**

**Assistant Director Environmental Offsets (Planning, Monitoring and Research)**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 35861)**

Gazetted: 14 October 2021

Closing Date: 1 November 2021

**Details:** The ACT Parks and Conservation Service (PCS) manage an extensive suite of natural land tenures in the ACT including national parks and reserves. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking, and other nature-based activity. The ACT is shifting its public service image and driving unique opportunities for competitive tourism product development.

This position is tasked with coordinating a diverse team of planners and ecologists responsible for guiding the establishment and management of new reserves in accordance with environmental offset approval conditions.

**The role is suited to someone who displays:**

Excellent written and verbal communication;

Excellent record keeping and organisational skills;

Exceptional time management skills, specifically for meeting tight deadlines; and

Exceptional interpersonal skills, including negotiation and relationship management.

**Eligibility/Other Requirements:**

**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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Desirable:**

Tertiary qualifications in Natural Resource Management, Environmental Science, or equivalent.

Knowledge of relevant legislation, policies, and standard operational procedures as they apply to environmental offset approval processes and conservation land management.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

**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 application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Chloe Sato 0422019797 [Chloe.Sato@act.gov.au](mailto:Chloe.Sato@act.gov.au)

**Environment**

**ACT Parks and Conservation Service**

**Environmental Offsets**

**Strategic Planner Officer**

**Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 32762)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** The ACT Parks and Conservation Service (PCS) manage an extensive suite of natural land tenures in the ACT including national parks and reserves. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking, and other nature-based activity. The ACT is shifting its public service image and driving unique opportunities for competitive tourism product development.

This position is tasked with planning for the establishment of new reserves that include environmental offsets commitments pursuant to the Environment Protection and Biodiversity Conservation Act. This includes representing PCS in negotiations with diverse stakeholder networks to determine and report against offset commitments, and assisting with the development of business cases to secure funds to support the long-term management of the offset sites.

**The role is suited to someone who displays:**

Excellent written and verbal communication;

Excellent record keeping and organisational skills;

Excellent time management skills, specifically for meeting tight deadlines; and  
Excellent interpersonal skills, including negotiation and relationship management.

**Eligibility/Other Requirements:**

**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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Desirable:**

Tertiary qualifications in Natural Resource Management, Environmental Science, or equivalent.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

**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 application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Chloe Sato 0422019797 [Chloe.Sato@act.gov.au](mailto:Chloe.Sato@act.gov.au)

**Planning and Urban Policy**

**Building Reform**

**Senior Policy Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53677)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** Environment Planning and Sustainable Development Directorate (EPSDD) Building Reform is seeking a motivated and energetic professional to contribute to the ongoing development and implementation of policies and programs in priority areas for the ACT Government. As part of a multi-disciplinary team, the role of Director will be responsible for building policy and reform projects. This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly desirable. Experience in the building and construction sector is not essential - we are seeking a policy professional with experience in end-to-end policy development or related experience in legislative reforms.

**Eligibility/Other Requirements:**

**Highly Desirable:**

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in a policy role, with a commitment to ongoing professional development.

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

**How to Apply:** A two-page 'pitch' addressing the selection criteria together with a curriculum vitae and details of two referees.

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

Contact Officer: Bethel Sendaba (02) 6205 0030 [Bethel.Sendaba@act.gov.au](mailto:Bethel.Sendaba@act.gov.au)

**Planning and Urban Policy**

**Building Reform**

**Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53678)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** Environmental Planning and Sustainable Development Directorate (EPSDD) Building Reform is seeking a motivated and energetic professional to contribute to the ongoing development and implementation of policies and programs in priority areas for the ACT Government. As part of a multi-disciplinary team, the role of Director will be responsible for building policy and reform projects. This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly

desirable. Experience in the building and construction sector is not essential - we are seeking a policy professional with experience in end-to-end policy development or related experience in legislative reforms.

**Eligibility/Other Requirements:**

**Highly Desirable:**

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience at a senior level in a policy role, with a commitment to ongoing professional development.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The 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:** A two page 'pitch' addressing the selection criteria, curriculum vitae and details of two referees.

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

Contact Officer: Bethel Sendaba (02) 6205 0030 [Bethel.Sendaba@act.gov.au](mailto:Bethel.Sendaba@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](mailto:jobs@act.gov.au)

**Commissioner, ACT Corrective Services**

**Temporary Vacancy (commencing 1 January 2022 for up to nine months)**

**Justice and Community Safety Directorate**

**ACT Corrective Services**

**Position: E232**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 15 October 2021

**Details:** Expressions of interest are sought for temporary filling of the Commissioner ACT Corrective Services role commencing 1 January 2022 for a period up to nine months. The position reports to the Deputy Director-General, Community Safety and is accountable for the management and operations of the entire of the corrections portfolio.

The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security.

The ideal candidate will have extensive strategic leadership experience in custodial or community corrections or related government or non-government organisations.

**To apply:** Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Ms Karen Doran via email,

[karen.doran@act.gov.au](mailto:karen.doran@act.gov.au) by **COB 28 October 2021**.

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

**Remuneration:** The position attracts a remuneration package ranging from \$332,821 - \$346,259 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$268,758.

Contact Officer: Karen Doran (02) 6205 0567 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

**Executive Branch Manager, Strategic Policy and Programs, Community Safety**

**Temporary Vacancy (asap to 4 February 2022)**

**Justice and Community Safety Directorate**

**Office of the Director General**

**Position: E1172**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 18 October 2021

**Details:** The Justice and Community Safety (JACS) Directorate is seeking expressions of interest for a temporary vacancy in the role of Executive Branch Manager, Strategic Policy and Programs, Community Safety commencing ASAP to 4 February 2022.

The role will support the Deputy Director General, Community Safety and work closely with Executives across the JACS Directorate, particularly collaboratively with ACT Corrective Services and ESA in:

- providing the Attorney General, Minister for Corrections, and Minister for Police and Emergency Services and Cabinet with high level strategic policy advice across the spectrum of government business matters
- collaborating with other agencies (government and community) to further the ACT Government's reform agenda
- management of the Strategic Policy and Programs Branch – staffing, budget, reporting and governance

All enquiries regarding this position should be directed to Karen Doran, (02) 6205 0567 or via email to

[karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

**To apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Karen Doran via email,

[karen.doran@act.gov.au](mailto:karen.doran@act.gov.au) by **COB Monday 25 October 2021**.

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Karen Doran, (02) 6205 0567 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

## Corporate Services

### ICT, Capital Works and Infrastructure

#### Project Manager, Capital Works and Infrastructure

#### Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 19221)

Gazetted: 20 October 2021

Closing Date: 8 November 2021

**Details:** Do you enjoy the delivery of capital infrastructure projects?

Do you enjoy working with a high performing and diverse team?

If the answer is yes, we are seeking a highly motivated infrastructure project managers to fill the position of Project Manager, Capital Works and Infrastructure.

The Project Manager is responsible for managing and coordinating a variety of infrastructure projects, such as the ACT Policing (ACTP) projects, ESA projects, environmental contamination projects and strategic asset management. The Project Manager will require excellent project management, stakeholder management, negotiation, written and verbal communication skills, representation skills and a thorough knowledge of procurement processes.

The Project Manager will have experience or knowledge in developing and executing strategies and long term infrastructure plans, providing high level advice and direction and forging strong working relationships with internal and external stakeholders.

The Project Manager will be self-motivated, highly organised, responsive, show initiative and resilience and exercise sound judgement and have personal drive. The Project Manager will need to prepare project plans, integration plans and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals

The Project Manager will work effectively within a team and will contribute to the establishment of a positive work culture and the continuous improvement of the team operation.

#### **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.

**Notes:** This is a temporary position available immediately 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 future identical vacancies over the next 12 months. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide 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: Kuga Kugathas (02) 6207 1755 [Kuga.Kugathas@act.gov.au](mailto:Kuga.Kugathas@act.gov.au)

#### **Public Trustee and Guardian**

##### **Financial Management Services Unit**

##### **Client Services Officer**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42517)**

Gazetted: 19 October 2021

Closing Date: 26 October 2021

**Details:** The Public Trustee and Guardian is a unique organisation that provides trustee, financial management, guardianship and estate administration services to the ACT community.

The Financial Management Services Unit has a vacancy to back-fill a period of leave, for a motivated and well-organised Client Services Officer. The position forms part of a close-knit and supportive team in a very busy work unit, who undertake the administration of financial matters for adults who have impaired decision-making ability.

If you are looking for a dynamic role working in a unique environment, then we'd like to hear from you. The *Position Overview* and *What You Will Do* sections within the position description provide insight into the role. We would love to hear how your experience and skills can be applied to this position, noting the capabilities outlined under *'What You Require'*. Whilst qualifications or experience directly relating to finance or accountancy may be of benefit, they are not essential. We are looking for someone who is sensitive to and understands the characteristics of our client base and associated support agencies and service providers.

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* 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately until 5 January 2022. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

If you have any queries regarding the role, please contact Kathryn Toy on (02) 620 79800 or [kathryn.toy@act.gov.au](mailto:kathryn.toy@act.gov.au)

**Applications are to be sent to the Contact Officer.**

Contact Officer: Kathryn Toy (02) 6207 9800 [Kathryn.Toy@act.gov.au](mailto:Kathryn.Toy@act.gov.au)

#### **ACT Emergency Services Agency**

##### **Capability, Coordination and Support**

##### **Logistics and Incident Support**

##### **Director, Logistics and Incident Support**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53604)**

Gazetted: 15 October 2021

Closing Date: 29 October 2021

**Details:** The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Director, Logistics and Incident Support.

The Director, ESA Logistics and Incident Support will lead a resource centre ensuring ESA operational capability through stock and inventory management of goods and specialised equipment. This includes the management of

assets, medical supplies, uniforms, mail services and stock taking. You will also work closely with the Director of Procurement and Purchasing to ensure supplies for the resource centre and the ESA are maintained.

In this position you will need to demonstrate excellent customer service skills in all interactions with relevant internal and external stakeholders, as well as suppliers, to develop and maintain effective relationships; You will also need to establish and manage a Service Level Agreement with customers.

This position will also be required to provide high quality reporting, advice, and timely briefs to senior management as well as implementing improvement initiatives that align with the strategic direction of the business.

**Eligibility/Other Requirements**

A 'C' class driver's licence is essential.

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

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 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: Maree O'Neale (02) 6207 8437 [maree.oneale@act.gov.au](mailto:maree.oneale@act.gov.au)

**ACT Emergency Services Agency**

**Capability, Coordination and Support**

**Fleet and Workshops**

**Director, Fleet and Workshops**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53605)**

Gazetted: 15 October 2021

Closing Date: 29 October 2021

**Details:** The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Director, ESA Fleet and Workshops.

The Director, ESA Fleet and Workshops will provide oversight, implementation, and contract management of a complex array of fleet assets. This will include management of significant maintenance programs; ensure timely, cost efficient management of vehicles relevant to ESA's core functions as well as delivering a vehicle replacement program which meets the ACT Government Climate Change policy through the procurement of low emission and zero emission vehicles.

You will also ensure your team demonstrates excellence in customer service in all interactions with relevant internal and external stakeholders to develop and maintain effective partnerships; while ensuring compliance with legislative requirements, and ACT Government and JACS Directorate policy frameworks for fleet assets. This position will also be required to provide high quality reporting, advice, and timely briefs to senior management on all fleet and workshops operations.

**Eligibility/Other Requirement:**

A 'C' Class Driver's licence is essential.

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

Previous experience in managing a fleet of vehicles, workshops and /or mechanic qualifications would be advantageous.

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

**How to Apply:** Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your 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: Maree Oneale (02) 6207 8437 [Maree.ONEale@act.gov.au](mailto:Maree.ONEale@act.gov.au)

### **ACT Emergency Services Agency**

#### **Executive Branch Manager, People, Culture and Training**

**Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E838)**

Gazetted: 18 October 2021

Closing Date: 1 November 2021

**Details:** The Justice and Community Safety Directorate (JACS) is seeking expressions of interest for an experienced senior executive to fill the role of Executive Branch Manager, People, Culture and Training within the Emergency Services Agency (ESA) commencing 29 November 2021 to 27 May 2022 with possibility of extension.

The Executive Branch Manager, People, Culture and Training works closely with all ESA services as part of the unified ESA Executive to ensure ESA has the appropriate people capability through its paid employees and volunteers to deliver responsive emergency services. The role also works in close consultation with the Directorate's human resource function.

Current key deliverable for this position are in the areas of ESA wellness, training and development and workforce strategies.

**Eligibility/Other Requirements:** The position requires a person with demonstrated experience in a HR related field and requires a current Working with Vulnerable People registration. A driver's licence is essential.

**Remuneration:** The position attracts a remuneration package of \$240,095 - \$249,378 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

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

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

**How to Apply:** Interested candidates are requested to submit an Expression of Interest of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgeina Whelan (02) 6207 8383 [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@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](mailto:jobs@act.gov.au)**

#### **Office of Chief Projects Officer**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53693)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

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

The Office of the Deputy Chief Projects Officer is a small team providing administrative and strategic support to the Deputy Chief Projects Officer to ensure the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Deputy Chief Projects Officer. Working closely, under limited supervision, with the Business Manager, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the Deputy Chief Projects Officer including appointment bookings, meetings and preparation of travel arrangements. In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality whilst demonstrating the ability to work well within a team.



**Eligibility/Other Requirements:**

**Desirable:**

Permanent resident of Australia.

A driver's licence (C-Class).

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

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

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

Contact Officer: Shannon Rowe (02) 6207 5759 [Shannon.Rowe@act.gov.au](mailto:Shannon.Rowe@act.gov.au)

**Light Rail**

**Commercial**

**Contracts Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50742)**

Gazetted: 19 October 2021

Closing Date: 2 November 2021

**Details:** Do you like a challenge and want to be a key part of a high performing team, who work to support a safe and vibrant city? Then this opportunity is for you! We are searching for someone who is enthusiastic about all aspects of procurement.

The Contracts Officer role reports to the Assistant Director, Transaction Management, and is responsible for managing all evaluation aspects of the procurement the Light Rail project.

You will have excellent communication skills and the ability to build and maintain effective working relationships, as you work closely with our internal partners to ensure continuity of processes and guidelines for contract management across Light Rail. You will work collaboratively with the commercial team to promote Light Rail awareness and compliance with ACT Procurement Solutions and ensure contract management is undertaken. You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You will be a strategic thinker, actively contributing to the development of Light Rail contract management guidelines and procedures.

Ticking all the boxes? We want to hear from you!

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

**Eligibility/Other Requirements**

**Desirable**

Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

**Notes:** This is a temporary position available immediately for a 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. Selection may be based on application and referee reports only.

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

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

Contact Officer: Ashley Cahif (02) 6205 1212 [ashley.cahif@act.gov.au](mailto:ashley.cahif@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](mailto:jobs@act.gov.au)**



## **Finance, Digital Solutions and Valuations**

### **Finance**

#### **Assistant Director, Management Accounting**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 13857)**

Gazetted: 20 October 2021

Closing Date: 3 November 2021

**Details:** An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment to join the Finance, Systems and Valuations team.

The Assistant Director, Management Accounting is a key position within the Management Accounting team. Reporting to the Director, Management Accounting, this Position supports all financial aspects of our development projects. This includes preparing, reviewing and analysing project budgets and operating results in relation to costs, budgets and return on investment. The position is responsible for monitoring and forecasting project cash flow and supporting business units with financial performance and risk analysis.

It is essential that the candidate has well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of leading and influencing others we would like to hear from you.

**Eligibility/Other Requirements:** Degree qualified in a related field and full membership of, or studying towards, CPA Australia or Chartered Accountants Australia and New Zealand is highly desirable.

**Note:** This is a temporary position available for up to 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.

**How to Apply:** To apply, please submit: a "cover letter pitch" (two page maximum) outlining how your skills and experience align with the Selection Criteria for this role. Include examples where appropriate; and your current curriculum vitae.

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

**Contact Officer:** Ross Syme (02) 6205 1051 [Ross.Syme@act.gov.au](mailto:Ross.Syme@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](mailto:jobs@act.gov.au)**

### **Transport Canberra**

#### **Planning and Delivery**

##### **Network and Infrastructure Planning**

##### **Senior Director Network and Infrastructure Planning**

##### **Senior Officer Grade A \$153,041, Canberra (PN: 33081)**

Gazetted: 18 October 2021

Closing Date: 4 November 2021

**Details:** The Senior Director Network and Infrastructure Planning is responsible for leading a team to develop the Transport Canberra Network and Infrastructure Plan, which is a two - five-year plan identifying future bus network plans and infrastructure requirements. The Senior Director leads a team that includes network schedulers and uses performance data and feedback from customers, ticketing and onboard bus systems to assist in developing bus network plans and schedules.

As a senior leader within Transport and Canberra City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team

performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

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

**How to Apply:** Please supply a curriculum vitae and 1000 word pitch addressing demonstrated experiences in the following criteria:

Demonstrated experience in leading a team delivering complex business outcomes, understanding and balancing the needs of the community and operational resources to deliver optimal network and infrastructure solutions.

Highly developed business management skills and the ability to innovate for business improvement, delivering quality services and infrastructure solutions on time and within budget

Demonstrated ability to lead working and managing business information systems, which may include scheduling, ticketing, real time and business intelligence systems.

Highly developed verbal and written communications skills including analytical and negotiation skills, as well as the ability to make sound, well-informed decisions and to influence outcomes.

Demonstrated ability to apply highly developed negotiation, consultation and coordination skills in dealing with multiple complex stakeholders and in gaining the cooperation of others to achieve required deadlines and outcomes

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

Contact Officer: Shelley Kennedy (02) 6207 6787 ShelleyA.Kennedy@act.gov.au

## **Chief Operating Officer**

### **Governance and Ministerial Services**

### **Governance and Ministerial Services**

### **Records Manager**

### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46036)**

Gazetted: 18 October 2021

Closing Date: 23 October 2021

**Details:** The Governance team within TCCS is responsible for the oversight of audit, compliance, business continuity, insurance coordination, risk management, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated individuals to fill the role of Records Manager within the TCCS Governance team. The Records Manager works closely with the Objective Administrator and is responsible for the TCCS records management program, policy, and procedures.

This successful applicant will be responsible for the provision of advice and support to TCCS business units about the management of physical and electronic records in accordance with *Territory Records Act 2002* and ACT Government standards. The Records Manager also provides administrative support and training for the Directorate's Electronic Document and Records Management System (EDRMS), Objective. Key duties will include: Developing and managing TCCS's electronic and physical records management policies, practices, and program to ensure accurate creation, retention, retrieval, access to and disposal of records in an electronic environment that complies with the *Territory Records Act 2002*.

Managing electronic and physical record storage and disposal practices to ensure least cost options while ensuring compliance with best practice electronic recordkeeping standards.

Monitoring and reporting on the Directorate's compliance with the records management program and the *Territory Records Act 2002*.

Developing and maintaining relationships with key stakeholders including the Territory Records Office and ACT Records Services.

Actively tracking and reporting on project deliverables to senior managers and executives.

Applicants should be strong communicators, customer focused, IT savvy and not afraid to take on complex challenges. We are looking for someone who has the ability to implement and monitor records management

practices in accordance with the requirements of the *Territory Records Act 2002*. The successful person will also have experience in operational records management, particularly in an electronic environment, and in the interpretation and implementation of records management policies and procedures and the ability to identify training needs and opportunities, develop training resources, and present high-quality training sessions relating to records management, including electronic records management.

**Eligibility/Other Requirements**

Relevant tertiary qualifications in recordkeeping are highly desirable.

Experience with Electronic Document and Records Management Systems (e.g., Objective) and record keeping systems is highly desirable.

**Notes:** This is a temporary position available immediately until the 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on written application and referee reports only. This position is designated for Activity Based Working (ABW). By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page response to the required capabilities.

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

Contact Officer: Chris Wilson (02) 6205 3404 [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Domestic Animal Services**

**Animal Welfare and Policy Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 17392)**

Gazetted: 15 October 2021

Closing Date: 3 November 2021

**Details:** Are you an animal lover and passionate about Animal Welfare? Do you love engaging with

An exciting opportunity is available for a suitably experienced person to work within Domestic Animal Services (DAS) to improve the lives of Domestic Animals in the ACT.

DAS is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

The Animal Welfare and Policy officer at Domestic Animal Services is required to review, draft and provide input into current and new policies that relate to Animal Welfare and Domestic Animal Services. The role provides both internal and external presentations in relation to relating dogs and animal management across the ACT. This involves some weekend work.

The role also includes working with DAS Rangers in attending and responding to Animal Welfare complaints and assisting in preparation of case related documents for regulatory action by DAS.

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:**

Unrestricted Driver's Licence (mandatory).

Animal management experience (Desirable).

Experience in or understanding of Animal Welfare matters.

Permanent Resident of Australia (mandatory).

Experience in management of committees.

Preparedness to undertake field based work, wear a uniform and work outside of ordinary hours on occasion.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** 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:** Applicants should provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Nadine Azavedo (02) 6205 1914 Nadine.Azavedo@act.gov.au

## **Public Transport Operations**

### **Transport Canberra**

#### **Tuggeranong Depot**

##### **Depot Operations Manager**

##### **Transport Officer Grade 4 -ACTION \$115,937, Canberra (PN: A11771)**

Gazetted: 14 October 2021

Closing Date: 21 October 2021

**Details:** The Depot Operations Manager reports to the Director, Tuggeranong Depot and is responsible for allocation of people and vehicle resources at Tuggeranong Depot to meet network requirements. The position provides front line management of over 400 drivers and transport officers. The position requires an operational focus, high level planning, coordination and communication skills and a proven ability to perform in a time pressured, industrial environment.

##### **Eligibility/Other Requirements**

An understanding of the requirements of working in an industrial organisation will be well regarded.

Knowledge of the Public Transport Industry, specifically bus operations.

Demonstrated experience in the use of HASTUS software applications.

**How to Apply:** Applicants are required to address the Selection Criteria and provide a Curriculum Vitae.

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

Contact Officer: Wayne Lange (02) 6207 7818 wayne.lange@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.

## **Territory and Business Services**

### **Libraries ACT**

#### **Collections Librarian**

##### **Professional Officer Class 1 \$62,767 - \$87,032, Canberra (PN: 53482)**

Gazetted: 14 October 2021

Closing Date: 29 October 2021

**Details:** The Collections Librarian is a professional and key member of the Collections team. As part of the day-to-day duties and responsibilities, utilising the library's integrated library management system, the Collections Librarian oversees Libraries ACT's acquisition and management of library material and resources to meet customer requirements and expectations. We are looking for candidates who are innovative, interested in how collections and information technology can meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

**Eligibility/Other Requirements:** Relevant tertiary (undergraduate and/or postgraduate) qualifications in library and information studies (as defined by ALIA). This position does work a weekend shift as part of their roster.

**Note:** This position is part-time at (18.42) hours per week available from 21 November 2021 up until 22 June 2023 and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please complete Selection Criteria in full and submit with up-to-date curriculum vitae.

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

Contact Officer: Amy Chan (02) 6207 5446 Amy.Chan@act.gov.au

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

## APPOINTMENTS

### Canberra Health Services

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

Jacqueline Fergusson, Section 68(1), 14 October 2021

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

Leona Krstevska, Section 68(1), 14 October 2021

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

Josephine May, Section 68(1), 17 January 2022

**Health Service Officer Level 3/4/5 \$53,886 - \$61,498**

Manoel Niles, Section 68(1), 11 October 2021

**Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade)**

Elizabeth Osborn, Section 68(1), 18 October 2021

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

Urmila Rangou, Section 68(1), 7 October 2021

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

Zachary Schulz, Section 68(1), 21 October 2021

**Health Service Officer Level 5 \$58,589 - \$61,498**

Matthew Seymour, Section 68(1), 14 October 2021

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

Amanda Turner, Section 68(1), 18 October 2021

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

Jiani Wu, Section 68(1), 14 October 2021

### Chief Minister, Treasury and Economic Development

**General Service Officer Level 5/6 \$58,133 - \$63,979**

Marc Kynoch, Section 68(1), 18 October 2021

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

Emily Nicola, Section 68(1), 15 October 2021

**General Service Officer Level 9 \$77,011 - \$87,032**

Matthew Platt, Section 68(1), 18 October 2021

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

Kara Thomson, Section 68(1), 25 October 2021

### Community Services

**Youth Worker 1 \$66,867 - \$71,963**

Gurpreet Dhillon, Section 68(1), 18 October 2021

**Youth Worker 1 \$66,867 - \$71,963**

Makedonka Stoilova, Section 68(1), 18 October 2021

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

Hannah Vermeesch, Section 68(1), 7 October 2021

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

Blaise Vlazlovski, Section 68(1), 18 October 2021

**Youth Worker 1 \$66,867 - \$71,963**

Jarryd Walker, Section 68(1), 19 October 2021

**Education**

**Building Service Officer 3 \$71,486 - \$75,539**

Matthew Swarbrick, Section 68(1), 19 October 2021

**Justice and Community Safety**

**Correctional Officer Class 1 \$67,595 - \$80,606**

Ashleigh Croker, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Xanthe Hammond, Section 68(1), 14 October 2021

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

Danae Lacey, Section 68(1), 13 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Natasha Martin, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Ruben Peresin, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Katrina Petsas, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Garry Plunkett, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Antarpreet Singh, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Patrick Stevenson, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Emma Vest, Section 68(1), 14 October 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Nathalie Wood, Section 68(1), 14 October 2021

**Major Projects Canberra**

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

Shobha Sharma, Section 68(1), 18 October 2021

**Transport Canberra and City Services**

**Bus Operator - Training \$72,609**

Anindita Ahmed, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Jagpreet Brar, Section 68(1), 18 October 2021

**Bus Operator - Training \$72,609**

Sunil Dutt, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Kylie Edwards, Section 68(1), 2 October 2021

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

Ashley Ennever, Section 68(1), 18 October 2021

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

Lannon Harley, Section 68(1), 14 October 2021

**Bus Operator - Training \$72,609**

Muhammad Khan, Section 68(1), 18 October 2021

**Bus Operator - Training \$72,609**

Crystal Mende, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Mohsin Munsif, Section 68(1), 18 October 2021

**Infrastructure Officer 3 \$112,145 - \$123,104**

Kit Kui Poon, Section 68(1), 18 October 2021

**Bus Operator - Training \$72,609**

Masood Rehman, Section 68(1), 18 October 2021

**Bus Operator - Training \$72,609**

Vikramjeet Sandha, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Sudarshan Shrestha, Section 68(1), 18 October 2021

**Bus Operator - Training \$72,609**

Amardeep Singh, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Inderjit Singh, Section 68(1), 2 October 2021

**Bus Operator - Training \$72,609**

Rodney Thompson, Section 68(1), 18 October 2021

**Worksafe ACT**

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

Fiona Marsh, Section 68(1), 1 November 2021

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Amina Devi**

From: Administrative Services Officer Class 1 \$59,016

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12790) (Gazetted 18 August 2021)

**Puneet Kaur**

From: Senior Information Technology 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. 00923) (Gazetted 18 March 2021)

**Ben Shoemark**

From: Administrative Services Officer Class 1 \$59,016

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12785) (Gazetted 18 August 2021)

**Community Services**

**Sally Mansfield**

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

Community Services

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

Community Services, Canberra (PN. 55123) (Gazetted 30 July 2021)

**Justice and Community Safety**

**Emma Bacchetto**

From: Prosecutor Associate \$74,237

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 45254) (Gazetted 21 July 2021)

**Verity Government Solicitor 2**

From: **Government Solicitor 2** \$123,482 - \$148,167

Justice and Community Safety

To: Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Justice and Community Safety, Canberra (PN. 04215) (Gazetted 21 July 2021)



**Transport Canberra and City Services**

**Stuart McIntyre**

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 44417) (Gazetted 19 May 2021)

**Ying Yuan**

From: Senior Officer Grade C \$111,887

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. A20246) (Gazetted 10 May 2021)

**PROMOTIONS**

**ACT Health**

**Office of Director-General**

**Office for Mental Health and Wellbeing**

**Fleur Beveridge**

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

Transport Canberra and City Services

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

ACT Health, Canberra (PN. 43149) (Gazetted 3 September 2021)

**Health Systems Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Services/ ACTGAL**

**Milan Gorkhali**

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

ACT Health

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

ACT Health, Canberra (PN. 26171) (Gazetted 10 September 2021)

**Canberra Health Services**

**Canberra Health Services**

**David Horton**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 27345) (Gazetted 9 August 2021)

**Zoia Rusanov**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 48387) (Gazetted 16 July 2021)

**CHS Chief Operating Officer Clinical Services**

**Jonathon Schwartz**

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. 45175) (Gazetted 25 August 2021)

**Canberra Health Services**

**Shien-Ee Tan**

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. 27117) (Gazetted 16 September 2021)

**Canberra Health Services**

**Thuha Vu**

From: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21276) (Gazetted 28 July 2021)

**Infrastructure and Health Support Services**

**Infrastructure and Health Support Services**

**Anthony Walker**

From: Infrastructure Officer 2 \$89,008 - \$102,403

Chief Minister, Treasury and Economic Development

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

Canberra Health Services, Canberra (PN. 39646) (Gazetted 1 January 2000)

**Canberra Institute of Technology**

**Education and Training Services**

**Teresa LoPilato**

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

Canberra Institute of Technology

To: †Manager Education Level 1 \$129,740

Canberra Institute of Technology, Canberra (PN. 51858) (Gazetted 1 January 2000)

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).

**Chief Minister, Treasury and Economic Development**

**Shared Services ICT**

**Customer Engagement Services**

**CIT ICT**

**Sargi Eran Aluth Durage**

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

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05456) (Gazetted 13 November 2020)

**Shared Services**

**Finance Operations**

**Debt Management**

**Nikki Faithfull**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50726) (Gazetted 30 April 2021)

**Shared Services**

**Partnership Services**

**Record Services/ Physical Records Support**

**Jodi-Lee Granger**

From: Administrative Services Officer Class 2 \$59,016 - \$65,167  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 3 \$66,867 - \$71,963  
Chief Minister, Treasury and Economic Development, Canberra (PN. 43153) (Gazetted 1 July 2021)

**Rhys Jones**

From: Information Technology Officer Class 1 \$71,963 - \$81,917  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development, Canberra (PN. 05233) (Gazetted 13 September 2021)

**Access Canberra**

**Fair Trading and Regulatory Strategy**

**Valerie Kitson**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development, Canberra (PN. 52870) (Gazetted 10 September 2021)

**Access Canberra**

**Customer Coordination**

**Land, Planning and Building Services Shopfront**

**Kalon Roncon**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963  
Chief Minister, Treasury and Economic Development  
To: †Administrative Services Officer Class 4 \$74,237 - \$80,381  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15064) (Gazetted 23 March 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.

**Digital Data and Technology Solutions**

**Strategic Business**

**Finance Business Partners**

**Lindsey Samyia**

From: Senior Officer Grade C \$111,887 - \$120,436  
Justice and Community Safety  
To: †Senior Officer Grade B \$131,773 - \$148,344  
Chief Minister, Treasury and Economic Development, Canberra (PN. 01573) (Gazetted 12 April 2021)

**Economic Development**

**Events ACT**

**Teegan Upton**

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. 13613) (Gazetted 9 November 2020)

## **Education**

### **Business Services**

#### **Communications, Engagement and Government Support**

##### **Carlie Craddy**

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

Education

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

Education, Canberra (PN. 09406) (Gazetted 22 September 2021)

### **Service Design and Delivery**

#### **Student Engagement**

##### **Lisa Dempsey**

From: School Leader C \$130,338

Education

To: †Senior Officer Grade A \$153,041

Education, Canberra (PN. 09420) (Gazetted 28 July 2021)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Margaret Hendry School**

##### **Anastasia O'Donnell**

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 52699) (Gazetted 3 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **School Improvement**

#### **Amaroo School**

##### **Natalie Roberts**

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

Education

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

Education, Canberra (PN. 49789) (Gazetted 29 September 2021)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Margaret Hendry School**

##### **Megan Searson-Patrick**

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 52698) (Gazetted 3 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Offender Reintegration**

##### **Stefanie Burvill**

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

Canberra Health Services

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

Justice and Community Safety, Canberra (PN. 52834) (Gazetted 6 August 2021)

**Corporate**

**ICT CWI**

**Antje Drory**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 49609) (Gazetted 12 November 2020)

**ACT Corrective Services**

**custodial operations**

**Alixandra Hay**

From: Correctional Officer Class 1 \$67,595 - \$80,606

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 37131) (Gazetted 12 August 2021)

**ACT Corrective Services**

**Offender Reintegration**

**Calum Matheson**

From: Correctional Officer Class 1 \$67,595 - \$80,606

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 45677) (Gazetted 25 August 2021)

**Suburban Land Agency**

**Suburban Land Agency**

**Development Delivery**

**Greenfield, Gungahlin**

**Richard Binks**

From: Senior Officer Grade A \$153,041

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 5 \$158,994

Suburban Land Agency, Canberra (PN. 14144) (Gazetted 20 May 2021)

**Suburban Land Agency**

**Built Form and Divestment**

**Built Form**

**Greg Burghardt**

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

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 5 \$158,994

Suburban Land Agency, Canberra (PN. 55958) (Gazetted 30 June 2021)

**Suburban Land Agency**

**Built Form and Divestment**

**Built Form**

**Craig Spencer**

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

Community Services

To: †Infrastructure Officer 5 \$158,994

Suburban Land Agency, Canberra (PN. 52633) (Gazetted 30 June 2021)

**Transport Canberra and City Services**

**City Services**

**ACT NoWaste**

**Waste Policy**

**Lachlan Duncan**

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

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 45449) (Gazetted 11 August 2021)

**Urban Treescapes**

**Geoffrey Lewis-Hughes**

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

Transport Canberra and City Services

To: †Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 15670) (Gazetted 16 August 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.

**City Services**

**Development Coordination**

**Governance and Customer Portal**

**Alexander Soper**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 15298) (Gazetted 7 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.