



ACT Government Gazette
Gazetted Notices for the week beginning 25 November 2021

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.

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

Digital Solutions Division

Technology Operations

Technical Services Hub

Technical Specialist, Web and Application

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53697)

Gazetted: 01 December 2021

Closing Date: 20 December 2021

Details: Are you a Senior Technical Specialist that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing Health ICT systems? Are you ready to provide 24/7 support to web, servers and applications in our new Health enclave?

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to support and maintain the new state of the art infrastructure. You will be responsible for managing the operational capability of web, servers and applications under the new Digital Health Records due to be released in late 2022.

As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

Eligibility/Other requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting 1 (NV1) security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: A merit pool will be established from this selection process and may be used to fill future 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 whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Loughton 02 5124 9062 glenn.loughton@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Concierge Team Leader

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 53206)

Gazetted: 29 November 2021

Closing Date: 16 December 2021

Details: Are you a customer service focussed person who enjoys a busy environment with competing priorities?

Would you like to be part of a small team that represents the first point of contact for the ACT Health directorate?

The Digital Solutions Division within ACT Health is recruiting a Concierge Team Leader to deliver concierge services to ACT Health and those attending the building. You will have strong customer service skills, strong organisational skills, be adaptable and flexible, and have well developed interpersonal and negotiation skills.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

Notes: The concierge desk operates from 7.00am to 7.00pm weekdays and the successful applicant must be able to commence at 7.00am or work until 7.00pm throughout the week on a rotational basis. 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 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 is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Allen (02) 5124 4777 Zoe.Allen@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Senior Pharmacist, Assistant Director Operations

Pharmacist Level 4 \$118,525 - \$127,598, Canberra (PN: 26047)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: The Pharmaceutical Services Section (PSS) within ACT Health has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

The Health Protection Service Pharmaceutical Services Section (PSS) is seeking applications from a suitable pharmacist to temporarily fill the Senior Pharmacist role. The position is responsible for conducting regulatory operations within the PSS in accordance with local legislation.

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 have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Note: This is a full-time temporary position available immediately up until the 31 March 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae with names of two references, and a maximum two A4 page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johns (02) 5124 9257 natalie.johns@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Lead Technical Specialist, Database Systems

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53699)

Gazetted: 25 November 2021

Closing Date: 14 December 2021

Details: Are you a Senior Technical Specialist that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing Health ICT systems? Are you ready to lead a team of talents to perform 24/7 support of database systems in our new Health enclave?

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to support and maintain the new state of the art infrastructure. You will be responsible for a team that will manage the operational capability of database systems across the entire Health environment for Canberra.

As a division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

Eligibility/Other Requirements:

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

Notes: A merit pool will be established from this selection process and may be used to fill future 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 whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Corporate and Governance

Governance and Risk

Reporting and Compliance

Director, Governance and Compliance

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 42853)

Gazetted: 25 November 2021

Closing Date: 9 December 2021

Details: The ACT Health Directorate is seeking an innovative and motivated governance practitioner to play a leadership role in our busy team that delivers a broad program of work. This position will play a key role in a range of governance and compliance projects, including corporate reporting, business planning, development and maintenance of governance systems, registers and policy. There will also be opportunities to contribute to the broader governance responsibilities of the Branch.

Excellent people and stakeholder management skills are critical. We work collaboratively and highly value our positive workforce culture.

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

Eligibility/Other Requirements:

The Governance and Risk Branch are currently working exclusively from home and have been required to work from home for extended periods during the COVID-19 public health emergency.

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

How to Apply: Please submit a written application of no more than two pages addressing the professional/technical skills and behavioural capabilities that form the Selection Criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Buik (02) 5124 9935 Jessica.Buik@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Admin Service Officer

Executive Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (LP7153)

Gazette Date: 02 December 2021

Closing Date: 08 December 2021

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

Reference Number: 17495

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

Contact Officer: Kanta Toraskar (02) 6201 6101 kanta.toraskar@calvary-act.com.au

Calvary Public Hospital Bruce

Medical Records

Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (LP9621)

Gazette Date: 02 December 2021

Closing Date: 08 December 2021

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

Reference Number: 17468

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

Contact Officer: Maree Winbank (02) 6201 6455 maree.winbank@calvary-act.com.au

Calvary Public Hospital Bruce

General Surgical Ward

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (LP8204)

Gazette Date: 02 December 2021

Closing Date: 15 December 2021

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

Reference Number: 17355

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

Contact Officer: Fiona Carruthers (02) 6201 6111 fiona.carruthers@calvary-act.com.au

Calvary Public Hospital Bruce

Infection Control and Staff Health Department Manager

Registered Nurse Level 4.2 \$131,034, Canberra (LP8207)

Gazette Date: 02 December 2021

Closing Date: 15 December 2021

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

Reference Number: 17349

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

Contact Officer: Narelle Boyd (02) 6264 7045 narelle.boyd@calvary-act.com.au

Calvary Public Hospital Bruce

Graduate Nurse Program

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP8045)

Gazette Date: 02 December 2021

Closing Date: 15 December 2021

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

Reference Number: 17437

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

Contact Officer: Jessica Thorncraft jessica.thorncraft@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

Medical Services

Imaging Nursing Services

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34131 - 01ZE1)

Gazetted: 29 November 2021

Closing Date: 15 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

About You

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level patient assessment skills.

High level communication skills and the ability to think critically.

Position Requirements/Qualifications:

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

The successful applicant will need to be available for a rotating roster, including a close call roster requirement. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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 10 months temporary with possibility of extension and/or permanency.

Contact Officer: Misty Wilson (02) 5124 4333 misty.wilson@act.gov.au

Nursing

Specialised Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 53157 - 01ZHP)

Gazetted: 30 November 2021

Closing Date: 14 December 2021

Details:

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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however, will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

ABOUT YOU

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Behavioural Capabilities

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

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

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](#).

Mandatory:

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

Minimum of four years of Clinical experience.

Be an approved train the trainer .

Desirable:

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Leanne Muir (02) 6174 8774 leanne.muir@act.gov.au

Medical Services

Pharmacy

Administrative Service Officer 4

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 38433 - 01243)

Gazetted: 30 November 2021

Closing Date: 14 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 100 staff (pharmacists, technicians and administration staff).

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an exciting opportunity to join the team as Permanent Part time (18.3 hrs pw), pharmacy administrative service officer (ASO). Under the direction of Pharmacy Director, an ASO will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

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

ABOUT YOU

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

Behavioural Capabilities

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 personal drive and integrity

Well-developed leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Support the shared purpose, mission statement and strategic directions of the department

Follow all reasonable directions from your supervisors and managers and participate in ongoing professional development and performance review.

Position Requirements/Qualifications:

Highly Desirable:

Diploma in administration, management, human resources and/or another relevant field

Please note that this position may require:

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

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

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

Registration under the Working with Vulnerable People Act

Undergo a pre-employment national police check

Notes: This is a permanent part-time position at (18.3) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Daniel Lalor (02) 5124 2120 Daniel.Lalor@act.gov.au

Nursing

7A Neuro

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22399 - 01ZGZ)

Gazetted: 30 November 2021

Closing Date: 14 December 2021

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

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

The Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of 7A Neurology. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to Ward 7A Neurology for neurological and other conditions.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

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

Hold a current driver's licence.

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 a period of three months with the possibility of extension.

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

Contact Officer: Anne Corney (02) 5124 5161 Anne.Corney@act.gov.au

Medicine

Endocrinology

Endocrine Clinic Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22215 - 01ZHC)

Gazetted: 30 November 2021

Closing Date: 17 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Endocrine Nurse is responsible for caring for patients with endocrine disorders, including performing dynamic testing relating to those disorders. The nurse role in this position will work autonomously in coordinating nurse led clinics that include education and diagnostic testing and treatment to patients with endocrine disorders. The role includes triaging referrals, physical assessment of patients, coordinating patient care with collaboration with multidisciplinary teams.

Notes: This position is a fulltime position working Monday to Friday in an outpatient clinic setting based at Canberra Health Services.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to work with a high degree of autonomy

Strong communication skills

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

Position Requirements/Qualifications:

Relevant: Tertiary qualifications and a minimum of five years' experience working professionally in diabetes education is preferred. Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

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

Be granted with their scope of Clinical practice and credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Tracey Duggan (02) 5124 7929 Tracey.Duggan@act.gov.au

Women Youth and Children

Maternity Services

Registered Midwife - Antenatal/Gynaecology, Birthing and Postnatal Wards

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 43970, several - 01ZC8)

Gazetted: 30 November 2021

Closing Date: 17 December 2021

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

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

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

Have an understanding of how the [National 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 positions available in Antenatal, Birthing and Postnatal/Gynaecology. Full time and part time positions available. Financial assistance with relocation may be available.

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

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

Mental Health

Adult Acute Mental Health Services

Allied Health Assistant

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 37432 - 01ZFK)

Gazetted: 30 November 2021

Closing Date: 16 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Dependency 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. The AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional.

The AHA does not make clinical assessment or clinical judgment in this role; however, they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS).

This is a fulltime position within Adult Mental Health Unit working Monday to Friday

Responsibility Statement:

Under supervision of an allied health professional staff, the AHA will:

Work Flexibly and effectively as part of the allied health team, providing support to all members of the allied health team and the wider multi-disciplinary team within scope of practice and training of the individual.

Under supervision of an allied health team, coordinate assistance regarding access to relevant services and supports.

Participate and help run the therapeutic group programs.

Supply and screen for appropriate appliances/ preparations/ referral to people receiving care within the AMHU/ MHSSU/ Ward 12B Mental Health Unit under direction from the supervising allied health professional and within the scope of practice and training of the individual.

Support the discharge planning process.

Assist with the ongoing maintenance of allied health equipment

All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multi-disciplinary team processes.

About You

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

Behavioural Capabilities

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

Demonstrated experience and competence in working with people who may display aggressive, challenging, distressed or unpredictable behaviour.

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

Ability to maintain professional boundaries when responding to consumer and family/carer expectations.

Strong organisational skills with a high degree of initiative.

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

Administration skills to be able to provide quality work outputs.

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

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

Current drivers licence.

A minimum of 24 months experience in a related/relevant organisation/service.

Experience working with people with a mental illness or disorder.

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 specific infectious diseases

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional

Undergo a pre-employment National Police Check.

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

Contact Officer: Roz Fitzgerald 5124 5401 roz.fitzgerald@act.gov.au

Office of the Chief Operating Officer

Patient Flow Unit

Bed Allocation Officer

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 03374 - 01ZBZ)

Gazetted: 30 November 2021

Closing Date: 14 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

The Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

ABOUT YOU

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Behavioural Capabilities

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

Highly developed interpersonal communication skills.

Strong organisational skills with a high degree of drive.

Operate autonomously with sound decision-making abilities.

Adaptability and flexibility with the capacity to motivate and inspire nurses to achieve objectives, lead change and influence others in responding to change.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Holds or is working towards a post graduate tertiary nursing qualification in acute nursing relevant to an acute hospital setting.

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: Clare Gallagher (02) 5124 2831 Clare.Gallagher@act.gov.au

Women, Youth and Children

Maternity

Preterm Birth Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 52925 - 01ZCI)

Gazetted: 26 November 2021

Closing Date: 15 December 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The CHS division of Women, Youth and Children, provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

ABOUT YOU

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Behavioural Capabilities

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

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

Strong ability, skills and enthusiasm for adult education for health professionals and parents who have previously experienced a preterm birth.

Position Requirements/Qualifications:

Relevant: eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) 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](#).

Fulfil the responsibilities of this role as detailed with the following policy alignment:

National Stillbirth Action and Implementation Plan 2020

Woman-centred care: Strategic directions for Australian maternity services August 2019

National Aboriginal and Torres Strait Islander Health Plan 2013-2023

Report on Inquiry into maternity services in the ACT June 2020

Accessible, Accountable, Sustainable: A Framework for the ACT Public Health System 2020-2030

Territory Wide Health Services Plan

Maternity Access Strategy

ACT Wellbeing Framework

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

Provide suitable references

Undergo a pre-employment National Police Check.

Notes: This is a permanent part-time position available at (16) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Sheree Barr (02) 512 47368 Sheree.barr@act.gov.au

People and Culture

Workforce Capability

Clinical Nurse Educator - Paediatric Life Support

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 30407 - 01ZHR)

Gazetted: 29 November 2021

Closing Date: 10 December 2021

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Expressions of Interest are being sought from dynamic experienced Registered Nurses with demonstrated expert knowledge and practice and highly developed interpersonal skills, to undertake the role of teaching and supporting Canberra Health Services staff to care for the deteriorating child. This role requires excellent communication skills and a passion for education. This position will provide leadership and support to Clinical Divisions caring for children and Workforce Capability.

Applicants will be required to demonstrate experience in clinical teaching and simulation with a background in critical care and/ or paediatric nursing. The successful applicant requires sound knowledge of adult learning

principles to support ongoing clinical education. Holds or working towards nationally recognised vocational competency units in competency assessment and work-based training, or tertiary units/post graduate qualifications in clinical teaching and assessment, critical care and/or paediatrics. Recent experience in a clinical education role is desirable. The successful applicant will be required to work full time, Monday to Friday.

Applicants are requested to submit their application for this position in writing in no more than two pages addressing the Selection Criteria, demonstrating how they would be suitable for this position by close of business Friday 10 December 2021. Please include a current curriculum vitae and the names and contact numbers of two referees.

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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Assistant Director and Senior Director of WC.

The purpose of this role is to work in partnership with clinical teams from across the health service to ensure the delivery of safe and effective care to deteriorating paediatric health care consumers. The role coordinates paediatric advanced life support education and training and simulated practice for the inter-professional workforce and works with stakeholders from the Divisions of Women, Youth and Children's (WYC), Surgery and Medicine to support paediatric learning programs.

In this position, you will undertake a Training needs analysis to determine workforce capability gaps across the organisation and fulfill a quality and safety role consistent with the CHS "Exceptional Care Framework". You will work as part of an inter-professional education team and with key life support educators and stakeholders to provide leadership, support and advice about life support training and practice and support the learning and development needs of CHS staff.

About You

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Behavioural Capabilities

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

Strong customer service, project development and leadership skills;

Strong organisational and communication skills to work with diverse clinical stakeholders to provide training and education within work units;

Ability to provide flexible training to inter-professional groups;

Understands strategic thinking and applies it to achieve key quality and safety objectives.

Position Requirements/Qualifications:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and with Australian Health Practitioners Regulatory Agency.

Extensive clinical experience in paediatric and/or critical care nursing.

Experience in the development and facilitation of simulated learning and assessments including clinical debrief.

Desirable:

A current certificate as a Paediatric Advanced Life Support Instructor from a recognised external training organisation such as APLS. Sound understanding of the principles of education and adult learning.

Commitment and accountability to own learning, development, and practice with postgraduate qualifications in paediatric / critical care nursing and/or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent and experience in teaching and training

Competent and current in Basic and Advanced Paediatric Life Support

Experience in development, delivery, and evaluation of quality improvement projects

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Contact Officer: Karen O'Brien 0468 599 406 karen.o'brien@act.gov.au

Medicine

Medical

Diabetes Service

Diabetes Educator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26327, several - 01ZGQ)

Gazetted: 01 December 2021

Closing Date: 17 December 2021

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Our Values: Reliable, Progressive, Respectful and Kind.

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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 Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing, and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Consumers seen include adolescents and adults with type 1 and type 2 diabetes and women with hyperglycaemia in pregnancy (HIP).

The Clinical Nurse Consultant (CNC) position will work within the Diabetes Service to provide expert clinical advice to consumers, carers, and other health professionals within a defined specialty through the delivery of specialist consultant service which develops, implements, and evaluates care management plans for consumers with complex health needs. The CNC will demonstrate critical thinking and reasoning, advanced problem-solving skills, and expert clinical judgement in relation to diabetes nursing.

The CNC will provide leadership in the ongoing development of clinical practice and initiate and utilise findings of research in the provision of clinical services. They will contribute to the development and delivery of specialty related education programs.

The CNC role will provide major aspects of a consumer's diabetes care, including comprehensive skilled clinical assessment, physical examination and consumer education including for preventative care. The role will require work in both inpatient and outpatient settings within CHS.

The CNC will work in collaboration with the interdisciplinary team of Endocrinologists, Allied Health Professionals, General Practitioners, other Medical Specialists and Junior Medical Staff. The Clinical Nurse Consultant will provide expert advice and guidance to Diabetes Nurse Educators and allied health staff when appropriate. This position also forms part of the Diabetes Service leadership team, to progress and represent the work of the Service.

The CNC will be responsible professionally to the Clinical Nurse Lead, Diabetes Service, and the Assistant Director of Nursing Diabetes and Renal, Division of Medicine.

Duties

Under direction of the Clinical Nurse Lead, Diabetes Service you will perform the role of a senior credentialled diabetes nurse educator, providing direct consumer care, and involved in education, research, and improvements in service delivery. You will:

Work collaboratively as part of the Diabetes Services to provide comprehensive diabetes care, act as a specialist clinical resource advisor, mentor, role model and technical expert in relation to diabetes nurse education within CHS locations.

Provide advanced comprehensive diabetes-related health care which includes but is not limited to; accepting referrals, clinical assessment, diagnosis, planning, and implementation of treatment, utilising a client-focused model of care, which is evidence-based. Provide relevant opportunistic health promotion.

Provide education and support for nursing, medical and allied health staff within the Diabetes Services to ensure the delivery of a safe standard of care and optimal clinical outcomes. Lead and provide support in the development, implementation and evaluation of diabetes health promotion and community education programs, and quality improvement initiatives.

Contribute to planning and policy on diabetes health issues, at service, organisational and national levels. At a service and organisational level, this includes optimisation of the Model of Care to address emerging service needs in relation to diabetes nursing and future planning for a sustainable Service.

Participate and provide leadership in the clinical governance and clinical risk management in the Diabetes Service. Facilitate and contribute to the analysis and review of clinical practice and nursing research within the Diabetes Service. Implementation of appropriate evidence-based changes as required.

Support and promote the CHS values of being reliable, progressive, respectful, and kind through a working understanding of the integral role these values play in the holistic operation of people diagnosed with diabetes.

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

About You

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Behavioural Capabilities

Highly motivated with strong organisational and time management skills.

Capacity to contribute to a positive, strong, and cohesive interprofessional culture, with developed leadership skills.

Adaptability and flexibility to manage changes in demand.

Personal and professional integrity

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in diabetes education is preferred. Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Be granted with their scope of Clinical practice and credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

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

Undergo a pre-employment National Police Check.

Contact Officer: Tracey Duggan 5124 7929 tracey.duggan@act.gov.au

CAMHS Acute Clinician

CAMHS Acute Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 50778 - 01ZGG)

Gazetted: 29 November 2021

Closing Date: 16 December 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

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POSITION OVERVIEW

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The role will also require the team member 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

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

- High level ability to manage confidential and sensitive information.
- High level ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.
- Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Mandatory:

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 three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

- Must hold a current driver's license.

Highly desirable for all disciplines:

- Experience in working with children and young people.

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 disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses.

NOTES

The successful candidate will be required to be available to work within all program areas of CAMHS as 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.

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

Contact Officer: Norette Leahy (02) 5124 6543 Norette.leahy@act.gov.au

Medicine

Cardiology

Cardiac and heart Function Rehabilitation Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28473 - 01ZDB)

Gazetted: 29 November 2021

Closing Date: 15 December 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 Cardiac and Heart Function Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by cardiovascular disease and Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided, using, and supported by evidence-based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation.

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

Knowledge of cardiovascular disease and anatomy.

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

Organisational and leadership skills with a high degree of drive.

Position Requirements/Qualifications:

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

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

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

The position is full time, Monday to Friday with varied shift commencement times including 0700, 0800 and 0830hrs.

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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Lander 5124 7216 michelle.lander@act.gov.au

Allied Health

Mental Health, Justice Health, Alcohol and Drug Services

Therapist Psychological Interventions

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 40921 - 01ZCT)

Gazetted: 29 November 2021

Closing Date: 16 December 2021

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Therapist (psychological interventions) position is a Psychologist or Social Worker based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

Ability to communicate effectively with complex and challenging clients

Contributes to the supportive atmosphere of the team

Commitment to achieving positive outcomes for mental health consumers

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology and a minimum of one years' post-qualification experience working professionally in respective field.

A current driver's licence.

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](#).

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT *Working with Vulnerable People Act 2011*.

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.

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

Contact Officer: Toby Ellison (02) 5124 1750 Toby.Ellison@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Graduate Programs, Territory Wide Mental Health Services

Registered Nurse Level 1 - Post Graduate Program

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 16335, several - 01ZG2)

Gazetted: 29 November 2021

Closing Date: 16 December 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

We invite Registered Nurses (RN)s with a passion for Mental Health to apply for a scholarship funded by the ACT Health Chief Nursing and Midwifery Office that supports their enrolment in the University of Canberra Graduate Certificate in Mental Health, to commence in 2022.

Successful applicants are permanently employed to work clinical shifts on a rotating 7-day roster, on a part-time or full-time basis. Clinical rotations will be offered across a range of services within the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) while studying either part-time or full-time with the University of Canberra.

This Program is an excellent opportunity for Registered Nurses (RNs) to build their knowledge and skills in caring for people experiencing a range of mental health conditions. Application for these scholarships is competitive.

Applications will be assessed against the criteria below, and the number of available places.

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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.

Applicants to this position are also invited to apply for a scholarship funded by ACT Health Chief Nursing and Midwifery Office to enrol in the University of Canberra Graduate Certificate in Mental Health, to commence in 2022. This course will support learners to develop skills and knowledge in contemporary mental health practice. The Post Graduate Registered Nurse (PGRN) program is a 12 month, clinically based structured program with a comprehensive orientation, paid professional development days, a strong clinical supervision component and competency based mental health skill development requirements. PGRNs will be expected to complete a Graduate Certificate in Mental Health, through the University of Canberra. The PGRN program accelerates the career development of RN's and may provide unique learning opportunities that support a progression to an advanced level of practice.

During the PGRN program, RN's may participate in a rotating site roster which provides an opportunity to gain clinical placement experiences in the community and inpatient services in exciting areas such as acute care, rehabilitation, older persons, community and intensive assessment and home treatment. Additionally, RN's completing the PGRN program may be able to elect a placement with a specialist team such as the Child and Adolescent Mental Health Services, Eating Disorders Program, Consultation Liaison, Alcohol and Drug Services and Forensic Mental Health. Nurses who are completing the PGRN program are well supported and may receive preceptorship by Clinical Development Nurses, Clinical Nurse Educators, Clinical Nurse Consultants and other senior staff during their clinical placements. Additionally, all PGRN's regularly meet with the Post Graduate Nursing Co-ordinator in designated study days where they receive core education, participate in skill building exercises and nursing professional supervision opportunities.

NOTE: All nurses who are participating in the PGRN program are recommended to work on a part time basis (0.8 FTE) to allow themselves time to complete the university course requirements. On completion of the PGRN, subject to availability nurses may permanently increase to full-time equivalent hours.

ABOUT YOU

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Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum 12 months' experience working as a Registered Nurse

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts

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

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

Desirable

Current drivers' licence

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

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

Contact Officer: Donna Hodgson (02) 5124 1253 Donna.Hodgson@act.gov.au

Medical Services Group

Medical Imaging

Radiographer

Medical Imaging Level 2 \$68,809 - \$94,461, Canberra (PN: 53875, several - 01250)

Gazetted: 01 December 2021

Closing Date: 15 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence

Desirable

Experience in a trauma and teaching hospital

Other:

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

There are two positions available. One is permanent and one is temporary, available for 12 months with the possibility of permanency. A merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Ross Bevan (02) 5124 2111 ross.bevan@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services (ACMHS)

Specialist / Senior Specialist – General Psychiatrist

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 28849 - 01Z95)

Gazetted: 29 November 2021

Closing Date: 3 January 2022

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

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

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

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.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Remuneration: \$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

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$467,210

About You

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.

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

Knowledge of the Mental Health Act 2015 and other related legislation.

Current drivers' licence is Desirable.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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: Dr Azra Sabir, Deputy Clinical Director, Adult Community Mental Health Services (ACMHS) (02) 5124 3938.

Medical Services

ACT Pathology

Technical Officer

Technical Officer Level 1 \$60,942 - \$63,894, Canberra (PN: 42946 - 01292)

Gazetted: 26 November 2021

Closing Date: 8 December 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

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POSITION OVERVIEW

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The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

The successful applicant will be required to work evening and/or overnight and weekends.

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: Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs, Self-Motivated,

Good written and oral communication skills and the ability to liaise with a diverse range of clients,

Ability to work in a team environment.

Position Requirements/Qualifications:

The successful applicant will need to be available for evening/overnight and weekend work and participate in a rotating roster.

Desirable

An associate diploma, science degree or equivalent medical laboratory science qualification,

Experience in a diagnostic pathology laboratory would be advantageous.

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

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

Undergo a pre-employment National Police Check.

Note: This position is a temporary vacancy for six months with possibility of extension and/or permanency. A merit list will be established for any future similar positions that become available. The successful applicants may be selected based on written responses and referee reports only.

Contact Officer: Sally Smith (02) 5124 7082 Sally.j.smith@act.gov.au

Paediatric Endocrinology and Diabetes Service

Nursing

RN1 Paediatric Endocrinology and Diabetes

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 48590 - 01ZCB)

Gazetted: 30 November 2021

Closing Date: 12 December 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

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This permanent RN1 position is for 0.84 FTE (four days per week) in the Paediatric Endocrinology and Diabetes Service. This position does not involve shift work and the hours are weekdays 8.30 to 5 pm. Additional hours at RN1 level could be negotiated if desired up to full time in the Paediatric Department.

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

This nursing role provides an opportunity to provide safe and effective nursing care that promotes best practice and to develop specialist skills in clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse and operationally to the Service Coordinator in the Paediatric Endocrinology and Diabetes Service.

The successful applicant will need to be available to work Monday to Friday morning shifts, starting at 8:30am to 5pm. There are no weekends or public holidays shifts.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Registered Nurse qualifications and a minimum of two years' experience working professionally in Paediatric nursing is preferred.

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

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

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

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

Provide evidence of nursing qualification and registration with APHRA

Undergo a pre-employment National Police Check.

Notes: This is a permanent part-time position at (32) hours per week. The above full-time salary will be pro-rata. Additional hours may be negotiated.

Contact Officer: Kristine Wright (02) 5124 7495 Kristine.wright@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 46321 - 01ZIW)

Gazetted: 01 December 2021

Closing Date: 17 December 2021

Details: The Acute Occupational Therapy department is looking for a dedicated HP3 level clinician. We are looking for a therapist with vision and the ability to expand our existing service across the women's, children's and babies caseload.

The position will be offered for an initial period of 11.5 months with the possibility of extension. Our therapy and services are aligned to the Canberra Hospital goals. To express an interest in this position please send us an application consisting of a letter, a two page pitch outlining your ability against the "what you require" section of the job description, and an updated copy of your curriculum vitae that includes two referees.

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POSITION OVERVIEW

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CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads in acute ward areas to enhance learning and experience, access to professional development support, and high levels of clinical supervision and support to occupational therapy staff. They contribute to an experienced team of supervisors, clinical educators and occupational therapy leaders.

ABOUT YOU

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Behavioural Capabilities

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

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

Hold a 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 Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available immediately for 11.5 months with the possibility of extension.

Contact Officer: Domenico Tripodi (02) 5124 3286 Domenico.Tripodi@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Allied Health Assistant

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 40165 - 01ZH7)

Gazetted: 01 December 2021

Closing Date: 17 December 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

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POSITION OVERVIEW

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

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Rehabilitation Unit is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHRS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This role involves shift work on a rotating, non-preferential roster, including weekends. Shifts are between 7am and 7pm Monday to Sunday.

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

Effective communication and interpersonal skills,

Ability to respond to and prioritise competing tasks in a calm and efficient manner while also maintaining high work standards and accuracy,

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

Commitment to achieving positive outcomes for people.

Position Requirements/Qualifications:

Certificate IV in Mental Health or equivalent qualification.

Registration under the ACT Working with Vulnerable People Act 2011

A minimum of 24 months experience in a related/relevant organisation/service.

Hold a current driver's license.

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

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

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

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

Comply with CHS occupational screening requirements related to immunisation.

Undergo a pre-employment National Police Check.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Nursing and Midwifery and Patient Support Services (NMPSS)

Infection Prevention and Control Unit (IPCU)

Registered Nurse

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

Gazetted: 01 December 2021

Closing Date: 20 December 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 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

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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.

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

Contact Officer: Chris Mead (02) 5124 8583 christine.mead@act.gov.au

Women Youth and Children Community Health Programs

Women's Health Service

Counselling Team Leader

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 40800 - 01ZC1)

Gazetted: 01 December 2021

Closing Date: 20 December 2021

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

The Counselling Team Leader is clinically responsible for the counselling work undertaken by the service, and is the clinical supervisor for the HP3 Counsellors on the team. This position also forms part of the Women's Health Service leadership team, to progress and represent the work of the service.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

ABOUT YOU

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Behavioural Capabilities

Highly motivated with strong organisational and time management skills
Capacity to contribute to a positive, strong and cohesive interprofessional culture
Adaptability and flexibility to manage changes in demand
Personal and professional integrity

Position Requirements/Qualifications:

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Mandatory Qualifications/Other Requirements:

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 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 five years post-qualification experience.

Highly Desirable:

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

For Counselling:

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

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

Previous experience in clinical management/leadership in a women's health environment

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.

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

Contact Officer: Nikki Goddard (02) 5124 1787 Nikki.goddard@act.gov.au

Women Youth and Children Community Health Program

Maternal and Child Health

Registered Nurse/Midwife (Fast Track MACH Scholarship)

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 41706, several - 01ZIF)

Gazetted: 01 December 2021

Closing Date: 12 December 2021

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Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—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.

Overview of the work area and position:

CHS promotes a learning culture and is providing an exciting opportunity for Registered Nurses to undertake a Graduate Diploma of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

The work of Maternal and Child Health nurses is supported by the National Framework for Universal Child and Family Health Services (2011):

- promoting the availability and the role of universal child and family health services to parents, the community as well as health, education and welfare professionals.

- promoting consistency of service across jurisdictions.

- providing a contemporary evidence base for service improvement.

- progress towards national performance monitoring and the compilation of national population health data for the purposes of comparison across jurisdictions and subpopulations.

MACH Nurses /midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

All MACH Nurses /midwives deliver services across the ACT from health centre locations, to outreach clinic sites and Child and Family centres.

Registered nurse/midwives will be employed to attend the universal first home visit (H/V) and consecutive H/V consults as required. Lead group facilitation in feeding and settling groups, triaging and book first home visits following tertiary referral, whilst working within their midwifery scope of practice in partnership with the MACH nurses to provide safe, family centred midwifery care in a primary health setting.

The (MACH) Service is offering applicants who are experienced RN and RM' s currently working in maternity services, an exciting opportunity to undertake a fast-track child and family health qualification for nurse/midwives.

In recognition of your experience and the established autonomous role of the RM/RN in MACH practice, one year supported practice positions will be offered to suitable applicants while the applicant undertakes a Graduate Certificate in Child and Family Health with MACH' s partner university (Western Sydney). Several part time positions are available working 24 hours per week.

About You

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Behavioural Capabilities

Demonstrates kindness, empathy and understanding to colleagues and clients

Strong organisational skills and able to contribute positively to team culture.

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

A strong self-directed learning ethic

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

Position Requirements/Qualifications:

Mandatory:

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

Dual qualification: Registered nurse and midwife required.

Extensive experience in both nursing and midwifery practice including current midwifery practice

Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.

Current drivers licence.

Desirable:

International Board Certified Lactation Consultant.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

These are temporary part-time positions for dual registration nurse/midwives available at 24 hours per week for a period of 12 months commencing January 2022 until January 2023 with the possibility of extension and/or permanency. Full-time salary noted above will be paid pro rata for part-time hours.

Applicants must be eligible to enrol in the Graduate Certificate of Child and Family Health through the partnership university, Western Sydney University.

Applicants will apply to the Nursing and Midwifery office for scholarship funding.

Contact Officer: Sally Haseler 51241175 sally.haseler@act.gov.au

Surgery

Intensive Care Unit

Clinical Support Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 14142 - 01ZHD)

Gazetted: 01 December 2021

Closing Date: 15 December 2021

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Position Overview

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<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 more than 650 000.

The Clinical Support Nurse of the Intensive Care Unit provides high level support in coordinating and managing the undergraduate, postgraduate, entry to practice, transition to practice and current nursing staff by providing unit education programs to facilitate the theoretical and applied nursing needs. Since Intensive Care Unit is an evolving environment, the team is constantly looking into innovating education strategies that will enhance patient care delivery, staff development to address the departmental and organizational key performance indicators.

The successful applicant should be self-motivated, able to lead and provide strategic directions of the clinical nurse educations to address the mandatory trainings required by Canberra Health Services and ICU-specific trainings in line the standards of National Safety and Quality in Health Service Standards and Australian College of Critical Care Nurses. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

About You

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Behavioural Capabilities

Exceptional organisational and administrative skills

Excellent communication skills to improve and sustain valuable partnerships with strategic stakeholders.

High level interpersonal skills with the ability to apply critical thinking

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

Position Requirements/Qualifications:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of five years leadership and management experience in a hospital-based critical care environment.

Desirable:

Holds or progressing towards a relevant tertiary qualification at a master's level.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years

Previous clinical education experience

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

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

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 six months with the possibility of extension.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Women, Youth and Children

Paediatrics

Specialist 1-5/ Senior Specialist – Paediatrician Endocrinologist

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 41966, C12399 - 01Z12)

Gazetted: 01 December 2021

Closing Date: 14 December 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

Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is also a tertiary accredited Level 6 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery.

Involvement in departmental teaching is required and research is encouraged and supported.

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated inpatient and outpatient care for children, young people and their families with diabetes and other endocrine conditions. It is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are provided at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. Involvement in departmental teaching is required and research is encouraged and supported.

The Staff Specialist will work alongside the existing paediatric endocrinologists and general paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

Note: There are two positions available – one permanent part-time and one casual position.

Remuneration: \$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

About You

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Position Requirements/Qualifications:

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

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

Fellowship of Royal Australasian College of Physicians or equivalent specialist qualifications.

Hold a current driver's licence,

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for the on-call roster

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Dr Blessy Charles, Unit Director of Paediatrics, (02) 5124 7607 blessy.charles@act.gov.au

Pharmacy

Medical Services

Pharmacy Trainee Technician

Trainee Technical Officer \$56,426 - \$62,272, Canberra (PN: 21792 , several - 0122V)

Gazetted: 01 December 2021

Closing Date: 17 December 2021

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Position Overview

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

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

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

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive.

High level customer service skills.

Ability to maintain high work standards and accuracy.

Ability to role model our departmental team charter.

Position Requirements/Qualifications:

Applicants are required to demonstrate enrolment in Certificate III in Hospital-Health Services Pharmacy Support if successful in the recruitment process and complete the certificate within the 18 month employment contract.

Previous experience working in a hospital or community pharmacy is highly desirable.

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

Work across multiple CHS locations.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working for Vulnerable People Act 2011*.

Comply with ACT Health credentialing requirements for allied health professionals.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 18 months.

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

Rehabilitation, Aged and Community Services

Geriatric Medicine

Specialist/Senior Specialist - Geriatrician

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 28677 - 01ZE0)

Gazetted: 30 November 2021

Closing Date: 12 December 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

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

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

The Department of Geriatric Medicine, at Canberra Health Services, promotes healthy aging through the care of older adults in both inpatient and outpatient settings based at the Canberra Hospital, a tertiary teaching hospital and at the University of Canberra Hospital, a stand-alone Sub-acute facility.

The department provides care in the following areas

Acute Care,

Subacute Care,

Ortho-geriatric Medicine and

Community Care and specialist input to specialist dementia care unit (SDCU)

In addition to providing health care to the elderly in Canberra and surrounding regions, the department is firmly committed to the education of both Advanced Trainees (ATs) and Basic Physician Trainees (BPTs).

This position will report to the Clinical Director of Geriatric Medicine and is expected to work across Canberra Hospital and UCH campuses.

Geriatricians will work across Acute Care of the Elderly ward, Sub-Acute ward (UCH) and Community Geriatrics, on a rotational basis.

Consultants will also contribute to education, training, quality improvement and research, within the department

Note: There are two permanent part-time positions available, and the full-time salary noted above will be paid pro-rata.

Remuneration: \$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

About You

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

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent specialist qualifications.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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: Dr Manoj Saraswat, Unit Director Geriatric Medicine (02) 5124 2311 manoj.saraswat@act.gov.au

City Mental Health

CHS Mental Health, Justice Health and Alcohol and Drug Services

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10313 - 01ZAU)

Gazetted: 01 December 2021

Closing Date: 12 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

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

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

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

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

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

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

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

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

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

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:

Hold a current driver's licence

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

Undergo a pre-employment Police check.

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

Contact Officer: Sabarish Radhakrishnan (02) 5124 1795 Sabarish.Radhakrishnan@act.gov.au

Office of the Chief Operating Officer

Emergency Management

Director, Emergency Management

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39626 - 01ZAT)

Gazetted: 01 December 2021

Closing Date: 17 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

The Office of the Chief Operating Officer is an overarching area that is responsible for all clinical divisions, Emergency Management (EM), Business Continuity Management (BCM), Patient flow (including the Transit Lounge and After-Hours Hospital Management), and Cross-Border Relations .

The Director, Emergency Management is responsible for the development, implementation, and performance monitoring of emergency management for all Canberra Health Service (CHS) divisions and branches. This position works closely with the Director, BCM to develop, implement and monitor the performance of emergency and disaster management and business continuity frameworks.

The focus of the role is to assist all areas to ensure the core organisational aspects of prevention, preparedness, response, and recovery for emergency and disaster management are documented, evaluated, and continuously improved across CHS.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Ability to thrive in fast paced, high stress situations, whilst remaining calm.

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

Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in emergency management, particularly in the healthcare sector, is preferred.

The successful applicant will need to be available for occasional weekend and after-hours work. As well as participating in a close-call, after-hours roster.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Paul Simakoff-Ellims (02) 5124 5324 Paul.Simakoff-Ellims@act.gov.au

Medical Services

ACT Pathology

Molecular Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 48338 - 01ZHB)

Gazetted: 01 December 2021

Closing Date: 20 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research.

The successful applicant will be required to work after-hours/overnight and out-of-hours rosters, rotating through a 24 hour/7 day roster. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Position Requirements/Qualifications:

Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 12 months experience working professionally in Pathology Laboratory is preferred.

The successful applicant will be required to participate in shift, overnight and out-of-hours rosters, rotating through a 24 hour/ 7-day rostering cycle.

Have an understanding of National Association of Testing Authorities accreditation requirements and how the role supports these.

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.

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

Supply certified copy of qualifications

Supply minimum of two referees willing to be contacted

NOTES

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

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

Contact Officer: Sally Smith (02) 5124 7082 Sally.j.smith@act.gov.au

Woman, Youth and Children

Paediatrics

Staff Specialist - Paediatrician

Staff Specialist - Paediatrician

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 31466, 28964 - 01211)

Gazetted: 01 December 2021

Closing Date: 13 December 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

The preferred candidate may be 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

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the Royal College of Physicians (RACP) for paediatric basic training and Australasian College of Emergency Medicine (ACEM) training.

The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the Sydney Child Health Program (SCHP) in preparation for RACP or Royal Australasian College of General Practitioners (RACGP) training. There is an active junior doctor teaching program which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported.

The Staff Specialist will work alongside the paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services.

Note: There are two permanent full-time positions available.

Remuneration: \$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

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:

Experience in the practice of paediatrics

Strong organisational skills with a high degree of drive

Good understanding of the principles of quality and safety to deliver exceptional care

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

Position Requirements/Qualifications:

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

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

Fellowship of Royal Australasian College of Physicians (RACP) or equivalent specialist qualifications.

Hold a current driver's license,

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for the on-call roster

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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: Dr Blessy Charles, Unit Director of Paediatrics (02) 5124 7607 blessy.charles@act.gov.au

Department of Medical Imaging

Administration

Booking Clerk

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 28689, several - 01ZD1)

Gazetted: 01 December 2021

Closing Date: 20 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

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

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

The successful applicant will be required to problem solve and communicate effectively with internal and external stakeholders. They will be highly motivated to complete tasks on time and be able to work independently and as a part of a team. The role will require participation in a rotating roster and may include afterhours or weekend work.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to work in a team environment.

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

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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: Rashmi Srihari (02) 5124 2798 rashmi.srihari@act.gov.au

Health

Pharmacy

Intensive Care Pharmacist

Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade), Canberra (PN: 26245 - 01Z41)

Gazetted: 01 December 2021

Closing Date: 17 December 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

The Canberra Health Services Pharmacy Department is looking for dynamic, and highly motivated experienced senior clinical pharmacists to contribute to the service provided to the intensive care unit. Construction of a new clinical services building is currently underway to modernise and enhance care for the population across the Territory. The expansion includes a new emergency, surgical and critical healthcare facility at the existing hospital campus.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

As part of the recruitment process, shortlisted candidates may be required to submit evidence that demonstrates their level of practice in this specialty area, aligned with the Advanced Pharmacy Practice enabling competencies described in the National Competency Standards Framework for Pharmacists in Australia.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Intensive Care Unit (ICU) is a 31-bed referral unit that services Canberra and the Greater Southern NSW region treating around 2200 patients per annum. The unit has accreditation under the College of Intensive Care Medicine and is a centre of excellence for critical care in Australia.

The Intensive Care Pharmacist will work within the Intensive Care Unit to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist and provide a range of pharmacy services on a rostered basis.

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

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.

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

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

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

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.

Contact Officer: Stephanie Fournier (Mon-Wed and Fri) 0412 877 595 Stephanie.Fournier@act.gov.au

Community Health Program

Community Health Programs

Women, Youth and Children

Program Support Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19306 - 01ZH2)

Gazetted: 30 November 2021

Closing Date: 14 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Community Health Programs (CHP) is looking for a suitably qualified and enthusiastic Program Support Nurse. The Program Support Nurse works closely with the CHP leadership team to broadly provide support for the delivery of clinical services. The attached position description outlines the duties in more detail. This is a temporary position for three months and there is the possibility of extension. Work days are negotiable but must include Tuesdays. The position is based at 1 Moore Street, CIVIC.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Program Support Nurse works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational, communication and interpersonal skills with a high degree of drive

Ability to work autonomously, monitoring task completion against milestones

An ability to work respectfully in partnership with a range of stakeholders

Able to contribute positively to team culture, demonstrating kindness to colleagues and clients

Position Requirements/Qualifications:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable

Hold a current Driver's Licence

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

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a part-time temporary position available at 24 hours per week for a period of three months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Carolyn Thomas 02 5124 1607 carolyn.thomas@act.gov.au

Medicine

Clinical Forensic Medical Service

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 16713 - 01ZEK)

Gazetted: 30 November 2021

Closing Date: 4 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The CHS Division of Medicine provides a range of medical specialties and allied health services. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS:

Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.

Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

ABOUT YOU

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

Behavioural Capabilities

Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues
Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders

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

Position Requirements/Qualifications:

The successful applicant will be required to work a rotating roster, including weekends, night duty and on-call.

Must be eligible to hold and maintain a baseline AFP Security Clearance

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

Current drivers' licence

Minimum 5 years' experience working professionally as a Registered Nurse is preferred

Relevant experience in emergency nursing with triage skills, sexual/women's health, clinical forensics or custodial medicine.

Relevant post graduate qualification in related field (i.e. Forensic Medicine, Emergency Nursing, Sexual and Reproductive Health).

Willingness to undertake further study as a Forensic Nurse Examiner.

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Cassandra Noble (02) 5124 2185 Cassandra.Noble@act.gov.au

Medical Services

Pharmacy

Pharmacy Technician

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 24210, several - 0125B)

Gazetted: 30 November 2021

Closing Date: 17 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

This is an exciting opportunity to join the Canberra Hospital pharmacy team and be trained and credentialled as a Pharmacy Accuracy Checking Technician (PACT).

PACTs have been utilised internationally for years and have been demonstrated to be more accurate than pharmacists performing accuracy checks on dispensed medications. We are excited to be partnering with Pharmaceutical Society of New Zealand to train and formally credential technicians to provide the final accuracy check of dispensed medicines.

About Canberra Health Services

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

About Pharmacy

Pharmacy sits within the Medical Services Group which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*

Position summary

The role of a pharmacy technicians is to participate as an active member of the pharmacy team to promote and provide exceptional patient care by ensuring the safe, efficient, and cost-effective distribution of pharmaceutical in CHS while working alongside and under the supervision of a registered pharmacist.

This role includes working in an extended scope pharmacy technician role, as a qualified Pharmacy Accuracy Checking Technician (PACT) to perform the final accuracy check of a dispensed prescription. This role therefore requires successful completion of the PACT training program within 12 months of appointment to the position and the need to maintain the PACT qualification. CHS pharmacy have signed an agreement with the Pharmaceutical Society of New Zealand College Education and Training to provide the PACT Training Program within the Australian context.

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

Attention to detail

Self-motivated and enthusiastic

Excellent communication skills

Position Requirements/Qualifications:

Essential requirements:

Certificate IV in Hospital and Health Services Pharmacy Support qualifications and

At least two years full-time hospital pharmacy experience post obtaining certificate IV Hospital and Health Services Pharmacy Support qualification.

PACT qualification or demonstrated ability to meet the pre-requisites for enrolment in the PACT training program provided through College, Education and Training at Pharmaceutical Society of New Zealand including:

Support from your current line manager to become a PACT

a 200-item dispensing log to demonstrate your ability to dispense accurately over a range of prescription types.

Six months experience working in the dispensary over the past 12 months

Highly desirable requirements:

Professional membership with Society of Hospital Pharmacists of Australia

The successful applicant is required to:

be available for regular weekend and after-hours work

work across multiple sites within CHS

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

There are several temporary positions available for a period of 18 months.

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

Contact Officer: Monica Rayson (02) 5124 7106 monica.rayson@act.gov.au

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 - 01Z1B, expected vacancy)

Gazetted: 01 December 2021

Closing Date: 20 December 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 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

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

Behavioural Capabilities

· Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

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.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Amanda Chase (02) 5124 2523 Amanda.chase@act.gov.au

Acute Allied Health Services

Exercise Physiology Department

Exercise Physiologist - New or Recent Graduate

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 54260 - 01ZHE)

Gazetted: 01 December 2021

Closing Date: 15 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department provides services to inpatient and outpatient cohorts. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work collaboratively with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care. This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings and programs.

This position will be required to work flexibly across the provided services. This position may be required to occasionally work outside of standard 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

Strong organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution.

This position is appropriate for new-graduates or recent graduates to apply.

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under the ACT Working with Vulnerable People Act 2011.

Current driver's licence preferred.

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.

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

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

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

Contact Officer: Dave Turner (02) 5124 3616 dave.turner@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Pathways College

Student Support

Head of Counselling

Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54965)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: The Canberra Institute of Technology (CIT) is looking for a Psychologist to co-head the CIT Counselling team. The role requires work in both provision of counselling services and assistance in supporting the strategic goals of the CIT. The required workdays are Mondays and Tuesdays for 2022.

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

Eligibility/Other requirements: A minimum of five years' experience as a counselling Psychologist and demonstrated experience supervising and leading a counselling team. Understanding of counselling within the tertiary education sector.

Notes: This is a temporary part-time position at 14:42 hours per week, and the full-time salary noted above will be pro-rata. This position is available from 10 January 2022 until 23 December 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment is offered as a result of this advertisement and may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and two references. The Contact person for this position, Maeve Castles is available Wednesday to Friday.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maeve Castles 0434 925 809 maeve.castles@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager Payroll and HR Systems

Temporary Vacancy (24 December 2021 – 28 January 2022)

Chief Minister, Treasury and Economic Development Directorate

Shared Services

Position: E1084

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 December 2021

Shared Services within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Payroll and HR Systems, Shared Services.

The Executive Branch Manager, Payroll and HR Systems, Shared Services is a dynamic position that leads, contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government while leading a large team of Payroll and HR systems employees to deliver the ongoing pays to around 25,000 employees per fortnight. The position is also responsible in leading the Branch's role in the implementation of the new Human Resources Information Management System (HRIMS).

The successful candidate will require knowledge and experience in managing and leading a large team, including understanding complexity associated with a diverse workforce governed by 18 enterprise agreements and legislation. A sound understanding of payroll's role in HRIMS is highly desirable with an ability to be hands on with Directorates and to maintain relationships with those directorates maintaining high level stakeholder relations.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Martin Bolton via email, martin.bolton@act.gov.au by **COB Wednesday 8 December 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: Martin Bolton (02) 6205 8700 martin.bolton@act.gov.au

Executive Branch Manager

Temporary Vacancy (2 January 2022 – 31 March 2022)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet - Office of the Coordinator General Whole of Government COVID-19, Non-health response

Position: E1191

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 December 2021

The Coordinator General Whole of Government COVID-19 (Non-health) Response is looking for an Executive Branch Manager to provide strategic advice to the Coordinator General to ensure they are fully briefed on current and emerging issues, initiatives, projects, and responses in relation to the COVID-19 pandemic and the Territory's cross-government non-health related response.

The Executive Branch Manager, Office of the Coordinator General is a key position within the Chief Minister, Treasury and Economic Development Directorate. The role is highly strategic and facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction.

To apply: If you can collaborate on National issues, build effective relationships with senior staff across all levels of Government and have the proven experience in complex Interjurisdictional engagement, please send your curriculum vitae and an Expression of Interest no longer than one page to Leesa Croke via email, leesa.croke@act.gov.au by **COB Wednesday 8 December 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 \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Leesa Croke (02) 6207 3751 leesa.croke@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Automatic Mutual Recognition Implementation

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 53415)

Gazetted: 01 December 2021

Closing Date: 8 December 2021

Details: Access Canberra is looking for master problem solver. The Automatic Mutual Recognition Implementation Team is charged with delivering on the Commonwealth's changes to occupational mobility and will manage a program of major regulatory change. The successful candidate will have a thirst for solving complex problems with many moving pieces and a drive to deliver projects, on time, that achieve their objectives.

As the Senior Director of the team, you will need to know how to pick the right solution for each puzzle; how to cultivate and maintain relationships both across ACT Government and interjurisdictionally and be a mastermind at getting complex planning and logistics implemented and delivered smoothly. An understanding of ICT project management and/or data governance arrangements in the ACT would be of benefit.

If you're an innovative problem solver with a penchant for smooth project management with a sideline in complex stakeholder management this challenging and rewarding role could be 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 19 December 2021 until 30 June 2022 with the possibility of extension. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Tell us, in no more than two pages, why you have the skills, knowledge and behaviour that make you the best candidate for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Vaile (02) 6207 1915 Jodie.Vaile@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 19753)

Gazetted: 01 December 2021

Closing Date: 10 December 2021

Details: Are you interested in energy and water? Do you want to work with and lead a high performing team on light rail, big batteries, solar generation, energy regulation and stormwater harvesting and lots of other interesting projects? The Senior Director, Utilities Technical Regulation is responsible for ensuring that the statutory Technical Regulator (DG EPSD) and his Delegate (DDG Access Canberra) are adequately briefed regarding the technical regulation of licensed (gas, electricity and water) and unlicensed utilities (including light rail, big batteries, TCCS dams, stormwater harvesting and more!). You will also be responsible for delivering a Cabinet program including policy and legislative changes. The successful candidate needs to be knowledgeable of the ACT Government's strategic priorities, be highly motivated, have well developed oral and written and communication skills and be able to handle competing priorities. The candidate will manage a team and also be required to develop and maintain working relationships with other government agencies, including other state and Federal regulators. 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: Tertiary qualifications in a demonstrably relevant field would be highly desirable.

Note: This position is set in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your curriculum vitae, including two references, with a two-page pitch outlining why you're the best person for the job, referencing the requirements under the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Data and Strategy

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49764)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: Are you a champ at jigsaw puzzles? Build LEGO like the LEGO Masters? Play well with others to solve problems and anticipate issues before they arise? If so, Access Canberra have the position for you!

The Strategy team within Fair Trading and Regulatory Strategy branch is looking for an Assistant Director with excellent leadership and collaborative skills as well as an ability to problem solve that is second to none. The work is varied and fast-paced with collaboration the name of the game. This team will need to be able to change focus quickly across a number of major projects and will also need to be able to respond to strategic issues as they arise. A key part of the role will also be in assisting the facilitation of scenario storming exercises so an ability to herd cats will be essential.

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

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

How to Apply: If looking at the big picture is something you enjoy and you love finding solutions to problems then send us a pitch of up to two pages outlining how you meet the Selection Criteria and why you are the best candidate for the job. Include your curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 linda.muscat@act.gov.au

Office of International Engagement

Senior Administration Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54365)

Gazetted: 01 December 2021

Closing Date: 8 December 2021

Details: The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating and integration of the ACT's various international engagement activities. Working across Government – particularly Economic Development – and in close collaboration with industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation.

Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The ACT Government, through the Office of International Engagement, has developed the *Canberra's International Engagement Strategy* in order to focus Government efforts in markets that strongly align with the ACT's designated Key Capability Areas and provide opportunities to grow the ACT economy.

This position will contribute to delivering the Office of International Engagement programs as defined in Canberra's *International Engagement Strategy*, specifically the events and inbound delegation program.

Please see the Position Description for more information.

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

How to Apply: Please explain in your application how your skills will enable you to deliver the criteria of duties and responsibilities against the position duties (max 400 words/criteria), along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Gowling (02) 6207 2544 Emma.Gowling@act.gov.au

Access Canberra

Customer Coordination

Service Centres

Service Centre, Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38144)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: Are you looking for an opportunity to lead a large customer facing team? Do you love overseeing the operational side of service delivery? If this sounds like you, then we want to hear from you. In this role you will have the opportunity to work collaboratively as part of the Customer Coordination leadership team to lead the operational management of service and people capability of the Access Canberra Service Centres. In Customer Coordination our goal is to provide an excellent customer experience while balancing regulatory requirements to make it as easy to engage with Access Canberra as possible. We're continuously searching for ways to improve the experience for both our customers and employees, encouraging self-service and reducing touchpoints and data entry through various technologies, including digitisation. We are the entry point for ACT Citizens to engage and transact with the ACT Government.

Who are you?

You're a natural people person with experience in leading a large and diverse customer facing team. Operationally, you understand what is required to run a busy public-facing centre. Your keen eye for detail paired with your exceptional organisational skills, enable you achieve results. You can think strategically and have a continuous improvement mindset that allows you to input into new ideas and implement change. Ultimately, you are customer focussed with a knack for working with your team and key stakeholders to develop and deliver great customer experiences and creating a positive and safe working environment.

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

Note: This is a temporary position available from 1 February 2022 for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please submit your curriculum vitae with a maximum two-page pitch outlining why your skills, knowledge and behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisha Hammond Email elisha.hammond@act.gov.au

Policy and Cabinet Division

Cabinet, Assembly and Government Business

Directorate Liaison Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 13642)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch.

The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated senior officer to perform the duties of Directorate Liaison Officer. As Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office. To be successful in this role it is expected that you can demonstrate a high-level ability to provide strategic policy direction and advice and possess strong leadership and management skills and sound judgement. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace.

Note: Please note, this is a temporary opportunity available from 31 January 2022 to 31 January 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. 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. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 13616)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: The Program Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team of project managers and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. You will be required to coordinate and support a suite of project delivery activities, including program and project outcomes, quality assurance, budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders in relation to project activities. To be successful in this position, you will have a proven record in successful program delivery, exercising both initiative and judgement in the interpretation of Programme Management practices and procedures; provide detailed technical, professional and governance advice in relation to complex problems.

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

Note: This is a temporary position available for a period of 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: If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications must include a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

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

Policy and Cabinet

Cabinet, Assembly and Government Business

Deputy Directorate Liaison Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53590)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch. The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated senior officer to perform the duties of Deputy Directorate Liaison Officer. As Deputy Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office. You will support the provision of specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. You will also provide advice and support in relation to the coordination of Whole of Government matters.

To be successful in this role it is expected that you can demonstrate a high-level ability to provide strategic policy direction and advice and possess strong leadership and management skills and sound judgement. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace.

Note: Please note, this is a temporary opportunity available from 31 January 2022 to 31 January 2023, with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note,

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

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 04828)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch as Senior Director. If you enjoy being at the forefront of government decision making and supporting the passage of Government Business through its various channels this position will be of interest. The role will be required to support the provision of policy and procedural advice on matters coming before Cabinet and the Legislative Assembly and ensure the integrity of good governance for Cabinet and Assembly business.

To undertake this role successfully, you will have an excellent understanding of the ACT Government's Cabinet, Assembly and Government Business activities. This diverse and interesting role leads a high functioning branch, who willingly support each other in meeting critical timeframes.

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

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

Technology Services Branch

Application Services Delivery

Third Level Support Analyst

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 40878)

Gazetted: 26 November 2021

Closing Date: 10 December 2021

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to provide third level support to agencies across whole of government. This will include high level troubleshooting and root cause analysis of Windows operating systems, Office applications and third-party applications. The individual must have a sound technical understanding of a wide range of Microsoft products including Active Directory, System Centre Configuration Manager, DHCP and Print Management. The successful candidate will have sound written communication skills including developing and maintaining technical documentation, while liaising with stakeholders and working collaboratively with team members and teams across the organisation.

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 current ACT Government baseline security clearance or ability to obtain one is mandatory.

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

How to Apply: After reviewing the Position Description please provide a written response to the “What you require” Professional/Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description, describing experience and claims of suitability, not exceeding two pages. Applications should be limited to cover sheets, applicant curriculum vitae and not more than two pages of capability response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Snow (02) 6207 6969 Ryan.Snow@act.gov.au

Access Canberra

Projects, Governance and Support

Gambling and Harm Prevention

Policy/Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 01869, several)

Gazetted: 25 November 2021

Closing Date: 2 December 2021

Details: Can you shift gears like a Formula One driver, working between issues, stakeholders and tasks? Can you handle the corners of legislation, research, event management and policy, especially in the gambling and racing space? If so, you won't be bored in the Gambling and Harm Prevention team. With such variety in the work we do, from writing briefs to running campaigns, you won't be boxed into one lane. The positions will help Access Canberra implement policy and legislative changes in gambling and harm prevention and work on projects for the Gambling and Racing Commission. We're looking for people who are passionate about helping our community, are quick thinkers who can analyse the issues and see the terrain ahead, people with initiative who can put the pedal to the metal as soon as they arrive. If this sounds like something you can strap into and accelerate, send your expression of interest today.

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 and current and former ADF members are encouraged to apply.

Notes: There are two temporary vacancies one is available up to 30 June 2022 and one up to 15 November 2022 with possibility of permanency. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do 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: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria, your current curriculum vitae and details of two referees, one of which should have worked with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Economic Development

artsACT

Arts Infrastructure Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15524)

Gazetted: 25 November 2021

Closing Date: 9 December 2021

Details: artsACT is seeking an experienced project officer for a period of up to six months with the possibility of extension to support the delivery of the capital works program for arts facilities. The successful applicant will need strong project management skills as well as a history of developing productive working relationships with internal and external 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: Qualifications in Project Management and/or related fields are desirable. Knowledge of the local and national arts sector is desirable.

Notes: This is a temporary position available from 3 February 2022 until 3 August 2022. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Libby Gordon (02) 6205 5468 Libby.Gordon@act.gov.au

Access Canberra

Corporate Support and Capability

Skills, Safety and Support

Senior Director, Skills, Safety and Support

Senior Officer Grade A \$153,041, Canberra (PN: 54117)

Gazetted: 25 November 2021

Closing Date: 2 December 2021

Details: Do you see a square and look beyond its borders for opportunity? We are seeking a highly motivated leader who eats workforce strategy for breakfast and seeks stakeholder engagement and collaboration for lunch. Our Skills, Safety and Support team enables our Access Canberra people to be their best through promoting a culture of safety, skills and capability development and strategic accommodation and support.

To be successful for this role you will have the ability to design and deliver upon strategic corporate direction, from design to delivery. You will have a continuous improvement approach towards all works. You will also demonstrate exceptional leadership, stakeholder engagement and interpersonal skills in addition to highly capable management skills.

Does this sound like 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 until 30 June 2022 with the possibility of permanency. Access Canberra operates under activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please 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.

Please submit a 2-page pitch showing why you are the best person for this role, a current curriculum vitae and the contact details of two referees - one referee must be someone who has worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yu-Lan Chan (02) 6205 0319 Yu-Lan.Chan@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park Branch

Events and Community Engagement

Indigenous Visitor Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: C11723)

Gazetted: 25 November 2021

Closing Date: 20 December 2021

Details:

If you enjoy delivering engaging public tours, local Ngunnawal programs, workshops, programs and sharing your Indigenous Australian cultural knowledge this job is for you!

If you enjoy talking to people and delivering fantastic customer service, this job is for you.

If you enjoy working as part of a team in a dynamic work environment within a world class facility, this job is for you.

The National Arboretum Canberra acknowledges the traditional custodians of the land, the Ngunnawal people. The Arboretum is a culturally safe working place, actively promoting reconciliation and looking for an Aboriginal and/or Torres Strait Islander person who is enthusiastic and motivated to join our casual Visitor Services Officer team.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The National Arboretum welcomes its diverse visitors to regular events, programs and guided tours. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk and delivering interpretive experiences across the site to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing competing demands and public emergency situations.

The Indigenous Visitor Services Officer role supports the delivery of local Ngunnawal programs, Indigenous Australian cultural programs, Ngala bus, tourism programs, walking tours, school holiday, educational programs and more. They will work closely supporting the Indigenous Tourism Officer and Education Officer.

Eligibility/Other Requirements:

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

Current driver's licence, with ability to train and obtain a public 'O' bus licence.

Current First Aid Certificate

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/~/working-with-vulnerable-people-%28wwwvp%29-registration.

Ability to undertake manual handling as required.

Availability for weekday, after hours, public holiday and weekend work.

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid 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 provide:

A one-page document telling us about you and summarising your work experience and skills, against the role's 'selection criteria' that is located in the position description document.

A current curriculum vitae (your work history).

Contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 Cally.Earnshaw@act.gov.au

Corporate

People and Capability

Assistant Director Employee Relations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 31633, several)

Gazetted: 26 November 2021

Closing Date: 6 December 2021

Details: Assistant Directors of Employee Relations are confident, professional HR experts who provide accurate, timely advice. They engage collaboratively with staff and stakeholders at all levels to lead well thought through approaches to effectively deal with and solve complex people behaviour matters in the Chief Minister, Treasury and Economic Development Directorate.

Successful applicants will have:

strong relationship management and written communication skills
ability to juggle competing priorities, use critical thinking skills and make sound judgements about people matters
excellent understanding of the relevant legislative and industrial frameworks and
experience in managing employee processes related to conduct, performance, leave and allowances and/or
communication and consultation.

You will also contribute to strategic improvement projects and stakeholder education and awareness activities for a large, diverse workforce of approximately 2,500 staff.

This is a fantastic opportunity to grow professionally and join a supportive, dynamic culture. You will be able to work flexibly, including working from home.

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 and linguistically diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Three or more years relevant experience in employee relations, injury management, investigations or another human resource related discipline is highly desirable.

Note: A merit list may be created to fill future identical positions over the next 12 months.

How to Apply: Please provide a maximum three page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@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

Executive Group Manager, Corporate Services

Temporary Vacancy (3 January 2022 to 28 January 2022)

Community Services Directorate

Position: E632

(Remuneration equivalent to Executive Level 2.4)

Date circulated: 30 November 2021

Circulated to: ACTPS Senior Executive List

The Community Services Directorate (CSD) is seeking expressions of interest for an experienced Senior Executive to fill the role of Executive Group Manager, Corporate Services, commencing 3 January 2022 to 28 January 2022. The Executive Group Manager, Corporate Services is responsible for the provision of advice and support services to the Community Services Directorate, Senior Executives and Ministers.

On a day-to-day basis, the Corporate Services group is responsible for the financial services, audit and risk management, people management, industrial relations, workforce development, fleet and facilities management.

Eligibility/Other Requirements: The Executive Group Manager should have a proven record in the financial management of a large human services organisation or large-scale business reforms, as well as social economics, community sector reform and development, business and project planning and management and effective, values-based leadership.

To apply: To apply, please email your one-page pitch to robyn.calder@act.gov.au along with your curriculum vitae and contact details of at least two referees by COB Tuesday 7 December 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: Robyn Calder (02) 6205 0688 robyn.calder@act.gov.au

Corporate Services

Internal Audit and Risk Management

Senior Assurance Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37555)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: The Internal Audit and Risk Management Team supports the Directorate's senior executives, managers and staff in the management of risks, financial accountability, compliance with legislation and policy/procedures, fraud and corruption prevention and better practice governance. It is responsible for developing, coordinating, implementing and monitoring the Directorate's:

Internal audit strategic plan and annual audit program.

Risk Management Framework.

Compliance and assurance programs.

Fraud and Corruption Prevention Framework.

The Internal Audit and Risk Management Unit also supports the Directorate's Audit and Risk Management Committee.

The successful applicant will possess:

Organisational and project management skills and experiences that demonstrate achieving outcomes.

Well-developed communication skills, including oral and written skills, liaison and negotiation skills, and an ability to establish collaborative relationships at all levels of an organisation.

High level analytical skills.

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 professional qualifications in accounting and/or audit is highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting, and audit qualifications provided by Certified Practising Accountant Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) is also highly desirable.

Note: This is a temporary vacancy available immediately for a period up to 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. Selection may be based on application and referee reports only.

How to apply: Applicants must provide a written response to the Selection Criteria of no longer than three pages. Assessment of applicants for the role include review of the written application, interviews, and consideration of referee's comments.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 03894)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: The Infrastructure and Contracts Branch of Housing ACT are seeking a motivated Assistant Director to join our busy Capital and Strategy team.

Capital and Strategy team is responsible for the budgeting, financial management, reporting and data integrity of the Housing ACT Capital Program. This role incorporates providing assurance over the affordability of the Capital Program and reporting to the branch and Housing ACT executives, Treasury, various dedicated groups and committees, as well as the Minister's Office. The primary responsibilities for this position are to, under limited direction include:

Manage the capital financial functions of Housing ACT.

Assist in developing, implementation, and maintaining capital financial management policies, procedures, and guidelines.

Provide expert accounting and financial management advice to business units.

Apply accrual-based accounting principles and practices and the interpretation and application of the legal and financial management framework for the ACT Public Service, specifically those related to accounts payable, financial reconciliations, budgeting and financial reporting.

Be responsible for ensuring the appropriate, accurate and complete recording of Capital Program transactions and events.

Report on Capital Program performance to branch and directorate executives, and to Treasury.

Provide leadership and support to executives and managers in achieving and operating to budget.

Manage the preparation of monthly, quarterly, and annual management and output reports to comply with external and statutory requirements.

More information can be found on the Position Description.

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

How to Apply: Applicants should submit their applications as if writing to an expression of interest addressing the Selection Criteria to a maximum of three A4 pages, plus Curriculum Vitae and Referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mitch Parker (02) 6207 2308 Mitch.Parker@act.gov.au

**Office of the Director General
Quality, Complaints and Regulation
Office of the Senior Practitioner
Administrative Officer**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54196)

Gazetted: 30 November 2021

Closing Date: 14 December 2021

Details: The Office of the Senior Practitioner (OSP) supports the powers and functions of the Senior Practitioner in providing leadership and independent oversight to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. The Senior Practitioner regulates the use of restrictive practice by persons or other entities who provide services in education, education and care, care and protection of children and/or disability services.

Under the *Senior Practitioner Act 2018*, the Senior Practitioner has the following functions:

To guide decision making and promote positive alternatives to restrictive practices and preserve a person's rights and freedoms;

To ensure, to the greatest extent possible, that the rights of people who may be subject to restrictive practices are protected;

To develop guidelines and standards on the use of restrictive practices;

To disseminate information, provide education, and give advice about restrictive practices and the rights of people who may be subject to them;

To give directions to providers about the use of restrictive practices under positive behaviour support plans;

To develop links and access to professionals, professional bodies and academic institutions to promote knowledge and training in restrictive practices; and

To carry out research and provide information on best practice options to providers.

The Administrative Officer will report to the Senior Director.

Under broad direction of the Senior Director, the Administrative Officer will work alongside the ACT community to: Manage and triage the ACT Senior Practitioner inbox and provide secretariat functions for a range of meetings, working groups and committees hosted and attended by the team.

Demonstrate an understanding and expertise in the positive behaviour support framework and provide leadership, education and awareness of ways to reduce and eliminate the use of restrictive practices in responding to behaviours of concern across a range of service settings.

Produce policies, procedures and guidelines to assist in decision-making and promote best practice to achieve the aims and objectives of the OSP.

Prepare complex reports, briefings and detailed correspondence on restrictive practices and other related issues.

Engage and consult with stakeholders and develop collegiate relationships and represent the directorate on key government and non-government committees and bodies concerned with achieving government and directorate objectives.

Demonstrate an ability to manage workloads within tight timeframes.

Demonstrate initiative and personal responsibility for achieving agreed outcomes.

Apply the elements of a regulatory framework including the regulatory approach: assessment methodologies; criteria; and compliance measures and tools.

Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

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.

Experience and understanding in applying the BSPQEI tool to assess the quality of positive behaviour support plans, is desired but not essential.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position is part of a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide a claim against the Selection Criteria, with no more than 350 words per criteria. Include your curriculum vitae and contact details for two referees, one of which must be your current supervisor/manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amenah El Chami (02) 6207 4528 Amenah.ElChami@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.

Inclusion and Participation

Office for Disability

Client Support Worker, Integrated Service Response Program (ISRP)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53732)

Gazetted: 30 November 2021

Closing Date: 23 December 2021

Details: The Community Services Directorate (CSD) is seeking applications from highly experienced and knowledgeable individuals to fill the position of Client Support Worker of the Integrated Service Response Program within the Office for Disability. The successful applicant will be responsible for working alongside the National Disability Insurance Agency (NDIA), ACT Government and community services to meet the needs of NDIS participants with highly complex support needs that are either at risk of or are experiencing crisis at the time of referral. In addition, you will implement the ISRP case conferencing model for highly vulnerable persons and implement the *MoU for the implementation of arrangements for Children with Disability Living in Accommodation Outside the Family Home*.

To be successful, you are required to demonstrate excellent interpersonal and communication skills, including liaison skills and the ability to build and sustain positive relationships with stakeholders.

Eligibility/Other Requirements:

Demonstrated experience in front line human service delivery, preferably supporting people with disability or mental illness.

Certificate level qualifications in Disability/Mental Health or related service are highly desirable.

Demonstrated understanding of the principles of the NDIS and the impact on people with disability and community.

Demonstrated knowledge of current trends, practices, policies and legislation in relation to supporting people with disabilities, inclusive of psychosocial disabilities, in their communities.

Ability to work in accordance with, and uphold, the ACT Government Respect, Equity and Diversity Framework, and the Directorate's Work Health and Safety system.

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

How to Apply: Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, within the position description and

2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaitlyn Coombe (02) 6205 5592 kaitlyn.coombe@act.gov.au

Office of the Coordinator-General for Family Safety

Policy Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42109)

Gazetted: 26 November 2021

Closing Date: 13 December 2021

Details: The Office of the Coordinator-General for Family Safety is seeking to fill a policy officer position to support the Office in its work to prevent and respond to domestic and family violence. We are looking for candidates with strong writing skills, a passion for improving the lives of victims of domestic and family violence and who want to achieve as part of a team. The role will be filled based on the skills, experience and suitability to support the Government Relations and Reporting work stream. The successful candidate may also be required to work across other streams.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established for future vacancies.

How to Apply: Please submit a two-page pitch addressing the Selection Criteria along with your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie McGlynn (02) 6207 8303 Sophie.McGlynn@act.gov.au

Office of the Coordinator-General for Family Safety

Assistant Director or Senior Legal Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436, Canberra (PN: 54389)

Gazetted: 26 November 2021

Closing Date: 10 December 2021

Details: The Office of the Coordinator-General for Family Safety is seeking a legal policy officer at the SOG C or ASO6 level, depending on the level of skills and experience of the successful applicant. We are looking for a candidate with strong writing and legal skills, a passion for improving the lives of victim/survivors of domestic, family and sexual violence and a capacity to work collaboratively on multiple projects when necessary. The successful applicant will demonstrate an understanding of the experiences and challenges facing victims of domestic and family violence, and the legal and justice responses available to support them. This position will provide significant support to achieve legislative reform to better protect and support victims of domestic, family and sexual violence.

Note: This is a temporary role for six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established for future vacancies. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant.

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 Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

Special Adviser

Senior Officer Grade B/A \$131,773 - \$153,041, Canberra (PN: Special Adviser)

Gazetted: 25 November 2021

Closing Date: 29 November 2021

Details: About the Company

The Office of the Coordinator-General for Family Safety has a whole of government remit to lead and improve an informed, capable and connected response to address domestic and family violence in the ACT. The Office supports the Coordinator-General, providing strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account. The Office focuses on:

leadership – setting strategic goals and direction to deliver an integrated response specifically for the ACT;

engagement and coordination – creating strong partnerships across government, the service sector, police and judiciary and the community;

investment and delivery – focusing on the best value for money through programs that show results;

quality improvement – building knowledge and skills across sectors, capacity to respond and a shared understanding of domestic and family violence; and insight and foresight – building the evidence base, insights, data, research, and evaluation.

About the Role

The Aboriginal and Torres Strait Islander community have brought the complex issues facing their community regarding domestic and family violence to the attention of government through the We Don't Shoot Our Wounded (2009) and the Change our Future - Share what you know reports.

The Office of the Coordinator General for Family Safety is deeply committed to supporting community-led responses to these reports. This new role is being established to support the Office to make connections to community and build and maintain strategic external relationships; work with the office to develop policies and advice to government; and assist the office to deliver effective and culturally sound initiatives to address domestic, family and sexual violence.

Duties

The occupant of the position will support the Office of the Coordinator-General for Family Safety to:

Foster and develop culturally safe partnerships and engagement between Aboriginal and Torres Strait Islander communities and government to develop community-led actions for responding to domestic and family violence. Provide cultural supervision to junior Aboriginal and Torres Strait Islander staff members working in the Office for Family Safety.

Provide advice to the Coordinator-General for Family Safety on matters relating to the prevention of domestic and family violence and appropriate responses within the Aboriginal and Torres Strait Islander community.

Working across the community to build and maintain strong relationships with Aboriginal and Torres Strait Islander leaders, service providers and the sector to deliver new and improved responses to domestic and family violence.

Participate in relevant committees and working groups and representing the Office and the ACT Government.

Analyse relevant information to make recommendations to the Minister, Coordinator-General or Executive.

Working across the office to contribute to project initiatives, identifying policy gaps or needs and developing appropriate responses for Aboriginal and Torres Strait Islander people.

Skills and Experience

Ability to provide strategic advice on best-practice approaches to preventing and responding to family violence for Aboriginal and Torres Strait Islander families and communities.

Strong judgement, decision-making and problem-solving skills.

Highly developed communication skills, and the ability to build and maintain strong relationships with Aboriginal and Torres Strait Islander leaders, service providers and community members.

High level of ability to lead, guide and support the work of the Office.

Extensive experience in driving evidence-based, human services and reform strategies in a public sector environment.

Sound understanding of the dynamics, context and drivers of family violence in Aboriginal and Torres Strait Islander families and communities.

Experience building the capability of junior staff and providing cultural supervision.

Tertiary qualifications in human services/government/public policy are highly desirable.

What's on offer

Based in Canberra and with a view to commence in the New Year, the successful candidate will be offered a temporary position with the possibility of extension and/or permanency, with the ACT Government at the SOG A or SOG B classification, depending on the skills and experience of the successful candidate.

How to Apply

To apply please go to the First People Recruitment Solutions website [here](#) or contact Hayley Murdoch or Gemma Topic, Senior Consultant - Talent Acquisition on (02) 6230 7666 or Hayley@fprs.com.au and Gemma@fprs.com.au for a confidential discussion.

Applications must be received by 10:00 am, 29 November 2021.

This is a designated Aboriginal and Torres Strait Islander position as defined in Section 27 (4) of the Public Service Management Act and is only open to Aboriginal and Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality will be required.

Contact Officer: FIRST PEOPLE Recruitment Solutions (02) 6230 7666 yley@fprs.com.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Marketing Services Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 3501)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: Canberra Theatre Centre is looking for a Marketing Services Officer to join the busy marketing team.

The Marketing Services Officer is responsible for in-venue marketing presentation, event-specific, brand, and venue marketing strategies and plans. The Marketing Services Manager works closely with venue hirers to maximise ticket sales.

Responsible for media buying, the Marketing Service Manager will develop and deliver the strategic purchase of media assets across a range of partners, developing relationships with new and established media partners and channels.

Eligibility/Other Requirements:

How to Apply: Applicants must submit a curriculum vitae and a written response to the capabilities which form the criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adriana Law 0415 363 888 adriana.law@act.gov.au

ACT Historic Places

Business Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 9013)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: ACT Historic Places is looking for a self-motivated Business Services Officer. This role is the central link in our operations and oversees the business operations and systems at ACT Historic Places and our three historic site museums (Lanyon Homestead, Calthorpe's House and Mugga Mugga Cottage). Responsibilities include banking, cash management and invoicing, statistical collation and reporting, mail and records management, office supplies and equipment. This role also provides administrative support to the Director and Assistant Directors. We need someone who is great with Excel and data management, enjoys working with different teams, has excellent customer service and a great organiser.

Eligibility/Other Requirements:

Must possess a current driver's licence.

First Aid Certificate (or a willingness to obtain).

Note: This position is part-time for three days (22.30 hours) per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants must submit a curriculum vitae and a written response to the capabilities which form the criteria.

Applications should be submitted via the Apply Now button below.
Contact Officer: Anna Wong (02) 6237 6500 anna.wong@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

Business Services

People and Performance

Recruitment

Human Resource Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 37933)

Gazetted: 01 December 2021

Closing Date: 15 December 2021

Details: The Human Resource (HR) Recruitment Officer will support the Directorate in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office. You will contribute to the effectiveness and efficiency of the HR Recruitment team in providing a range of human resource services.

The HR Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

Note: 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.

How to Apply: Please submit your curriculum vitae, statement of claims based on the Selection Criteria, Professional and Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description (maximum three pages) with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bec Nicholls (02) 6207 2616 bec.nicholls@act.gov.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Building Services Officer (BSO3)

General Service Officer Level 8 \$71,486 - \$75,539, Canberra (PN: 01535)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: Lake Tuggeranong College is seeking an experienced Business Services Officer 3. The successful applicant will need to show a high degree of initiative, independent judgement, and quality control. Be flexible and responsible for maintaining school buildings and grounds to a high standard with consideration to health, safety and security. In addition, the officer will be required to manage the operations of a school technology program, undertake relevant administrative tasks as required and provide technical and procedural advice to teachers and students on the safe operation and maintenance of equipment and machinery. Key to this role is a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness, and well-developed interpersonal skills, including the ability to communicate effectively with various people such as contractors, staff, parents/carers and have the ability to relate to students. They will demonstrate a willingness to work as part of a team and support the school community and programs.

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.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to Access Canberra

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps etc.

An industry recognised trade qualification of equivalent work experience is highly desirable.

Good knowledge of Microsoft Office Suite IT skills and digital technology systems including the BMS and Sentral.

A current First Aid Certificate is highly desirable.

Notes: This is a permanent position and selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please include a curriculum vitae as well as a response to the Selection Criteria, no more than three pages in length. Please include two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Letitia Edwards (02) 6142 3665 letitia.edwards@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Administrative Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 46661)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: Hawker College is a public school in Belconnen catering to approximately 600 students completing their final two years of secondary education and offers a wide range of curriculum choices. Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

School priorities: All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students. The Administrative Assistant will support the Student Services team by providing a high standard of administrative assistance and support to the School Leader C, Transitions and Careers staff, Psychologist, Year Coordinators and Student Support officers. Additionally, the Administrative Assistant will provide high level support for the enrolments and attendance processes and vocational and transition programs. The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. This role is vital to the daily operation of the school. As part of the Administration team, the Administrative Assistant will work closely with the school Front Office team in addition to the Student Services team and will receive direction from the Student Services School Leader C and the Business Manager. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years. High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (maximum) 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: Andrew Fillery (02) 6142 0355 andrew.fillery@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Inclusive Education

Director, Inclusion

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 34836)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: The Director, Inclusive Education position, under broad direction, is responsible for managing the program that works directly with students, families, schools and support services to assist them to create inclusive environments in school settings for students with disability. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools. The position includes communicating and engaging with a diverse range of people to deliver on the Education Directorate's policy of inclusive education for all students. It also includes leading a team responsible for building the professional capacity of Education Directorate staff to better meet the individual needs of students with disability.

Eligibility/Other requirements:

Previous experience working in inclusion of students with disability is highly desirable. Relevant tertiary qualifications in Education or Human Services is highly desirable.

Notes: This is a temporary position available immediately up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years. High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Murray McKay (02) 6205 9756 murray.mckay@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Inclusive Education

Assistant Director, Inclusive Education

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37707)

Gazetted: 29 November 2021

Closing Date: 13 December 2021

Details: The Inclusive Education team are looking for a motivated individual to provide ongoing advice, training and support to schools throughout the data collection program.

Our ideal applicant will be responsible for communicating and engaging with students with disability, families, schools, and support services to deliver on the Education Directorate's policy position of inclusion education for all students.

Eligibility/Other requirements:

Previous experience working in education and inclusion is highly desirable.

Relevant tertiary qualifications in Education or Human Services highly desirable.

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. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Murray McKay (02) 6205 9756 murray.mckay@act.gov.au

School Performance and Improvement

Belconnen Network

Giralang Primary School

School Horticulture Officer Belconnen

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 54360)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: Giralang Primary School is seeking applications from suitably experienced people to work collaboratively with teachers and the Giralang Garden Collective to develop and coordinate our outdoor garden environment and broader sustainability program.

Giralang Primary School is a school of 350 students in P-6 and is located in the Belconnen region. It is a dynamic, inclusive learning environment where staff work collaboratively to create a consistent approach to learning and teaching. Working independently and as part of a collaborative team we are seeking a dynamic School Horticulturist Officer to develop, implement, manage and evaluate programs aimed at engaging young people in learning. The successful applicant will work in a team environment with both teaching, support staff and community members. They must be proactive, organised, work well under pressure and demonstrate the ability to contribute in a fast paced and everchanging environment. The successful applicants will also participate in the planning, development, and implementation of educational programs. If this sounds like you then we look forward to reading your application.

Eligibility/Other requirements:

Mandatory

Must have current ACT Working With Vulnerable People (WWVP) Registration

Highly Desirable

Experience working in a gardening and horticulture education role

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a part-time temporary position at 40%, available from 25 January 2022 until 24 January 2023 with the possibility of permanency. Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to apply: Potential candidates should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Aschenberger (02) 6142 2630 emma.aschenberger@ed.act.edu.au

Business Services

People and Performance

People, Safety and Conduct Team

Early Intervention and Wellbeing Team Leader (EIAW)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09224)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: The ACT Education Directorate is committed to ensuring safe, supportive work environments for teachers, managers, administrative and support staff in schools and in the Education Support Office. When workplace illness or injury occurs, we want to ensure the best outcomes for staff.

With this as your focus, the Early Intervention and Wellbeing (EIAW) Team Leader will:

Oversee the Wellbeing Officers' day to day workload and service delivery including but not limited to post incident staff wellbeing checks and support, including follow up actions as required.

Work collaboratively with the EIAW team to enhance and develop Wellbeing support mechanisms, catered to all Education Directorate staff

Promote and develop proactive support to Education staff to promote safe workplaces

Provide support and advice to stakeholders in the areas of Injury Management, Work Health Safety and early intervention services.

Review RiskMan (reporting system) incidents to ensure that duty holders have completed the relevant sections, corrective actions and reporting responsibilities.

In working closely with the Work Health Safety and Wellbeing Team and HR Business Partner Teams, you will contact injured workers to offer assistance and support.

Administer Work Health and Safety and Risk Management systems and processes.

Provide and support reporting and trend analysis to assist in wellbeing initiatives for the Directorate.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorates Work Health and Safety system.

Note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)
specialist schools
flexible learning programs, and
early childhood education and care services (including out of school hours care)
P-10 schools where they share a campus with those younger years.
High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to apply: Applications are to be three pages maximum in response to the Selection Criteria and a current curriculum vitae should be submitted along with this.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Dunn (02) 6207 7448 katie.dunn@act.gov.au

School Improvement

North /Gungahlin

Amaroo School

SLC Arts and Technology Faculty (7-10) North/Gungahlin

School Leader C \$130,338, Canberra (PN: 02029)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: Amaroo School is seeking an enthusiastic, dynamic and innovative School Leader-C to lead the high school Arts and Technology Faculty. The successful applicant will:

Provide inspirational leadership and management of the Arts and Technology Faculty

Work in conjunction with Principals and Deputy Principals to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Develop and manage productive staff relationships through supervising, mentoring, coaching, guidance and professional development, and work as a collaborative leader with all team members.

Manage workloads, budgets, and resources to best meet the needs of the school and its students.

Support staff to establish and maintain positive and respectful relationships with students, staff, parents / carers and stakeholder groups in the wider community.

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

Notes: 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. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Your application should include:

A curriculum vitae.

A statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages).

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.au

System Policy and Reform

Enrolments and Planning Branch

Planning

Director Planning and Demographic Analysis

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 46735)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

Details:

EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. Further information about working in the ACT Public Service and the Education Directorate can be found at

<https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

ENROLMENTS AND PLANNING

The ACT Government public school education system is growing at a rapid pace – more than 3 per cent per annum over the past several years. The Enrolments and Planning Branch is responsible for the Directorate's approach to planning for this challenge. This includes:

- planning for new schools and investment in infrastructure.

- identifying and delivering school sites through the planning and development process.

- managing enrolment policy.

- setting policy around schools planning issues.

- modelling student demand.

Work is underway to support the Education Directorate response to this rapid population and enrolment growth, focusing mainly on planning for the school infrastructure needs for the next decade and investments required in the coming years. A significant element of work will involve collaboration with other areas of the Directorate and other parts of the ACT government. The Branch takes a strategic, long-term approach to planning for schools infrastructure that considers demand management options and regional approaches to schools planning.

RESPONSIBILITIES OF THE POSITION

The Director is responsible for providing policy advice in relation to student enrolment demand projections, demand studies and corresponding school infrastructure planning in response to enrolment growth city planning and urban densification within Canberra. These responsibilities require significant liaison with the Environment, Planning and Sustainable Development Directorate (EPSDD) in relation to land release, the statutory planning environment, and the ongoing status of foreshadowed and approved development within established and new release areas of Canberra. The Director will contribute to the development of innovative options for new and/or expanded school infrastructure to respond to student demand growth, including preparation of budget business cases, feasibility and analysis to plan for new schools and future expansions. The Director will be required to contribute to the leadership and management of the broader team, including contributing to goal setting, project planning, ensuring delivery of quality outputs against the project plan, and management of junior staff as required.

The Director will be working in an environment of change and must be capable of showing initiative and adaptability to changing directions. In addition to EPSDD the Director will be required to liaise with a range of ACT Government directorates as well as ACT Public schools regarding schools planning.

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

Eligibility/Other requirements: Tertiary qualifications in a relevant discipline e.g., urban planning, economics, education is desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the

public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a two-page pitch demonstrating your suitability for the role and responding to the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

SELECTION CRITERIA

High level analytical skills, showing experience in analysis of quantitative and qualitative data as well as the ability to synthesise analysis into quality written work.

The ability to provide strategic context regarding the physical, social and economic environment to shape innovative policy development and support school planning decisions.

Leadership and management skills including the ability to manage a complex work program to deliver timely, quality outputs as well as participate as an effective team member and develop junior staff.

Strong experience in effective collaboration and representation with influence with other government officials, school leadership teams and external stakeholders.

Thorough knowledge of the processes of urban planning, development and demographics, as well as their relationships with student demand and school infrastructural capacity.

Demonstrated practice of the ACT Public Service values of collaboration, respect, integrity and innovation.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa S Attridge (02) 6205 3502 vanessas.attridge@act.gov.au

Schools Performance and Improvement

South Weston Network

Evelyn Scott School

Preschool Support Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 49585, several)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

Details: Evelyn Scott School is a preschool to Year 10 school located in Denman Prospect. We are looking for a dynamic persons to fill the role of preschool assistants working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the preschool teacher to implement an effective preschool program which is based on children's individual interests and needs. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. The preschool staff participate fully in the whole school activities, timetables and events. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Eligibility/Other Requirements:

Certificate III in Education Support

First Aid Certificate or a willingness to undertake appropriate training.

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.

Note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

How to Apply: Please submit a written response to the Selection Criteria of no more than two pages, along with your current curriculum vitae. Referee reports will be sought for shortlisted applicants and are not required as part of the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Dale (02) 6142 3491 emma.dale@ed.act.edu.au

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

School Performance and improvement

Belconnen Network

Macquarie Primary School

Building Services Officer

Building Service Officer 2 \$61,197 - \$63,979, Canberra (PN: 37752)

Gazetted: 25 November 2021

Closing Date: 9 December 2021

Details: Macquarie Primary School is looking for a proactive and energetic Building Services Officer (BSO). As BSO, you are responsible for the day to day maintenance and security of the school grounds, buildings, furniture, fittings and equipment. With initiative and self-motivation, you will identify and prioritise tasks and see them through to completion with minimal supervision. You will work closely with the Business Manager to coordinate and oversee maintenance programs and contractors. You will have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders and have the ability to prioritise tasks under pressure.

Eligibility/Other Requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in schools that cater for children under 12 (preschool to year 6 schools) are required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable).

An industry recognised trade qualification will be highly regarded.

Notes: This is a temporary position available immediately until 20 January 2023. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please include a curriculum vitae of no more than two pages in length as well as a response to the Selection Criteria, no more than three pages in length. On your curriculum vitae, please include names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

School Performance and Improvement

South Canberra/Weston

Narrabundah College

Library Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 53214, several)

Gazetted: 25 November 2021

Closing Date: 2 December 2021

Details: Narrabundah College is a year 11/12 school that includes a diverse range of around 900 students who study ACT year 12 certificate, International Baccalaureate (IB), French Baccalaureate (FB) and Vocational Education and Training (VET). The Library Assistant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Eligibility/Other requirements:

Diploma in Library/Certificate IV in Library is highly desirable.

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

Notes: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerri Morrison (02) 6142 3200 kerri.morrison@ed.act.edu.au

School Improvement and Performance

South/Weston Network

Evelyn Scott School

Learning Support Assistant

School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 49581, several)

Gazetted: 25 November 2021

Closing Date: 2 December 2021

Details: Evelyn Scott School is a preschool to Year 10 school located in Denman Prospect. We are looking for a dynamic person to fill the role of Learning Support Assistant working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside teachers to implement an effective program which is based on children's individual interests and needs. As a part of a team the Learning Support Assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any

specialised medical requirements. Evelyn Scott School staff participate fully in the whole school activities, timetables and events. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Eligibility/Other Requirements:

First Aid Certificate or a willingness to undertake appropriate training.

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

Notes: This is a temporary position available from 28 January 2022 until 24 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. Selection may be based on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a written response to the Selection Criteria of no more than two pages, along with your current curriculum vitae. Referee reports will be sought for shortlisted applicants and are not required as part of the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Bartlett (02) 6142 3491 Emma.Bartlett@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Development and Implementation

Implementation Coordination

Senior Director, Implementation Coordination

Infrastructure Officer 5 \$158,994, Canberra (PN: 54295)

Gazetted: 25 November 2021

Closing Date: 13 December 2021

Details: Would you like to play a leading role in shaping our city through significant urban renewal projects?

The Development and Implementation team within Environment, Planning and Sustainable Development (EPSDD) are looking for an experienced Project Director to drive the planning and site investigations work that will facilitate the delivery of urban renewal in East Lake.

This exciting project requires someone who can coordinate multiple activities running in parallel and merge them into a cohesive outcome in a time-constrained environment. The successful applicant will be experienced delivering complex land based projects - analysing and resolving issues, assessing and managing risk, facilitating co-operative partnerships and bringing out the best in a multi-disciplinary team of staff, consultants and contractors.

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:

Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

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:

Tertiary qualifications and / or demonstrated experience in related field such as: Project/Contract Management, Urban Planning, Infrastructure engineering / design and construction management, Property Law or Architecture; A minimum of 10 years' project and contract management experience in land development.

Notes: This is a temporary position available from 10 January 2022 until 30 June 2024. This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). 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. Current and former ADF members are encouraged to apply.

How to Apply: Applicants should provide their curriculum vitae, including two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description - covering skills, knowledge and behaviour.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Marsh (02) 6205 8592 Lynette.Marsh@act.gov.au

Environment and Planning

Corporate Services and Operations

People and Capability

Assistance Director, Inclusion and Employee Engagement Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44643)

Closing Date: 08 December 2021

Details: Do you thrive in a fast paced, multi-faceted environment, feeling a sense of achievement and pride knowing your efforts are contributing to a workplace culture that encourages people to strive to their full potential? As our Assistant Director for Inclusion and Employee Engagement, you will play a pivotal role in the success of our goal to be an inclusive organisation, where our people feel a sense of belonging and is truly representative of the community we serve. Your work will help to shape our workplace, driving awareness, advocacy and change. This key position within our organisation will work closely in a small team to deliver big things. You will develop, drive and support a broad range of strategic cultural and capability initiatives that create, foster and grow a culture of high performance, connectedness and innovation. This position requires skills to effectively develop and translate a range of inclusive workplace strategies for practical implementation, and successful delivery in developing partnerships across the Environment, Planning and Sustainable Development Directorate (EPSDD) Portfolio. 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. The key duties of the position include:

Leading initiatives that contribute to a diverse and inclusive culture, supporting an environment where our people feel safe, connected and engaged.

Developing and managing work programs for the Inclusion and Employment Engagement team, including the implementation of our Inclusion and Belonging Strategy and delivering projects and initiatives in an effective and efficient manner.

Working under the broad direction of the senior director to provide leadership and guidance across the organisation to provide inclusive practices.

Proactively engaging and collaborating with internal and external stakeholders to build effective relationships and drive innovation.

Assist in establishing an appropriate monitoring and evaluation framework to effectively measure EPSDD's progress on culture and inclusion.

Producing timely and accurate activity and management reporting in a range of forums.

Eligibility/Other requirements:

Essential

Previous experience in a similar role.

Desirable

Tertiary qualification in Human Resource Management or similar.

Experience in human resources, particularly in Diversity and Inclusion context.

Project management and/or change management experience.

A strong understanding of First Peoples culture, LGBTIQ+ and disability communities would be highly regarded.

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

How to Apply: Please provide a pitch outlining your capabilities and experience that makes you the perfect person for this role. Your pitch should provide relevant and recent examples demonstrating your skills and ability to deliver the requirements of the role outlined in the Job Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rory Martin on rory.martin@act.gov.au or (02) 6207 9585

Environment and Planning

Environment, Heritage and Water

Conservation Research and Evaluation

Senior Spatial Ecologist

Senior Professional Officer Grade C \$111,887 - \$120,436 , Canberra (PN: 17011)

Closing Date: 15 December 2021

Details: We are seeking an enthusiastic, collaborative and highly skilled Spatial Ecologist to provide strategic leadership on data governance/management and GIS services to a government branch, and provide high-quality advice into decision-making processes within and beyond government. Within Environment Planning and Sustainable Development Directorate (EPSDD), this position sits in the Conservation Research and Evaluation branch, a motivated, supportive and collaborative team working with our partners to provide robust ecological evidence to guide conservation and management decision-making in the ACT.

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 in spatial ecology, GIS or cognate discipline within an environmental science context.

Five years+ relevant experience in applying these skills in an environmental context.

Highly Desirable:

Substantive experience in the ACT or other government environment/natural resource management (NRM) agencies.

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

How to Apply: Please provide a curriculum vitae and a response to the Selection Criteria. The latter should be not more than three pages and address each criterion specifically. Referee reports are not required. Applicants are welcome and encouraged to contact the Contact Officer to discuss the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: [Rosie Cooney](mailto:rosie.cooney@act.gov.au) 0422281818 rosie.cooney@act.gov.au

Justice and Community Safety

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

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

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42723)

Gazetted: 01 December 2021

Closing Date: 15 December 2021

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

Eligibility/Other requirements:

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

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes would be beneficial.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanja Orelj (02) 6205 3803 vanja.orelj@act.gov.au

Security and Emergency Management

Protective Security

Countering Violent Extremism Coordinator

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48980)

Gazetted: 01 December 2021

Closing Date: 15 December 2021

Details: The ACT Living Safe Together Coordinator (Coordinator) is responsible for developing policy and coordinating activities that are aimed toward countering violent extremism (CVE) in the ACT. The Coordinator is responsible for chairing the ACT's CVE Intervention Panel and working closely with partners including the Department of Home Affairs, Australian Federal Police, ACT Policing, Health, Education and Community Services to manage CVE matters in the ACT. The Coordinator is also responsible for preparing the agenda and meeting papers for the ACT's CVE Steering Committee and contributing to CVE briefings for the ACT's security and emergency executive committees, and Cabinet. The successful applicant will have experience in case management and in developing and delivering policies and programs with a social or community focus. The ability to communicate effectively, think critically, conduct research, analysis and planning is necessary. Well-developed organisation, time management and written skills, including the ability to prepare plans, reports, meeting papers, Ministerial Briefs and Cabinet Papers is essential. The successful applicant will need to foster and maintain strong working relationships with CVE partners including the Commonwealth 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 Social Sciences, Criminology, Counter Terrorism or related field will be highly regarded and considered an asset.

The successful applicant must possess or be able to acquire and maintain the minimum of a Negative Vetting 1 security clearance.

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 please refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available immediately until April 2022 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Staff are currently working from home wherever possible. The successful candidate will be provided information on how to work

from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position is usually in an activity-based working (ABW) environment.

How to Apply:

Please submit the following:

your current curriculum vitae

the names and contact details of two referees

a supporting statement of no more than two pages, addressing each capability and providing evidence of your suitability for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heath Ridley (02) 6205 0541 heath.ridley@act.gov.au

ACT Corrective Services

Detainee Services

Aboriginal Liaison Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47532)

Gazetted: 01 December 2021

Closing Date: 15 December 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Aboriginal Liaison Officer (ASO6), within Detainee Services.

This position is based at the Alexander Maconochie Centre (AMC) and is responsible for providing a high level of culturally appropriate welfare services to Aboriginal and Torres Strait Islander detainees, with respect to issues being experienced both within and outside of the custodial environment. In addition, you will also support comprehensive case management services to Aboriginal and Torres Strait Islander detainees.

The successful applicant will assist Aboriginal and Torres Strait Islander detainees in accessing legal, welfare and other support services and provide information and advice to the families of detainees, to assist them to alleviate the negative impacts of having an incarcerated family member.

Further to this, you will be required to contribute to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other requirements:

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

Eligible applicants will be required to undergo a criminal history check and undertake ACT Cyber Security (ACTCS) Awareness training.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

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

Note: This is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply:

Applicants are required to submit two items:

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

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items

Applications should be submitted via the Apply Now button below.

Contact Officer: David Witham (02) 6207 5911 david.witham@act.gov.au

Public Trustee and Guardian

Financial Managements Services Unit

Client Services Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 08034)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: The Public Trustee and Guardian has an expected vacancy, initially to back-fill a period of leave, but likely to be a permanent position. We are seeking a motivated and well-organised person in the Financial Management Services Unit. 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. Experience within the disability sector is also valuable. 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* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 Denise.Caldwell@act.gov.au

ACT Corrective Services

Intelligence Unit

Senior Intelligence Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 14163)

Gazetted: 29 November 2021

Closing Date: 6 December 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced and suitable individual, to temporarily join the Intelligence Unit as a Senior Intelligence Analyst (ASO6).

The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. detainee telephone system, PrisonPC email system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Experience working in an intelligence environment will be highly regarded.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

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

May be required to be registered under the *Working with Vulnerable People (Background Check) Act 2011*.

Note: This is temporary position available until 1 June 2022 with the possibility of extension up to 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Merryn King (02) 6207 5533 merryn.king@act.gov.au

ACT Government Solicitor

Legal Support Team Leader

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 12071, several)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. The ACTGS is seeking motivated self-starters with a background working within a legal environment to fill the role of Legal Support Team Leader. The successful applicant will have the ability to guide, coordinate and monitor workflow and to mentor, motivate and support staff. The successful applicant will have good communication skills, be able to exercise initiative and discretion in managing work priorities and deadlines and exhibit strong attention to detail. The successful applicant will also have good time management skills and the ability to exercise good judgement in a variety of situations. As Legal Support Team Leader you will have the ability to work flexibly in a team environment and manage competing demands. If you are proficient in document production and records management, possess good time management skills, pay attention to detail and enjoy supervising staff, you might like to consider this opportunity.

ACTGS 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.

Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other requirements:

Sound knowledge of the court and tribunal system and relevant procedures, including experience in the preparation of courts documents.

Experience in, or the ability to supervise a team, including the ability to coordinate and monitor team workflow and the ability to mentor staff.

The ability to use technology in the workplace, including the Microsoft Office Suite, Adobe Pro and the Open Practice Management System, or the ability to quickly learn new programs and/or databases.

Notes: Applicants may be selected based on written application and referee reports only. An order of merit may be established for the purposes of recruiting similar positions in the future.

How to Apply: Applications should provide a two-page application demonstrating their ability and experience to perform the role, including addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description. A current curriculum vitae with the contact details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

Emergency Services Agency

Emergency Communications Centre

ComCen Duty Officer in Charge

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 53814, several)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

IMPORTANT: RE-ADVERTISED

The position has been readvertised to accommodate a change to a Joint Selection Committee (JSC), that will allow for participation of a union representative in the selection process. Applicants from the previous advertisement will automatically have their applications transferred to this process and do not need to re-apply.

Details:

Are you looking to make a real and practical difference with your work? Do you enjoy a challenge? Willing to work within a fast-paced emergency environment?

A career at the ACT Emergency Services Agency may be what you're looking for...

The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Communications Centre (ComCen) is unique, as it interacts with all areas of the ESA to coordinate the 24/7 emergency and non-emergency response services, including requests for ambulance, fire, and emergency service assistance.

The role of ComCen Duty Officer in Charge will be an integral part of leading the agency's initial responses, through various emergency situations. No two shifts will be alike, and you will be required to work in low demand times but be ready and prepared for the high demand times. Things that may occur during your shift include:

Reporting to the Commissioner and Executive

Liaising with the operational services Duty Officers

Ensuring the appropriate level of Agency coordination is given to incidents

Informing media releases related to incidents

Actioning Emergency Alerts/ Warnings to the ACT community

Coordination of Incident Management Teams and Emergency Coordination Centre.

+ much more.

This is a new and exciting position and if you think you have what it takes to be a part of the ESA's team of teams; then apply now!

Find out more at: <https://www.esa.act.gov.au/join-us/careers/emergency-communications-centre>

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

Eligibility/Other Requirements:

This role will require working shift work on a roster that covers 24 hrs per day and 7 days per week.

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

Notes: An order of merit 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 write a two page pitch addressing the Behavioural Capabilities; whilst relating answers to the Professional / Technical Capabilities. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Perusic (02) 6207 7126 Paul.Perusic@act.gov.au

ACT Corrective Services

Community Corrections

Cultural Engagement Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42733)

Gazetted: 25 November 2021

Closing Date: 9 December 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced and highly motivated professional to fill the position of Cultural Engagement Officer (ASO6) within the Community Corrections team. The successful applicant will support staff to work effectively to improve outcomes for Aboriginal and Torres Strait Islander peoples and will provide individual case support and expertise at the operational level. In this role, you will aim to develop more systemic approaches to cultural engagement including development of relationships with key stakeholder organisations.

In addition to this, you will promote and apply the principles of contemporary best practices in relation to offender management, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes. To be successful you will need to possess exceptional communication and interpersonal skills and should be able to build and maintain relationships with Aboriginal and Torres Strait Islander clients, Elders, stakeholders and community members.

Eligibility/Other requirements:

Aboriginal or Torres Strait Islander ancestry is considered essential (s42, *Discrimination Act 1991*).

Driver's licence (Class C) is essential.

This position does require a pre-employment medical.

This position does require a Working with Vulnerable People registration.

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.

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

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

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

a copy of your current driver's licence

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Fulton (02) 6207 5558 david.fulton@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Project Development

Director, Infrastructure Development

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53983)

Gazetted: 26 November 2021

Closing Date: 22 December 2021

Details: Do you have high level experience in the development and of new infrastructure projects?

Do you like a challenge and want to be a key part of a high performing team, who are committed to the development of our growing and vibrant city?

The Project Development team has responsibility for supporting the commercial and financial development of the Territories' largest capital works projects. With a focus on the Northside Hospital Project, the Director will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

Key responsibilities for this position are to work with the Northside Project Team, ACT Health and the Consulting Advisory teams to develop the Northside Hospital Project and facilitate the development of the Business Case, Manage, coordinate, liaise and negotiate with key stakeholders and to provide analysis and advice to the Senior Director, Group Executive, Chief Projects Officer, Ministers and Cabinet on the development and progress of the project.

The successful candidate will be required to exercise a reasonable amount of self-management and autonomy in the delivery of quality outputs.

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

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields.

Previous experience in business cases or development of new hospital projects.

An understanding of the requirements for program management and contract management of consultants in the preliminary stages major infrastructure development.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 three 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: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Finance, Systems and Valuation

Valuations and Advisory Services

Assistant Director, Valuations and Advisory Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39372)

Gazetted: 30 November 2021

Closing Date: 7 December 2021

Details: The Assistant Director, Valuations and Advisory Services Officer will operate with a degree of independence while providing support to the Suburban Land agency (the Agency) in support of achieving objectives.

Reporting to the Director, Valuations and Advisory Services the Assistant Directors responsibilities include:

Securing market advice, intelligence and facilitating the process for making recommendations when setting and reviewing market value land sale reserves.

The ability to navigate and interpret the ACT Territory plan, complex commercial sales contracts and Crown leases.

Provide advice to internal stakeholders.

Building effective relationships with internal and external stakeholders.

Work in a small team to deliver high quality briefs, presentations and advice.

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

Note: This is a temporary position available immediately until 6 May 2022 with possibility of extension up to six 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 a 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 application addressing the Selection Criteria limited to a maximum of two pages, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Peter Davies (02) 6207 1235 peter.davies@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

Executive Branch Manager, Capital Linen Services

Temporary Vacancy (17 December 2021 to 14 January 2022)

**Transport Canberra and City Services
Territory and Business Services**

Position: E394

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 26 November 2021

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, Capital Linen Services for the period 17 December 2021 to 14 January 2022.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13 m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager, Territory and Business Services, Transport Canberra and City Services Directorate.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Daniel Childs via email, daniel.childs@act.gov.au by **COB Friday 3 December 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 \$240,095 - \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

Executive Group Manager, Infrastructure Delivery and Waste

Temporary Vacancy (1 March 2022 - 30 June 2022, with the possibility of extension up to a maximum 9 months)

Transport Canberra and City Services

City Services

Position: E1054

(Remuneration equivalent to Executive Level 2.3)

Date circulated: 29 November 2021

Circulated to: ACTPS Senior Executive List

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Infrastructure Delivery and Waste, commencing 1 March 2022 – 30 June 2022, with the possibility of extension up to a maximum 9 months.

The Executive Group Manager, Infrastructure Delivery and Waste reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a range of services to the community.

Responsible for the provision, management and maintenance of Infrastructure Services.

Responsible for delivering sustainable waste management and resource recovery; and household waste collection services through ACT NoWaste.

The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning and safety.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable service delivery, asset planning and maintenance.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Jim Corrigan via email, jim.corrigan@act.gov.au by COB Monday 6 December 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. A merit list for this process may also be used to backfill this position over the next 12 months if the substantive occupant is on a period of leave or transferred to another position.

Remuneration: The position attracts a remuneration package ranging from \$311,959 - \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963.

Contact Officer: Jim Corrigan (02) 6207 5819 jim.corrigan@act.gov.au

City Services

City Presentation

Place Management

Floriade Head Gardener

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 17622)

Gazetted: 26 November 2021

Closing Date: 10 December 2021

Details: Join Transport Canberra and City Services (TCCS) as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people; we support diversity and we strive to be a great place to work. City Presentation is a Branch within the City Places and Infrastructure Division responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land. The Place Management team within the TCCS, City Presentation branch is seeking applications for the role of Floriade Head Gardener (TO4).

The primary responsibilities for this position are to:

Plan, prepare and implement horticultural work programs, within budget, to ensure delivery of the annual Floriade floral display as specified in the relevant Service Level Agreement.

Coordinate a team of Parks Presentation staff to improve the look of Canberra's Town and District parks.

Liaise and work collaboratively with Events ACT and contractors and provide specialist technical advice on horticultural matters.

Undertake procurement and manage contracts in line with government processes.

Provide leadership, supervision and training to staff and contractors, ensuring that all work is undertaken in accordance with relevant Acts, Standards and policies, including Parks and City Services Standard Operating Procedures.

Supervise and co-ordinate the training of horticultural apprentices across Parks and City Services.

Prepare work programs for the establishment and maintenance of floral and other horticultural displays throughout Canberra's public areas.

Coordinate the booking system for Floral display beds.

Represent the branch and promote Horticulture and Apprenticeships in the wider community and conduct tours of Floriade as required.

This position does involve direct supervision of seven General Staff Officer staff and eight apprentice horticulturalists.

Eligibility/Other requirements:

Demonstrated ability to supervise staff, capacity to work as part of a team and demonstrated capacity to manage change.

Demonstrated extensive technical knowledge, training and practical experience in horticulture, particularly the presentation of large complex floral displays.

Proven ability to manage projects and plan, prioritise, co-ordinate and allocate work to agreed timeframes and budgets, including undertaking procurements and managing contracts in line with government processes.

Demonstrated communication (oral and written), liaison, and negotiation skills and ability to consistently display high quality customer service principles.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

How to Apply:

A supporting statement outlining experience and/or ability and addressing the requirements for each of the five points listed in the eligibility requirements. Maximum of five pages.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey VanAalst (02) 6205 8257 jeffrey.vanAalst@act.gov.au

Transport Canberra and Business Services

Planning and Delivery

Strategy, Planning and Policy

Policy Officer

Administrative Services Officer Class 6 \$82,506 - \$87,331, Canberra (PN: 39765)

Gazetted: 26 November 2021

Closing Date: 10 December 2021

Details: The Strategy, Planning and Policy team is responsible for developing strategies, plans and policies for how public transport services are provided in the ACT in order to meet the Social, Economic and Environmental goals of the Territory. The Policy Officer is responsible for researching, drafting and providing high-quality policy advice on public transport strategic and operational policy. Under limited direction, this includes drafting and consulting on operational policies ensuring that legislative, regulatory and strategic requirements are incorporated, and providing support to the management and oversight of policy and risk management business processes across the Transport Canberra business.

Reporting to the Director, Strategy, Planning and Policy, the Policy Officer will play an active role in the creation, maintenance, monitoring, education and implementation of operational policies and advice to senior management and executive groups on the policy and procedural related matters via risk and quality-based approach to the business activities. The position will have direct working interfaces with the operational and corporate areas of Transport Canberra.

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:

Demonstrated understanding of legislation, regulations, policy and procedures.

An understanding of public transport or similar field is highly-desirable.

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

How to Apply:

Applicants should supply the following:

A 'pitch' of no more than two pages describing how your Skills, Knowledge, Experience and Qualifications address the "What you require" section in the Position Description.

Your curriculum vitae, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Powterv (02) 6205 5017 luke.powter@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Capital Linen Service - Delivery Driver

Capital Linen Service Band 3 \$59,428 - \$65,394, Canberra (PN: 52655, several)

Gazetted: 26 November 2021

Closing Date: 10 December 2021

Details: Reporting to the Dispatch Supervisor under the direction of the Operations Manager, a Capital Linen Service (CLS) Driver is responsible for the delivery and collection of linen to and from Capital Linen Service customers in the ACT and regional NSW

The Delivery Driver is a key customer service forward facing role delivering the final service to the customers door step. As a member of the transport team, there is a requirement to interact with customers on a face-to-face basis and on the telephone.

A Driver is required to load and unload trucks with clean and soiled linen and deliver to and from the customer's premises as per a delivery schedule.

A Driver is also required to assist customers with inquiries and concerns conveying a positive and professional image of Transport Canberra and City Services (TCCS), CLS and their services.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Ability to comply with any legal requirement to work in health or aged care sectors including having received a current course of an approved COVID-19 vaccine or holding an approved exception (where applicable).

A worker must provide evidence of vaccination status as required by an authorised person under a Public Health Direction.

Unrestricted Drivers Licence (C-class).

Medium ridged (MR) Drivers Licence.

Must be able to work rostered weekends, public holidays, out of hours and overtime shifts.

This position requires a pre-employment medical and National Police check.

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

How to Apply: Applicants should submit their curriculum vitae and up to a maximum two page (A4) response to the Selection Criteria/capability requirements noted in the Position Description and contact details for two referees.

Selection will be based on the response to the Selection Criteria, referee reports, a practical assessment and interviews if required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 620 76954 peter.chamberlain@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.

Chief Operating Officer Group

Governance and Ministerial Services

Business Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 11866)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

Details: Transport Canberra and City Services is seeking an experienced Business Coordinator to join the Governance and Ministerial Services Team (GAMS).

The Business Coordinator will provide executive support functions to the Executive Branch Manager GAMS and coordination of activities to the broader GAMS team. This position will be responding to requests from stakeholders, coordinating business correspondence and activities, and liaison with business partners and key stakeholders to ensure deadlines are met. This is a fast-paced environment and would suit an individual who can adapt to change.

To be successful, you will have current experience in Business Coordination and have highly developed written and oral communication skills, be adaptable, proactive and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will have well developed current working knowledge of Objective. The successful applicant will be solutions focused and work with flexibility, efficiency, and diplomacy. The Business Coordinator will be expected to lead a strong and positive team culture, that values the contributions of all towards meeting the teams priorities.

Eligibility/Other requirements:

Experience in a business coordination role is highly desirable.

Experience in recruitment is highly desirable.

Notes: This is a temporary position available immediately for 3 months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement up to two pages in length addressing the Selection Criteria, a curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ebony Bakavgas (02) 6207 9156 ebony.bakavgas@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Waste Education and Partnerships

Marketing Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 38655)

Gazetted: 25 November 2021

Closing Date: 13 December 2021

Details: The Marketing Officer is an exciting position and will work across the ACT NoWaste Waste Education and Partnerships team to deliver a range of marketing, communications and education activities that support waste avoidance, improved resource recovery and better recycling outcomes in the ACT. This includes managing how the community engages with our content through digital, traditional and face to face channels including education programs at the Recycling Discovery Hub.

We are looking for someone who wants to contribute to our efforts to help the Canberra community avoid waste, reduce single use plastics and recycle well. It is also an opportunity to develop your experience in education, social marketing and behaviour change programs.

ACT NoWaste is a unique organisation in Australia: we deliver both state/territory and local government functions.

We are a diverse, innovative and professional team 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 work collaboratively to create impact.

Working under limited supervision, the marketing officer will play a key role in the WEP team, including:

Preparing marketing and communication resources, such as signage, brochures and information products to promote better waste management and recycling practices.

Co-ordinating website content and digital touchpoints.

Ensuring waste services information such as bin collection calendars and other public information is updated regularly and meets resident's needs.

Preparing proactive communications approaches including social media activities.

Promoting participation in public events and community engagement activities.

Contributing to evaluating and reporting on promotion and marketing strategies.

Preparing responses to resident enquiries.

Supporting the delivery of education programs for school and community groups at the Recycling Discovery Hub.

Assisting with the implementation of behaviour change campaigns.

The successful person will be able to work on multiple projects simultaneously, have strong writing skills, digital literacy and familiarity with media and social media engagement. Experience using design software is highly regarded.

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

Skills and knowledge

Developing and managing digital communication channels and content.

Developing, implementing and evaluating marketing strategies and activities.

Written communication including developing resources targeted to specific audience segments.

Undertaking self-directed work and as a member of a team, manage competing priorities and deliver quality outcomes.

Understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Behaviours

Service Commitment - provide high quality service in line with the team's objectives as per community/stakeholder needs.

Teamwork - Work cooperatively with others and focus on achieving the best result for customers and the broader community.

Achieves Results - achieve agreed outcomes within the specified responsibilities and governance frameworks that apply to the ACTPS.

Qualifications

A qualification in a relevant field and/or relevant work experience in marketing, behaviour change or communications is preferred.

Minimum two years' experience in a similar role.

Driver's licence is preferred but not 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.

This position does not require a pre-employment medical

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: 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. Selection will be based on application, interview and referee reports.

How to Apply: Applicants should provide a written two page pitch outlining how their skills, experience and attributes make them a great fit for the role along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yvette McKay 02 620 76605 Yvette.McKay@act.gov.au

Transport Canberra and Business Services

Transport Canberra Operations

Fleet

Inventory Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: IMF001)

Gazetted: 25 November 2021

Closing Date: 9 December 2021

Details: The Transport Canberra Fleet Services Section is looking for an experienced Inventory Manager. The Inventory Manager is responsible for the establishment and ongoing monitoring of arrangements for the supply of parts, ensuring all acquisitions are in accordance with the *ACT Procurement Act 2001*. The Inventory Manager is also responsible for the effective and timely delivery of inventory holdings to ensure sufficient and appropriate supply to meet Transport Canberra's business needs, ensuring its buses can be safely operated in a timely manner. As a senior leader within 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.

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.

Eligibility/Other requirements:

Sound knowledge of computerised inventory management systems (IMS).

Knowledge of ACT Government procurement policies and probity guidelines, practices and procedures or ability to acquire such knowledge.

Industry experience in the automotive parts and accessories, warehousing or heavy vehicle maintenance fields will be highly regarded.

How to Apply: Please review the attached Position Description for specific details of the role and associated responsibilities.

Please provide:

A two-page pitch outlining your experience and abilities to perform the advertised role. The pitch should demonstrate that you have the capabilities in the “What You Require” section of the Position Description document including details of Professional Skills and Knowledge.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Waste Education and Partnerships

Education Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42162)

Gazetted: 25 November 2021

Closing Date: 2 December 2021

Details: ACT NoWaste is looking for a supportive team member who is a self-directed creative thinker with a can-do attitude. The Education Officer is a diverse position with experience in public education, educational developmental stages, marketing, event coordination, and financial administration essential. The position works collaboratively across the NoWaste Branch and other areas of the ACT Government and reports directly to the Assistant Director, Waste Education. The position is responsible for coordinating and delivering a range of educational programs at the award-winning Recycling Discovery Hub (the Hub) targeted at children of all ages, as well as adults.

In addition, the position is responsible for the financial administration for the Waste Education and Partnerships team (WEP). Working under limited supervision, this position will play a key role in the WEP team, including: Coordination of educational sessions at the Hub, including managing bookings, designing, delivering and evaluating sessions.

Developing, implementing and evaluating marketing strategies for the Hub.

Monitoring customer service and work safety standards at the Hub.

Supervising a small team delivering educational sessions at the Hub.

Creating material to further community engagement and education e.g., video scripts, recycling quizzes, webinars.

Coordinate and report on financial information, manage expenditure across the team and analyse financial processes, using financial management Information Technology (IT) platforms.

This position may involve some weekend and evening work to attend events as required.

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

Eligibility/Other requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Qualifications

Bachelor of Education/Bachelor of Teaching is highly desirable

A current registration or the ability to gain a registration issued under the Working with *Vulnerable People* (Background Checking) ACT 2011 will be required.

A current First Aid certificate is highly desirable.

Current Class C Drivers Licence or equivalent is highly desirable.

Skills and Knowledge Capabilities

Demonstrated ability and experience in developing, implementing, and evaluating marketing and operational plans.

Demonstrated experience delivering engaging and effective education sessions to both children and adults.

Ability to work independently and as part of a team, including coordinating the work of a small team.

Experience with coordination of financial processes, including the use of financial IT platforms.

Demonstrated understanding and commitment to the Transport Canberra and City Services values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practice.

Behavioural Capabilities

Service Commitment - provide high quality service in line with the team's objectives as per community/stakeholder needs.

Service Improvement - suggest new ways of working to continuously improve service delivery.

Community/Stakeholder Relationships - work cooperatively with others and focus on achieving the best result for customers and the broader community.

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. This position is based across locations at both the Recycling Discovery Hub and the activity-based working (ABW) Dickson Office Block. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should apply with a written two-page pitch demonstrating how their Skills, Experience and Attributes make them a great candidate for the role along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robbie Ladbrook (02) 6205 5417 robbie.ladbrook@act.gov.au

Territory and Business Services

Yarralumla Nursery

Apprentice -Horticulture

Apprentices \$29,066 - \$53,555, Canberra (PN: 49876)

Gazetted: 25 November 2021

Closing Date: 16 December 2021

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

As a Yarralumla Nursery apprentice, you will undertake a range of duties and studies over four years to complete the requirements of the apprenticeship. The role requires a person who wants to take their interest in horticulture to the next level by gaining experience across all aspects of a wholesale nursery including, seed collection, propagation, production, plant maintenance, and sales.

This position requires a fit and capable person with good interpersonal and communication skills to work in a team environment and demonstrate a culture of respect and a desire to achieve customer service excellence.

Notes: This is a temporary position available from 24 January 2022 until 23 January 2026 with the possibility of permanency. This apprenticeship and the full-time salary range noted above will be filled dependent on the entry level, qualifications and skills of the successful applicant.

Eligibility/Other requirements:

Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in science.

You must hold a current Class C Driver License or be able to possess a licence prior to commencement.

Ability to undertake the physical requirements of the tasks listed in the Position Description.

Ability and commitment to complete the Certificate 3 in Horticulture.

How to Apply: Applicants should address the numbered list in the what you require/Selection Criteria section from the Position Description, providing examples. Please limit responses to one A4 page (maximum) against each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au

City Services

Executive Branch Manager, Roads ACT

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E276)

Gazetted: 25 November 2021

Closing Date: 13 December 2021

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Roads ACT. This process will also be used to develop an order of merit for the following twelve months to fill any vacancy in this role during this time.

The Executive Branch Manager Roads ACT reports to the Executive Group Manager City Operations and is responsible for providing leadership, analysis, and advice on planning, developing and implementing strategies to drive reform across the branch. Roads ACT is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base.

The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24 hour service.

The Executive Branch Manager represents the Directorate in public and at Government, industry, community, and national forums on matters that relate to roads infrastructure. The position provides policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally.

The position manages a staffing level of around 115 employees and an annual budget of more than \$236 million.

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: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jim Corrigan (02) 6207 5819 jim.corrigan@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Construction and Hazardous Chemicals

Senior Inspector

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54237)

Gazetted: 26 November 2021

Closing Date: 3 December 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Senior Inspector within the Construction and Hazardous Chemicals Team. You will need to demonstrate relevant experience working within a regulatory environment or similar work health and safety auditing and compliance role. In this role you will be responsible for providing support, guidance, and advice to your team in performing regulatory activities and will be expected to develop strategies and work plans and respond to incidents in accordance with WorkSafe ACT's compliance and enforcement policy.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: A Merit Pool will be established from this selection process and may 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. Selection may be based on written application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the position description. Please also

ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 6205 4261 robert.alford@worksafe.act.gov.au

APPOINTMENTS

ACT Health

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

Chwen Chong, Section 68(1), 30 November 2021

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

Ashleigh Francis, Section 68(1), 1 December 2021

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

Giovanna Giaccio, Section 68(1), 29 November 2021

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

Emir Hamza, Section 68(1), 3 December 2021

Canberra Health Services

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

Memoona Afzaal, Section 68(1), 29 November 2021

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

Tina Fister, Section 68(1), 23 November 2021

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

Kelly Ford, Section 68(1), 22 November 2021

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

Shayne Hall, Section 68(1), 29 November 2021

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

Rajandeep Kaur, Section 68(1), 30 November 2021

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

Anam Khuram, Section 68(1), 4 November 2021

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

Jenna Kratzel, Section 68(1), 26 November 2021

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

Grace Levien, Section 68(1), 25 November 2021

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

Garima Maharjan, Section 68(1), 26 November 2021

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

Alfred Quai, Section 68(1), 30 November 2021

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

Jenna Verhoeven, Section 68(1), 9 December 2021

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

Queenie Vincentino, Section 68(1), 25 November 2021

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

Peter Scott, Section 68(1), 01 December 2021

Career Medical Officer 2 –\$171,756 - \$203,971

Amanda Barry, Section 68(1), 30 November 2021

Chief Minister, Treasury and Economic Development

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

Rebecca Amon, Section 68(1), 2 December 2021

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

Kanishka Dayaram, Section 68(1), 13 December 2021

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

Ceara Farr, Section 68(1), 23 November 2021

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

Ali Mazhar Hayat, Section 68(1), 24 November 2021

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

Thi Ha Phuong Ho, Section 68(1), 22 November 2021

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

Grace Hoffmann, Section 68(1), 4 January 2022

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

Kavitaben Khakhar, Section 68(1), 26 November 2021

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

Shahil Kumar, Section 68(1), 2 December 2021

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

Yan Liang, Section 68(1), 22 November 2021

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

Laura Long, Section 68(1), 4 January 2022

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

Marc Macor, Section 68(1), 2 December 2021

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

Paige Madsen, Section 68(1), 29 November 2021

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

Manreet Malhi, Section 68(1), 24 November 2021

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

Jessica McDonald, Section 68(1), 29 November 2021

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

Farhan Nadri, Section 68(1), 2 December 2021

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

Yaser Paracha, Section 68(1), 29 November 2021

Information Technology Officer Class 1 \$71,963 - \$81,917

Sai Kiran Pendyam, Section 68(1), 26 November 2021

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

Maddieson Somers, Section 68(1), 2 December 2021

Community Services

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

Joseph Mulondo, Section 68(1), 30 November 2021

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

Zoe Podmore, Section 68(1), 1 December 2021

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

Emma Shirley, Section 68(1), 29 November 2021

Education

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

Rajendraprasad Balla, Section 68(1), 25 November 2021

Building Service Officer 3 \$71,486 - \$75,539

Anthony Hosking, Section 68(1), 25 November 2021

School Assistant 2/3 \$50,184 - \$61,194

Darcy Martin, Section 68(1), 24 November 2021

Environment, Planning and Sustainable Development

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

Simon Baker, Section 68(1), 29 November 2021

General Service Officer Level 5/6 \$57,359 - \$63,127

Rachael Coggan, Section 68(1), 2 December 2021

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

Amy Cusack, Section 68(1), 29 November 2021

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

NALLAPERUMA WIJESEKERA, Section 68(1), 24 November 2021

Justice and Community Safety

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

Anna Christoff, Section 68(1), 25 November 2021

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

Megan Roberts, Section 68(1), 24 November 2021

Paralegal Grade 2 \$68,540 - \$74,237

Annaliese Turner, Section 68(1), 24 November 2021

Office of the Legislative Assembly

Information Technology Officer Class 2 \$88,899 - \$101,743

Chen Wu: 1-00813, Section 68(1), 1 September 2021

Transport Canberra and City Services

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

Kayla Grannall, Section 68(1), 6 December 2021

TRANSFERS

ACT Health

Prashant Patel

From: Health Professional Level 2 \$94,461

Canberra Health Services

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

ACT Health, Canberra (PN. 26165) (Gazetted 21 September 2021)

Canberra Health Services

Prasanth Divakar

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

ACT Health

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

Canberra Health Services, Canberra (PN. 40902) (Gazetted 17 September 2021)

Charmaine Nicoll

From: Health Professional Level 4 \$120,436

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23844) (Gazetted 12 October 2021)

Kamal Singh

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44429) (Gazetted 22 November 2021)

Chief Minister, Treasury and Economic Development

Elizabeth Philpott

From: Senior Officer Grade B \$138,585

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24339) (Gazetted 22 October 2021)

Community Services

Lorna Indrele

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

Community Services, Canberra (PN. 33537) (Gazetted 12 April 2021)

Education

Merryn O'Dea

From: School Leader A 1 \$173,364

Education

To: School Leader A 1 \$173,364

Education, Canberra (PN. 01781) (Gazetted 4 August 2021)

PROMOTIONS

Canberra Health Services

Canberra Health Services

Kalvinder Bains

From: Health Professional Level 5 \$131,773 - \$148,344

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 25807) (Gazetted 15 September 2021)

Shaun Bayliss

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Registered Nurse Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 21908) (Gazetted 27 July 2021)

Teri Bickley

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 10844) (Gazetted 2 August 2021)

Clinical Services

Elyse Carr

From: Radiation Therapist Level 2 \$71,713 - \$99,117

Canberra Health Services

To: Radiation Therapist Level 3.1 \$106,414 - \$109,892

Canberra Health Services, Canberra (PN. 21737) (Gazetted 10 September 2021)

Clinical Services

Kerry Kearney

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26528) (Gazetted 6 July 2021)

Canberra Health Services

Adele Pate

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. 50299) (Gazetted 10 August 2021)

Medical Services

Avaniben Patel

From: Pharmacist Level 1 \$73,236 - \$84,544

ACT Health

To: Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 28928) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 16 Direct Appointment - Health Directorate

CHS Chief Operating Officer Clinical Services

Sabita Sharma Adhikari

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42437) (Gazetted 12 October 2021)

Clinical Services

Clinical Services

Sorsha Stuart-Rokvic

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

Health

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

Canberra Health Services, Canberra (PN. 14190) (Gazetted 13 May 2021)

Clinical Services

Mian Wang

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41454) (Gazetted 15 September 2021)

Susan(Sony) Ward

From: Registered Nurse Level 4.3 \$139,701

Canberra Health Services

To: †Registered Nurse Level 5.5 \$166,958

Canberra Health Services, Canberra (PN. 27115) (Gazetted 21 September 2021)

Clinical Services

Rosemary Young

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

Health

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

Canberra Health Services, Canberra (PN. 46873) (Gazetted 7 December 2020)

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Blake Anderson

From: Information Technology Officer Class 2 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 30682) (Gazetted 7 May 2021)

Workplace Safety and Industrial Relations

Injury Management

Chelsea Drewsen

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38137) (Gazetted 7 May 2021)

Shared Services and Property Group

Jessica Gosling

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 53640) (Gazetted 15 October 2021)

Workforce Capability and Governance

Strategy and Transformation Office

Maryanne Honeyman

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 52411) (Gazetted 13 September 2021)

Gregory Mirenda

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. 36998) (Gazetted 10 September 2021)

Corporate

Corporate Management

Governance and Audit

Anne Paliaga

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 32067) (Gazetted 11 October 2021)

Digital, Data and Technology Solutions

Technology Services Branch

Technical Services Delivery

Dean Parrott

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14347) (Gazetted 12 October 2021)

Community Services

Housing ACT

Infrastructure and Contracts

Eric Gittleman

From: Graduate Administrative Assistant \$74,237 - \$76,511

Community Services

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

Community Services, Canberra (PN. 54030)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021 Agreement 2018 – 2021

Children , Youth and Families

Children Youth and Protection Services

Thomas Heald

From: Child and Youth Protection Professional Level 2 \$75,950 - \$102,245

Community Services

To: †:Child and Youth Protection Professional Level 3 \$105,082 - \$115,587

Community Services, Canberra (PN. 03984) (Gazetted 28 May 2021)

Strategic Policy

Policy and Service Design

Poppy Perry-Evans

From: Graduate Administrative Assistant \$74,237 - \$76,511

Community Services

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

Community Services, Canberra (PN. 54035)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Housing ACT

Policy and Business Transformation

Solution Delivery

Michael Rankins

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

Community Services

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

Community Services, Canberra (PN. 52884) (Gazetted 9 September 2021)

Children , Youth and Families

Children Youth and Protection Services

Samuel Roberts

From: Graduate Administrative Assistant \$74,237 - \$76,511

Community Services

To: †Child and Youth Protection Professional Level 1 \$71,560 - \$89,693

Community Services, Canberra (PN. 07451)

This promotion to a non-advertised position has been made under Section C6.3 (5) of Act Public Sector Technical and Other Professional Enterprise Agreement 2018 – 2021

Children , Youth and Families

Child and Youth Protection Services

Connie Tran

From: Graduate Administrative Assistant \$74,237 - \$76,511

Community Services

To: †Child and Youth Protection Professional Level 1 \$71,560 - \$89,693

Community Services, Canberra (PN. 39422)

This promotion to a non-advertised position has been made under Section C6.3 (5) of Act Public Sector Technical and Other Professional Enterprise Agreement 2018 – 2021

Education

System Policy and Reform

Strategic Policy

Education Strategy

Denise Ryan

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

Education

To: †Senior Officer Grade A \$153,041

Education, Canberra (PN. 21562) (Gazetted 17 June 2021)

System Policy and Reform

Strategic Policy

Early Childhood Policy

Emmalene Sculthorpe

From: Classroom Teacher \$75,443 - \$112,930

Education

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

Education, Canberra (PN. 42906) (Gazetted 19 May 2021)

Belconnen

Maribyrnong Primary School

Anna Thorpe

From: School Leader C \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 12143) (Gazetted 3 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Environmental Offsets

Savannah Daoud-Opit

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

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 32762) (Gazetted 14 October 2021)

Justice and Community Safety

Emergency Service Agency

People and Culture

Natasha Dziubinski

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 23378)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Major Projects Canberra

Infrastructure Delivery Partners

Yi Zhang

From: Graduate Administrative Assistant \$74,237 - \$76,511

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 1 \$73,786 - \$87,181

Major Projects Canberra, Canberra (PN. 53998)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Technical and Other Professional Enterprise Agreement 2018-202.

Office of the Legislative Assembly

Office of the Clerk

Jayden Evett: 1-00783

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

Office of the Legislative Assembly

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

Office of the Legislative Assembly, Canberra (PN. 105) (Gazetted 20 September 2021)

CORRIGENDA

Canberra Health Services

Permanent appointment for Anam Khuram gazetted 11/11/2021, AGS number should be 87535015 and date of effect is 04/11/2021.