



ACT Government Gazette

Gazetted Notices for the week beginning 16 December 2021

VACANCIES

ACT Audit Office

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

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

Professional Services

Finance Officer

Senior Administrative Officer - Professional Services \$90,099 - \$103,117, Canberra (PN: 42823)

Gazetted: 21 December 2021

Closing Date: 7 January 2022

Details: The Finance Officer, Professional Services is a key position in the ACT Audit Office, providing the range of financial support necessary to ensure the efficient and effective operations of the ACT Audit Office. The Finance Officer works under the general guidance and direction of the ACT Audit Office's Chief Finance Officer and supports the Chief Operating Officer at key times of the financial year.

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

Eligibility/Other requirements:

Relevant tertiary qualifications in accounting or progress towards obtaining such qualifications is highly desirable.

Previous experience in a finance operations environment will be highly regarded. Experience with financial management systems such as MYOB would also be an advantage.

All Audit Office employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position, you will be required to gain and maintain an Australian Government Security Vetting Agency clearance at 'Baseline' level while employed at the ACT Audit Office. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. For employees who are permanent residents and not citizens, the Office undertakes an internal security assessment to assess against this criterion.

Note: A merit pool may be established from this selection process to fill future identical vacancies over the next 12 months. Our workforce is 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.

How to apply: Applicants must provide a copy of your current curriculum vitae and a written pitch of no more than two single sided A4 pages addressing the Selection Criteria and listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Huang (02) 6207 4734 chris.huang@act.gov.au

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Human Resources Business Partner

Senior Officer Grade C \$113,397 - \$122,062, Canberra (LP6852)

Gazette Date: 17 December 2021

Closing Date: 02 January 2022

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

Reference Number: 17610

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

Contact Officer: Violet Taylor violet.taylor@calvary-act.com.au

Calvary Public Hospital Bruce

Division of Medicine

Senior Resident

Senior Resident Medical officer 1/Junior Registrar \$97,350 - \$119,121, Canberra (LPL046)

Gazette Date: 22 December 2021

Closing Date: 18 January 2022

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

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

Reference Number: 17653

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

Contact Officer: Miffany Callan (02) 6201 6798 miffany.callan@calvary-act.com.au

Canberra Health Services

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

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

Infrastructure and Health Support Services

Sterilising Services

Sterilising Services Loans Officer

Sterilising Services Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 29417 - 01ZTP)

Gazetted: 20 December 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.

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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

About You

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Behavioural Capabilities

Strong communication and people skills with a high degree of drive.

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

Strong organisational skills with an ability to think strategically to investigate issues and develop solutions.

Position Requirements/Qualifications:

Highly Desirable:

Certificate III in Sterilising (HLT37015), is highly desirable

Previous experience coordinating and processing orthopaedic loan sets, or infection control practices, or relevant health sector experience

A sound knowledge of AS/NZS4187:2014 is essential

A current driver's license

This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7 days per week roster, including public holidays, if required.

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:

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 involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

Contact Officer: Sandra Wheeler 5124 2283 sandra.wheeler@act.gov.au

Quality, Safety Innovation and improvement

Quality Safety Improvement and National Standards

Director – Quality Improvement and National Standards

Senior Officer Grade B/Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 01993 - 01ZTA)

Gazetted: 21 December 2021

Closing Date: 10 January 2022

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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.

Note: This position may be filled at either the RN4.3, SOG B or HPO5 classification, please clearly state on your Selection criteria which position you are applying for and include relevant qualifications when submitting your application.

Position Overview

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The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Duties

Under limited direction of the Senior Director, you will provide leadership, strategic direction, and coordination of CHS compliance with the National Safety and Quality Health Service Standards and support a culture of quality assurance and continuous quality improvement.

You will:

Provide strategic and operational leadership for the implementation of and compliance with the National Safety and Quality Health Service Standards and Clinical Care Standards.

Lead and facilitate the consultation, negotiation, and liaison activities of the team with all stakeholders (including executives, consumers/carers, and non-government organisations) to develop and implement an annual work plan to support the implementation of the CHS quality and safety agenda.

Provide leadership to the quality improvement and national standards team and manage the human, financial and operational resources of the team to maximise efficiency and effectiveness, including the management of and reporting against business plans, staff training and recruitment.

Establish and maintain effective working relationships across Canberra Health Services, and the Health Directorate as required, to facilitate the implementation and compliance with the National Safety and Quality Health Service Standards and aligned quality improvement activities and represent CHS at internal and external forums and meetings.

Prepare Ministerial and Executive briefings, high level reports for the team, division and organisation on safety and quality, safety data compliance with the National Safety and Quality Health Standards and related systems and processes.

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

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Behavioural Capabilities

Demonstrated experience in implementing quality and clinical governance frameworks and compliance the National Safety and Quality Health Service Standards.

High level of emotional intelligence and strong management and engagement skills.

Demonstrated experience in bringing a patient/consumer/carer focus to quality improvement activities.

Demonstrated experience in fostering working relationships across teams and professional disciplines and implementing process improvements.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting 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.

If applying for RN4.3 Eligible for registration with Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

If applying for HPO5 Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for nine months with the possibility of extension and/or permanency. This position may be filled at either the RN4.3, SOG B or HPO5 classification, please clearly state on your Selection Criteria which position you are applying for and include relevant qualifications when submitting your application. Contact Officer: Alexandra Collins 5124 9549 alexandra.collins@act.gov.au

MHJHADS

CAMHS Acute

CAMHS Acute Day Program Clinician

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 18847 - 02020)

Gazetted: 22 December 2021

Closing Date: 10 January 2022

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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 & Drug Services (ADS)
- Child & 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.

This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to Canberra Hospital Services.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity.

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.

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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 3 years (preferable 5 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 3 years (preferable 5 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 3 years (preferable 5 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 & vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses.

Note: 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.

Contact Officer: Melina Tsembis (02) 5124 1880 melina.tsembis@act.gov.au

Infrastructure and Health Support Services

Capital Project Delivery

Project Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 31029 - 01ZY0)

Gazetted: 16 December 2021

Closing Date: 4 January 2022

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POSITION OVERVIEW

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The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Project Support Officer role will report to the Senior Director, Capital Project Delivery and undertake key administration activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with a number of internal and external stakeholders.

The Project Support Officer will be responsible for providing high level administrative support, including secretariat support to project governance committees that oversight major CHS projects. This will include managing a project information portal, and timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees.

The position is offered for a period of 2 years with the possibility of extension or permanency.

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Behavioural Capabilities

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

Prioritise workload appropriately and establish realistic timeframes for the completion of work

Identify when service improvements are needed and develop effective ways in which appropriate improvements can be achieved.

Develop shared knowledge that contributes to effective coordination, improved team performance and enhanced service outcome.

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 2 years with the possibility of extension and/or permanency.

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

Medicine

Obesity Management Service

Personal Assistant/Office Manager

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 13593 - 01ZV0)

Gazetted: 16 December 2021

Closing Date: 4 January 2022

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POSITION OVERVIEW

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The Obesity Management Service (OMS) use an interdisciplinary approach to improve the health and well-being of adult patients with class III obesity which is defined as a BMI of 40kg/m² and over. The Service is medically led,

and the team also includes dietitians, psychologists, exercise physiologists/ physiotherapists, registered nurses and administration staff. The clinical service prepares and supports individual Obesity Management Plans (OMPs) for patients focusing on self-management and improving patient risk factor profiles and wellbeing through physical activity, nutrition education, and psychological and community support.

The OMS collaborates with other service providers to support continuity of care for these patients into the community. Public bariatric surgery (PBS) is considered for patients within the service. The service also continues to support education, policy development, quality improvement, and collaborative research to enhance services and outcomes for people with class III obesity. Services delivered by the OMS include:

Groups: introductory session, multidisciplinary education program, exercise program, Informed Eating (IE) program, Body and Mind (BAM), Life After Bariatric Surgery (LABS) and the Very Low Energy Diet (VLED) program
Case Management

Individual consultations: medical, dietetics, exercise physiology and psychology as required (mostly for psychological assessments pre-PBS and for support following surgery).

This position provides office and personal administration support for the Unit Director of the Obesity Management Unit and the Manager. The position is also responsible for general office management including supporting the other administration support officers within the service.

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Behavioural Capabilities

Possess a strong work ethic and ability to problem solve and adapt to a constantly changing environment

Be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

Position Requirements/Qualifications:

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Medical Services

Medical Imaging

Clinical Nurse Coordinator

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 01291 - 01ZVB)

Gazetted: 22 December 2021

Closing Date: 5 January 2022

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POSITION OVERVIEW

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Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures.

Under broad direction of the Assistant Director of Nursing (ADON) for Medical Imaging, the Medical Imaging Clinical Nurse Coordinator has direct line responsibility for all operational Nursing practice in all Medical Imaging modalities (except for the Angiography Suite and Fluoroscopy room). The Medical Imaging Clinical Nurse Coordinator is responsible, amongst other duties, for staff oversight, patient flow, internal and external stakeholder liaison, contingency management and, in consultation with the Medical Imaging Assistant Director of Nursing, the strategic development of the Medical Imaging Nursing workforce.

It is expected that the CNC will have an understanding of the requirements of the role to work in a collaborative manner within Medical Imaging and CHS more broadly. The CNC is expected to provide high leadership and communication and work with flexibility and efficiency both individually and as part of multidisciplinary team in Medical Imaging.

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Behavioural Capabilities

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives.

Position Requirements/Qualifications:

Mandatory:

Be registered or have applied for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Highly desirable:

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing coordination or management role in an acute care setting.

In addition, you should:

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 11 months with the possibility of extension.

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

Clinical Services

Surgery

Perioperative

RN2 CDN - Instrument and Circulating

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 24446 - 01ZTT)

Gazetted: 20 December 2021

Closing Date: 3 January 2022

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Position Overview

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The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSa) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

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

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Holds or working towards a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.

Postgraduate qualification in nursing or clinical education

Current clinical experience as a CDN.

Other:

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: Ben Lollback 02512 43437 Ben.Lollback@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Assistant Director of Nursing, Adult Community Mental Health Services

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 54404 - 01ZVH)

Gazetted: 20 December 2021

Closing Date: 6 January 2022

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Position Overview

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

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.

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their Carers and other key services that access the service. This Senior Manager role will oversee the day-to-day operations and input into the strategic development and planning for the ACMHS program with responsibility for clinical and assertive recovery 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:

Tertiary qualifications in Nursing and hold unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current drivers' licence.

Desirable:

Extensive experience managing teams in the mental health services community or inpatient sector.

Post graduate qualifications in a field that relates to this position.

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

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

Prior to commencement successful candidates will be required to:

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

comply with CHS occupational screening requirements related to immunisation

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Undergo a pre-employment National Police check.

Contact Officer: Russell Robson (02) 5124 1723 russell.robson@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Administration Support Officer

Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 35688 - 01ZVM)

Gazetted: 20 December 2021

Closing Date: 3 January 2022

Our Vision: creating exceptional health care together.

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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/>

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Administrative Support Officer role will report to the Manager Business Operations and will be responsible for receiving inbound calls and emails in relation to customer services which includes work requests, enquiries, quote requests and problem solving. Administration will manage all requests that come through to the Facilities Management office from the various stakeholders and triage accordingly. The role also provides support to the Facilities Management office.

The successful applicant will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and data entry support.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong verbal communication skills and the ability to communicate with ease at all levels.

Applicants will ideally have previous experience working in a busy customer service environment.

Written skills with attention to detail.

Position Requirements/Qualifications:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Sheree Seibold 51248106 sheree.seibold@act.gov.au

Surgery

Intensive Care Unit

Specialist / Staff Specialist – Intensive Care Unit

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 54325, 54327 - 01ZMC)

Gazetted: 20 December 2021

Closing Date: 30 December 2021

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Position Overview

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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 & Health Services / Canberra Health Services for clinical/ research matters.

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

The Division of Surgery includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Perioperative Medicine & Pain Management, Ophthalmology, Operating Theatres, Intensive Care Unit, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Capital Region Retrieval Service, specialist surgical ward

areas, medical and nursing outpatient services, Pain Management Unit, Shock Trauma Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Intensive Care Unit (ICU) has accreditation with the College of Intensive Care Medicine (CICM) of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardio-thoracics and Trauma. The unit has a strong commitment to undergraduate and postgraduate teaching and research with excellent opportunities for collaborative research.

Note: There are two permanent 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

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 \$458,585

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 College of Intensive Care Medicine of Australia and New Zealand or equivalent specialist qualifications.

Relevant Tertiary qualifications and experience working professionally in intensive care medicine.

Be available for weekend and after-hours work.

Experience working in a Paediatric Intensive Care Unit would be 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: Tonia Sydney, Operations Manager Division of Surgery 0468 663 425 tonia.sydney@act.gov.au

Women, Youth and Children

Child Health Targeted Support Services

Registered Nurse Level 2

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN:01207 - 01YHL)

Gazetted: 20 December 2021

Closing Date: 3 January 2022

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Position Overview

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

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position:

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and The Strengthening Health Response to Family Violence (SHRFV) training programs and the Child Protection Liaison Officer.

Under the direction of the Clinical Nurse Consultant and as a part of the multidisciplinary team you will:

Promote positive client outcomes through the provision of clinical services across the whole of Child Health Targeted Support Services.

This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

About You

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Behavioural Capabilities

Openness to change and new ideas

Ability to work autonomously as well as be an engaged team member

Ability to work openly and share appropriate information to reach shared goals.

Position Requirements/Qualifications:

Unconditional registration as a Registered nurse and a minimum of five years' experience in a relevant field such as Child and Family Health or Paediatric nursing.

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

Experience working with vulnerable children, young people and families 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.

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 permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Meryl Crane 51242712 meryl.crane@act.gov.au

University of Canberra Hospital

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 40029, several - 01Z01)

Gazetted: 22 December 2021

Closing Date: 29 December 2021

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Position Overview

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Overview of the work area and position:

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and The Strengthening Health Response to Family Violence (SHRFV) training programs and the Child Protection Liaison Officer.

Under the direction of the Clinical Nurse Consultant and as a part of the multidisciplinary team you will:

Promote positive client outcomes through the provision of clinical services across the whole of Child Health Targeted Support Services.

This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

About You

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Behavioural Capabilities

Openness to change and new ideas

Ability to work autonomously as well as be an engaged team member

Ability to work openly and share appropriate information to reach shared goals.

Position Requirements/Qualifications:

Unconditional registration as a Registered nurse and a minimum of five years' experience in a relevant field such as Child and Family Health or Paediatric nursing.

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

Experience working with vulnerable children, young people and families 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.

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 permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Meryl Crane 51242712 meryl.crane@act.gov.au

ACT Trauma Service

Surgery

Trauma Case Manager

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22544 - 01ZUA)

Gazetted: 20 December 2021

Closing Date: 10 January 2022

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Primary responsibilities include coordination and monitoring of the acute care hospitalisation phase of the injured patient in conjunction with the Trauma Nurse Practitioner Coordinator, data collection and staff/patient education. The TCM must be efficient in clinical practice and work closely with the Trauma team and all other disciplines involved in trauma care throughout the hospital to ensure the health and well-being of trauma patients. This dynamic position requires expert knowledge and practice and highly developed interpersonal skills, to also undertake the role of teaching and supporting the multidisciplinary team in the workplace.

ABOUT YOU

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Behavioural Capabilities

Organisational skills with the ability to manage and prioritise competing issues.

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

Mandatory unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Three year's nursing experience at an advanced level and two years in relevant speciality experience preferred.

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

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

Prior to commencement successful candidates will be required to:

Proof of AHPRA registration

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: Georgia Gotts (02) 5124 2793 georgia.gotts@act.gov.au

Adult Acute Mental Health Services

Ward 12B Mental Health Unit and Mental Health Short Stay Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 01ZW7 - 12192)

Gazetted: 22 December 2021

Closing Date: 19 January 2022

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide 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 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the MHSSU and ward 12B Mental Health

Unit, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

ABOUT YOU

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Behavioural Capabilities

Proven advanced clinical experience in a leadership role

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

Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing. Recent 12 months experience in an Acute Mental Health Facility is preferred.

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.

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: Shaun Bayliss (02) 5124 5406 shaun.bayliss@act.gov.au

Alcohol and Drug Services

Police and Court Drug Diversion Service

Police and Court Drug Diversion Clinician

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 44743, several - 01ZXH)

Gazetted: 21 December 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

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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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment

Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

The Police and Court Drug Diversion Service, ADS is an evidence-based service providing high quality care, guided by principles of harm minimisation. The Police and Court Drug Diversion Service is a multi-skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

The ADS Police and Court Drug Diversion Service is seeking health professionals to work across multiple sites and programs with clients referred by ACT Policing and ACT Courts for assessment, counselling, case management support and referral to treatment to address alcohol and drug use and associated issues. This includes providing support for these programs utilising a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals.

These positions will report to the management team as part of the Police and Court Drug Diversion Service. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services, and other stakeholders.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the judicial system is highly desirable.

All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

- Display critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Ability to work within a multi-disciplinary team, work across multiple sites and adapt quickly and flexibly to a changing environment.
- Ability to consider the broader bio psychosocial contributions to clinical presentations and their interaction and influence with the presenting problem.
- Ability to uphold access and equity for clients with diverse needs through the provision of a range of psychological treatments.

Position Requirements/Qualifications:

Mandatory:

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 3 years (ideal 5 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 3 years (ideal 5 years) post-qualification experience.

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Desirable:

Current Drivers Licence

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

- Reference checks
- 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 & vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check.

Notes: There is two permanent full-time and one temporary full-time for five months with the possibility of extension and/or permanency available.

Contact Officer: Kate Gardner (02) 5124 1592 kate.gardner@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

ACMHS Senior Manager

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 32085 - 01ZVJ)

Gazetted: 20 December 2021

Closing Date: 7 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 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.

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. This Senior Manager role will oversee the day-to-day operations and input into the strategic development and planning for the ACMHS program with particular responsibility for clinical and assertive recovery 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

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:

Tertiary qualifications in Occupational Therapy, Psychology or Social Work. Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's license.

Desirable:

Extensive experience leading and developing teams who have provided mental health services to the community or inpatient sector.

Post graduate qualifications in a related health field.

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

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

Prior to commencement successful candidates will be required to:

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

Comply with CHS occupational screening requirements related to immunisation

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Undergo a pre-employment Police check.

Contact Officer: Russell Robson (02) 5124 1723 russell.robson@act.gov.au

Quality, Safety Innovation & improvement

Clinical Analytics and Insights

Director – Clinical Analytics and Insights

Senior Officer Grade B/Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 15721 - 012T4)

Gazetted: 21 December 2021

Closing Date: 10 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.

Note: This position may be filled at either the RN4.3, SOG B or HPO5 classification, please clearly state on your Selection criteria which position you are applying for and include relevant qualifications when submitting your application.

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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

- Demonstrated experience in reporting and analysing data for quality improvement purposes.
- Exceptional attention to detail and ability to identify trends and issues in health care service delivery.
- High level of emotional intelligence and strong management and engagement skills.
- Demonstrated experience in fostering working relationships across teams and professional disciplines and implementing process improvements.

Position Requirements/Qualifications:

Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), relevant tertiary qualifications and a minimum of 4 years' experience working professionally with a clinical background desirable but not essential.

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- If applying for RN4.3 Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), relevant tertiary qualifications and a minimum of 4 years' experience working professionally with a clinical background desirable but not essential.
- If applying for HPO5 Relevant tertiary qualifications and a minimum of 4 years' experience working professionally in a health care setting is preferred.

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

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

Notes: This is a temporary position available for nine months with the possibility of extension and/or permanency. This position may be filled at either the RN4.3, SOG B or HPO5 classification, please clearly state on your Selection criteria which position you are applying for and include relevant qualifications when submitting your application. Selection may be based on written applications and referee reports only.

Contact Officer: Alexandra Collins (02) 5124 9549 Alexandra.Collins@act.gov.au

Finance and Business Intelligence

Accounting and Compliance

Director Capital Finance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50545 - 01ZX6)

Gazetted: 21 December 2021

Closing Date: 4 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.

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/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This role is responsible for the management of CHS' capital reporting functions. The role manages a small team to deliver advice and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved.

Duties

Under broad direction of the Senior Director, Accounting, Compliance and Improvement, you will be responsible for the management of CHS' capital management and reporting functions. The role manages a small team to deliver advice, overall financial management and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved. You will:

Lead a small team in management, tracking, monitoring and coordination of the Canberra Health Services' annual capital works program, including providing high level advice and review on treasury reporting and cash management as it relates to capital appropriations.

Lead a small team in the preparation of capital related reporting obligations including:

preparation of the annual external budget;

preparation of annual Financial Statements, and other financial reports; and

management of the statement of performance and other reporting requirements.

preparation annual and quarterly reports to Treasury and the Minister's office.

Provide advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals.

Undertake consultation and high level negotiations, liaison and coordination across the Minister's office, Directorate and with other government agencies.

Manage and undertake costing and accounting activities for budget initiatives, capital proposals and special projects as appropriate.

Support the development and management of robust and appropriate financial controls and policy frameworks as related to capital works and infrastructure reporting in close consultation with internal stakeholders and ACT Treasury.

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

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Highly developed communication skills including the ability to produce high quality written documents and deliver presentations to a range of stakeholders.

The ability to provide timely and accurate reporting under tight timeframes.

Position Requirements/Qualifications:

Desirable:

A minimum of five years' experience in asset / capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).

Tertiary qualifications in accounting and professional membership or progress towards CPA/ CA or comparable bodies.

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ian Turnbull (02) 51249705 ian.turnbull@act.gov.au

Canberra Health Services

Rehabilitation Aged and Community Services

University of Canberra Hospital

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 43902, several - 01ZO1)

Gazetted date: 20 December 2021

Closing Date: 03 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

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

The Division of Rehabilitation, Aged and Community Services is seeking a highly motivated experienced registered nurses with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicants will play an important role in supporting the ward manager and junior staff to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program.

We are looking for enthusiastic and experienced nurses to fill positions at the RN L1 level. We have both part time and full-time permanent positions available. The position work at 24/7 rotating roster, including a regular contribution to night shift and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required.

About You

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

Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

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

Position Requirements/Qualifications:

Mandatory

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.

Desirable

qualifications with a minimum of two years' experience in an acute or sub-acute setting preferred.

Hold a current driver's licence.

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: There are several Permanent and Temporary Full time/Part time position available. The temporary positions will be for a period of up to 11 months. The full-time salary noted above will be paid pro-rata for the part time positions.

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

Women Youth and Children's Community Health Programs

Child Health Targeted Support Service

Child Health Targeted Support Service Health Professional 2

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 29755 - 01ZV9)

Gazetted: 21 December 2021

Closing Date: 4 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.

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.

We are seeking an enthusiastic social worker or psychologist for an temporary opportunity. Child Health Targeted Support Services is a multidisciplinary team of Allied Health, Nurses, Doctors and Admin staff. The HP2 position works collaboratively across these disciplines to provide brief counselling and allied health assessments. We are a child-centred and family-focused service and we are seeking an HP2 to work collaboratively and flexibly with our clients and their families.

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 key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS) and Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with biological / medical causes of behavioural and emotional disturbance. As part of the team you will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education. This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

The Child at Risk Health Unit (CARHU) provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. As part of the therapeutic team you will provide counselling and therapeutic interventions to children and young people, concerns interviews for parents and carers regarding abuse, domestic violence and related child trauma, assist in providing an intake service for CARHU and participate in education and training.

Duties

Under direction of the Clinical Service Co-Ordinator it is expected that you will be able to provide skilled clinical psycho-social assessments and interventions to children experiencing complex health issues and their families who access services within the Child Health Targeted Support Services. You will:

Provide appropriate skilled clinical assessment and brief interventions to children, young people and their families with complex biopsychosocial factors.

Exercise independent judgment on routine matters and under decreasing professional supervision when performing novel, complex or critical tasks.

Liaise with ACT and NSW organisations as required for optimal clinical outcomes.

Participate in professional development activities such as supervision, education and training programs, peer case discussion and literature discussion. Assist in the supervision and education of Health Professional 1, students, technical and other non-professional staff.

Participate in the development, analysis, evaluation and planning of services in specific area of work, as required. Complete clinical and program records to standards required and meet local and legislated documentation and data collection requirements.

Participate in the organisation as appropriate and the implementation of clinical governance activity, quality improvement projects, research programs, and health promotion in areas relevant to service.

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

About You

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

Behavioural Capabilities

Strong clinical and communication skills in a multidisciplinary context
The ability to work respectfully in partnership with a range of stakeholders
Ability to work flexibly, in a child focused and family centred manner.

Position Requirements/Qualifications:

Relevant degree in Social Work or Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or, for allied health professions not regulated by National Law, be eligible for accreditation with the Australian Association of Social Workers.

Post graduate qualifications in a relevant field are highly 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:

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.

Be registered under the Working for Vulnerable People Act.

Undergo a pre-employment National Police Check.

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

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

Rehabilitation Aged and Community Services

Community Care Program

Post-Acute CNC Community Nursing

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 22637 - 01ZWS)

Gazetted: 21 December 2021

Closing Date: 4 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.

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 Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies in the Clinical Nurse Consultant – Post Acute Care RN3.1 position. This full-time consultancy role provides high level clinical leadership in a complex post-acute care environment supporting staff managing patients with a broad range of needs. The position is physically based on the TCH campus to enable ready access to patients transitioning between the hospital and the community. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

The Community Nursing Service provides advice, education and clinical care for residents of the ACT, in their own homes or in Community Health Centres, with a range of clinical needs. The service is a nurse-led program that aims to promote wellness and help people stay safe at home. The Service connects with other Canberra Health Service Programs to support an integrated healthcare experience.

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

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

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Position Requirements/Qualifications:

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

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings applicable to the position.

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of up to 11.5 months.

Contact Officer: Alan Merritt 5124 1594 alan.merritt@act.gov.au

Cancer and Ambulatory Services

Covid Vaccination and Testing

Registered Nurse Level 1

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 51785, several - 0204Z)

Gazetted: 22 December 2021

Closing Date: 5 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 COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

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

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

- Hold a current driver's licence.

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

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

Notes: There are several temporary full-time and part-time positions available for seven months with the possibility of extension. The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available. The above full-time salary will be pro-rata.

Contact Officer: Regina Ginich 0466 338 771 Regina.Ginich@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program - Nursing

Team Leader

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 31151 - 01ZWX)

Gazetted: 22 December 2021

Closing Date: 5 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.

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 Care Program is seeking Expressions of Interest from suitably qualified and experienced RN2's to create a register to fill possible/planned vacancies over the next 12 months within the North Complex House. The RN2 Team Leader provides consistent clinical leadership to a team of Assistants In Nursing who provide 24 hour care for a ventilator dependent tetraplegic patient. Comprehensive training and support is provided.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

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

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

Duties

Under limited direction of the Nurse Manager the RN2 Team Leader in the North Complex House provides consistent clinical leadership to a team of Assistants In Nursing to provide 24 hour care for a ventilator dependent tetraplegic patient in the community by:

Providing leadership for the care team to facilitate sustainable community living for this patient through:

Demonstration of clinical leadership to the team

Coordination of clinical care requirements

Autonomous decision making

Accountability for clinical decisions and actions

Promoting the physical, psychological, social, cultural, and spiritual care of the patient including respect for personal dignity and integrity at all times

Maintaining advanced clinical skills and mandatory training requirements. Actively seeking opportunities to improve and develop own professional knowledge through evidenced based practice; to be an effective role model, core clinical resource and nursing expert to care team members.

Incorporating a risk management approach to care provision, based on comprehensive specialised nursing knowledge and expertise as per CHS organisational policies and procedures, including clinical review and development.

Communicating respectfully, effectively, and appropriately (orally and in writing) in a diverse range of situations, using consistent and transparent processes with all health care professionals and providers.

Initiating and supporting education activities in the team. Facilitating and supporting AIN staff in the completion of their clinical competency assessments.

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

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:

Mandatory:

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

Desirable:

Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs

Registered Nurse with a minimum three years full time equivalent, or relevant post registration experience.

Recent experience in the care of ventilated patients is highly desirable.

Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary register for positions available for periods of up to 11.5 months. This register will be used to fill possible/planned vacancies over the next 12 months.

Contact Officer: Sonia Knight 02 512 42900 sonia.e.knight@act.gov.au

Finance and Business Intelligence

Supply Services

Health Service Officer level 4/5

Health Service Officer Level 4/5 \$56,388 - \$62,328, Canberra (PN: 25219, several - 02017)

Gazetted: 22 December 2021

Closing Date: 10 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.

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.

Temporary, full-time Relief Pool advertisement to fill vacancies over the next 12 months for HSO4/5 roles in the Supply Services team. These vacancies will cover roles at both the Canberra Hospital and Supply Services, Mitchell.

Previous experience will be highly regarded. Please submit a no more than two page response to the Selection Criteria, current Resume and details of two referees. Suitable candidates will be pooled for all future HSO4/5 opportunities arising in the next 12 months.

Position Overview

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

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement & Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

Position Requirements/Qualifications:

Mandatory:

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work experience.

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

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

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 register for positions available for periods of up to 11 months. This register will be used to fill possible/planned vacancies over the next 12 months in the Supply Services team. These vacancies will cover roles at both the Canberra Hospital and Supply Services, Mitchell. Previous experience will be highly regarded.

Please submit a no more than two page response to the Selection Criteria, current curriculum vitae and details of two referees. Suitable candidates will be pooled for all future HSO4/5 opportunities arising in the next 12 months.

Contact Officer: Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Division of Surgery

Surgical Bookings

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 01ZZV - 54837)

Gazetted: 22 December 2021

Closing Date: 10 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 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/>

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

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

Advanced communication and interpersonal skills

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

Advanced knowledge of surgery and the peri-operative process

Advanced problem solving skills, and leadership skills with a high degree of drive

Eligibility/Other Requirements: Relevant tertiary nursing qualifications and a minimum of five years' experience working professionally in an acute surgical setting is preferred.

This is a Monday – Friday position working business hours and excludes public holidays.

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 or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Have referee checks with two professional referees.

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

Note: This is a temporary position available for six months with the possibility of extension. This is a part-time job share position available at 40 hours per fortnight. The full-time salary noted above will be paid pro-rata.

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

Contact Officer: Nicole Larkin (02) 5124 2601 nicole.larkin@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS)

Territory Wide Mental Health Services (TWMHS)

Senior Manager

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 01ZSU - 40755)

Gazetted: 22 December 2021

Closing Date: 5 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 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 and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

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

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

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

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

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

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

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

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

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

Have a minimum of three years of experience in a management role within a mental health or related field

Desirable:

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

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

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

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

Comprehensive knowledge of the *Mental Health Act 2015* and other relevant legislation required to carry out this role

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent

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.

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

NOTES

This is a temporary position available for six months.

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

Contact Officer: Michelle Jones (02) 5124 1700 Michelle.Y.Jones@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)

Territory Wide Mental Health Services

Senior Manager

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 53876 - 01ZSX)

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

Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

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

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

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Be registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum 3 years of experience in a management role within a mental health or related field.

Have a strong understanding of how the National Safety and Quality Health Service (NSQHS) standards align with this role.

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

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

Desirable:

Comprehensive knowledge of the Mental Health Act 2015 and other relevant legislation required to carry out this role

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent

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

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

Comply with Canberra Health Services 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 for six months with the possibility of extension.

Contact Officer: Michelle Jones (02) 5124 1700 Michele.J.Jones@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 Trade Skills

Electrical Trades

Teacher - Electrical Trades/Refrigeration AC

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 50875)

Gazetted: 22 December 2021

Closing Date: 6 February 2022

Details: The Canberra Institute of Technology (CIT) is seeking a full-time Refrigeration and Air Conditioning teacher within the Trade Skills Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Refrigeration, Air Conditioning industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades including Refrigeration Air Conditioning, Electrical, Electronics trade, Solar PV and Battery Storage qualifications would be an advantage.

The Canberra Institute of Technology 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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor).

Industry Experience: All Teachers at Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry competencies demonstrated by the following

qualifications: Certificate III in Refrigeration and Air Conditioning (or equivalent) and possess or be able to obtain an ARCTick Refrigerant handling licence, Full or restricted (Disconnect or Re-connect) electrical licence is desirable.

Prior to commencing in 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

How to Apply: All applicants are required to provide a written response to the Selection Criteria, provide a current curriculum vitae along with two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Mulherin (02) 6205 2887 Danielle.Mulherin@cit.edu.au

Education and Training Services

Health, Community and Science

Human Services

Nursing

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 55872, several)

Gazetted: 20 December 2021

Closing Date: 19 January 2022

Details: Canberra Institute of Technology (CIT) Human Services Department has an exciting opportunity for Registered Nurses who have outstanding qualities and interest in teaching in the Vocational Education and Training sector. Human Services department delivers a range of programs from the National Training Packages in Health Care and Community Services. These include the Diploma in Nursing, Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

Working at CIT: With an impressive 90-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest Vocational Education and Training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels.

The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

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

The successful candidate will be required to:

Provide educational guidance to students within all programs delivered by the department.

Willingness to support student progression and provide a quality student experience.

Demonstrated understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrated capacity in the use of technology and willingness to further develop digital literacy to a high level.

Current knowledge of the VET sector.

Experience in working collaboratively and effectively with teams' minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

Eligibility/Other requirements:

Mandatory Qualifications and/or Registrations/Licensing:

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set).

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level one must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Teachers in the Diploma of Nursing Program are required to have a current registration with Australian Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to teaching nursing at AQF Level 7 as per Australian Nursing and Midwifery Accreditation Council (ANMAC) requirements.

How to apply: Applicants are asked to submit a response to the Selection Criteria outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and the contact details of at least two referees. There are two permanent positions available.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Education and Training Services

CITYurauna Centre

Office Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 47777)

Gazetted: 16 December 2021

Closing Date: 23 December 2021

Details: Work in a dynamic educational environment committed to the successes of Aboriginal and Torres Strait Islander students. This role requires a person that is team orientated, customer focused, highly organised and loves working with community. If you believe that you have these skills and can work in fast paced environment committed to outcomes then this may be the job for you.

Eligibility/Other Requirements:

Mandatory:

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.

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.

Current driver's licence.

Desirable:

CIV or Diploma Business Administration or equivalent.

How to Apply: Please submit a two page written Expression of Interest stating how you can perform the function of the role successfully and address the Selection Criteria. Include a curriculum vitae and current referee reports, copies of WWVP Card and driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 Caroline.Hughes@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, Insurance Branch

Temporary Vacancy (ASAP to 31 January 2022 with possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Insurance Branch, Economic and Financial Group

Position: E359

(Remuneration equivalent to Executive Level 1.1)

Date circulated: ACTPS Senior Executive List, ACTPS, SOGA

Circulated: 17 December 2021

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Insurance Branch, Economic and Financial Group.

This position is available ASAP until 31 January 2022 with the possibility of extension while the nominal Executive Branch Manager is acting Executive Group Manager, Economic and Financial Group.

The role of the Executive Branch Manager, Insurance is to take a leading role in the regulatory activities of the Motor Accident Injuries Commission and support the Acting Motor Accident Injuries Commissioner; support the functions of the Acting Lifetime Care and Support Commissioner, as well as lead insurance policy.

For further information please see the attached position description.

To apply: Please submit an expression of interest of no more than two pages demonstrating your experience against the Executive Capabilities in the attached duty statement, details of two referees, and a current curriculum vitae to Lisa Holmes via email, lisa.holmes@act.gov.au by COB Tuesday 21 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 \$210,288 - \$218,229 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$158,818.

Contact Officer: Lisa Holmes (02) 6207 0207 lisa.holmes@act.gov.au or via teams chat

Corporate

Digital Strategy and Transformation

Digital Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41088)

Gazetted: 22 December 2021

Closing Date: 10 January 2022

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

As a Digital Projects Officer, you will be responsible for providing support to planning, tracking and implementation activities of projects from ideation to completion. You will be capable of managing relationships with stakeholders, exploit dependencies and work with processes while focussing on outcomes across teams within CMTEDD.

You will have experience with a range of Agile and Lean tools and techniques and help run Agile sprints, daily stand-ups, planning days and retrospectives. You will be conducting project reviews and take lead in the creation of detailed reports for executive staff and governance forums. You will also get the exposure of working closely with the CMTEDD CIO and other senior executives within CMTEDD and DOTS.

If you are someone who is energetic, enterprising, enjoys building strong relationships and can manage work within a fast-paced environment then DST is the right place for you. It's an opportunity you will not want to miss.

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

Eligibility/Other Requirements: To be successful in this role you will:

Have knowledge and experience in project management practices like PRINCE2 and Agile to deliver high-quality and customer-focussed Digital and ICT outcomes. Ability to work within existing ICT Governance frameworks and also contribute to developing and modelling contemporary service delivery practices.

Possess technical and analytical knowledge and experience using contemporary data analytical tools to collect, organise, analyse, and disseminate significant amounts of information and present it in a clear and concise manner.

Able to communicate effectively within teams and across the organisation to create trust and authenticity. Have representational, negotiation, and liaison skills including demonstrated ability to present to key stakeholders, develop reports and other complex artefacts.

Possess technical and analytical knowledge and experience using contemporary data analytical tools to collect, organise, analyse, and disseminate significant amounts of information and present it in a clear and concise manner.

Achieves Results with Integrity - Operate within expected limits of behaviour and ethics and your attention to important CMTEDD and ACTPS principles of open and accountable Government.

Service Delivery - Contribute to delivering a high standard of customer focused service.

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

possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

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

If you want to know more about the role before applying, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Noel Chan (02) 6207 8380 NoelW.Chan@act.gov.au

Senior Director

Economic and Financial Analysis

Revenue and Concessions Policy

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 33965)

Gazetted: 21 December 2021

Closing Date: 5 January 2022

Details: We are looking for a motivated person with strong economic analysis and communication skills to manage a small team operating in a dynamic environment. The Revenue and Concessions Policy unit undertakes analysis and provides advice on a range of revenue related matters including concessions policy. We work closely with other areas to develop and implement revenue initiatives and administer and monitor the ACT Tax reform program.

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

Eligibility/Other requirements: A degree in economics or similar is highly desirable.

Note: This is a temporary position available from 10 January 2022 for a period of eight weeks with the possibility of extension up to three months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to apply:

Applicants are required to submit two items:

A two-page written response addressing the Professional/Technical Skills and 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).

Applications should be sent to the Contact Officer.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Partnership Services

Shared Services

Physical Records Support

Business and Projects Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 12798)

Gazetted: 20 December 2021

Closing Date: 3 January 2022

Details: Record Services / Physical Records Support are seeking applications from experienced and motivated professionals for the position of Business and Projects Support Officer.

The successful applicant will provide support and assistance to PRS and the Digital Records Support Team (DRS) through a range of administrative tasks. You will, manage the Records Services facilities and fleet vehicles, financial processes, human resource tasks and any adhoc tasks as required. You will also be required to assist PRS with projects and developing and implementing reporting strategies to support the Governance and Quality Assurance team within PRS. The successful applicant will have demonstrated high quality communicational skills, exceptional organisational skills, working knowledge of data management systems and is skilled across Microsoft Suite.

Eligibility/Other Requirements:

This position requires the ability to work in a manual handling environment.

Notes: This vacancy is temporary up to 30 June 2022 with a possibility of extension and/or permanency. merit pool will be established from this process and future vacancies may be used from this process within the next 12 months.

How to Apply: To apply, please send a personal pitch (two page maximum) in response to the

Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Gaughran (02) 6207 5788 Tegan.Gaughran@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT/ Strategic ICT

Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 14903)

Gazetted: 16 December 2021

Closing Date: 13 January 2022

Details: The Corporate Support and Capability branch of Access Canberra are seeking motivated and capable individual to join the Strategic ICT team to support the project delivery functions performed by the team. We are seeking a project officer till July 2023, with a possibility of extension, to support the implementation of a wide range of ICT projects across Access Canberra. The successful applicant will need project management skills as well as a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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 for a period of up to 12 months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. Current and former Australian Defence Force (ADF) members are encouraged to apply.

How to apply: To apply please email a copy of your two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sundeep Kesavadas (02) 5124 9313 sundeep.kesavadas@act.gov.au

Technology Services Branch

Applications Service Delivery / Power Platform Team

Assistant Director, Power BI

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05211)

Gazetted: 16 December 2021

Closing Date: 13 January 2022

Details: The Power Platform team are seeking an experienced and motivated person to take on the role of Assistant Director, Power BI. The Assistant Director, Power BI is responsible for the ACTGOV Power BI Service.

The Assistant Director, Power BI promotes the use of Power BI, liaises with stakeholders as they develop products/solutions as well as arranges demonstrations and pipeline training for Power BI SME's across directorates.

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

Eligibility/Other Requirements: The successful candidate must hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or have the ability to rapidly obtain and maintain one.

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. 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: After reviewing the Position Description please provide a written response to each of the individual eight capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to applicant curriculum vitae, not more than two pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Sorensen (02) 6207 5693 Adam.Sorensen@act.gov.au

Economic Development

Venues Canberra

Safety, Security and Intelligence Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 53829)

Gazetted: 16 December 2021

Closing Date: 14 January 2022

Details: Venues Canberra manages GIO Stadium, Manuka Oval and Exhibition Park in Canberra (EPIC). The Safety, Security and Intelligence Officer is an important position within the Safety, Security and Emergency Management team (SSEM). Reporting to the Assistant Director, SSEM, the successful applicant will need to engage with internal and external stakeholders, provide advice to ensure safe and secure events at our venues and assist to develop and implement strategies to mitigate risks. The ability to respond quickly and exercise sound judgement will be essential, along with excellent communication skills. A good working knowledge of security, risk and intelligence frameworks is required to perform the duties of the position.

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:

Essential:

C Class Driver's License.

Availability to perform regular after hours, public holidays and weekend work in support of booked events.

The ability to acquire an ACT Working with Vulnerable Persons check.

Desirable:

Possession of or the ability to acquire a first aid certificate.

How to Apply: Please supply a current curriculum vitae and details of at least two referees and a written application addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Nicholson (02) 6256 6714 melissa.nicholson@act.gov.au

PROPERTY AND VENUES

ACT PROPERTY GROUP

ESTATE MGNT AND PROC

Property Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38916)

Gazetted: 17 December 2021

Closing Date: 14 January 2022

Details: ACT Property Group are seeking people experienced in management of buildings and portfolios of properties for its Estate and Asset management team. This role is part of a team that ensures that ACT Property Group managed buildings are inspected, planned maintenance and inspection programs are in place, monitors unplanned maintenance activities and has an overarching view on the building's operations. This role is expected to spend significant time in the field physically inspecting buildings, attending to enquiries about buildings and liaising with tenants, customer service managers and technical professionals.

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

Eligibility/Other requirements:

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

A current driver's licence (car).

Qualification/s (Certificate IV or higher) or significant experience in Property Management, Commercial Real Estate, building trades or similar are highly desirable.

Note: This is a temporary position available immediately for a period of four months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role.

The pitch should:

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yuka Pirani (02) 6205 9218 yuka.pirani@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Operations Compliance

Team Leader

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 40422, several)

Gazetted: 16 December 2021

Closing Date: 24 December 2021

Details: Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

Access Canberra Parking Operations is seeking enthusiastic and dedicated applicants to fill the role of Team Leader, Parking Operations. This role would see you leading, supporting, and developing a team of Parking Information Officers conducting field activities in accordance with Road Transport Regulation. Team Leaders are required to follow procedures, use a variety of IT software systems, complete administrative duties, and apply innovative ideas to help achieve road safety compliance. As an Authorised Officer, successful applicants will be required to identify, investigate and respond to reports of unsafe and illegal parking in the field and an office environment. Effective communication skills are required to professionally convey Access Canberra's position in relation to parking matters to, at times, agitated members of the public. High levels of emotional intelligence and resilience will be required and the promotion of both team and community safety forms a significant part of this role.

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

Eligibility/Other Requirements:

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

Notes: These are temporary positions 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 may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application of no more than one page, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification and responding to the statement below. Please include contact details of at least two referees and current curriculum vitae.

Outline your ability, experience, and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeanne Eri (02) 6205 3469 Jeanne.Eri@act.gov.au

Policy and Cabinet Division

Economic and Regional Policy Branch

Planning, Infrastructure and Environment

Assistant Director, Planning, Infrastructure and Environment

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 24276)

Gazetted: 21 December 2021

Closing Date: 28 January 2022

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

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

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 relevant discipline is desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Following recent COVID-19 restrictions staff are continuing to work from home on a temporary basis. 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.

How to apply: Please review the attached Position Description for details of the duties and responsibilities for this role. Applicants should submit:

A no more than two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees and details of any relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Carmody Sophie.Carmody@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

Corporate Services

Culture Project

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 23279)

Gazetted: 20 December 2021

Closing Date: 21 January 2022

Details: Corporate Services is responsible for the provision of advice, delivering whole Directorate initiatives and support services to the Community Services Directorate, Senior Executives and the Office of the Minister. On a day-to-day basis, the group is responsible for the financial services, audit and risk management, people leadership, culture and management, industrial relations, workforce development, fleet, and facilities management.

The Division is seeking a highly performing Senior Director to lead and deliver the CSD Culture Project. The Project Senior Director will develop strategic cultural change initiatives and work collaboratively across the Directorate to develop improved systems, policies and processes that strengthen and contribute to consistent and shared outcomes. The successful applicant will demonstrate strong project management, research and data analysis skills with the ability to manage and lead a team to provide high-level advice on issues to Executive on embedding change.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only. This is a temporary position available for 12 months with the possibility of extension.

How to apply: If the above role sounds like you and you want to be a part of a dedicated and high performing team, please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Calder (02) 6205 0688 robyn.calder@act.gov.au

OFFICE OF THE FAMILY SAFETY

Director, Government Relations and Reporting

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 51492)

Gazetted: 16 December 2021

Closing Date: 23 December 2021

Details: The Office of the Coordinator-General for Family Safety is a small and highly skilled team working to prevent and reduce domestic, family and sexual violence in the ACT. We are looking for an experienced and motivated Director to lead the strategic and responsive policy work of the Office. The successful candidate will need to manage a high performing team and a portfolio of work relating to national and local reforms, as well as a range of reporting requirements and Ministerial requests.

The Director will be responsible for providing high-level advice and direction and will work closely with the Executive Branch Manager and Coordinator-General for Family Safety as well as all Directorate Executives, external stakeholders and across the ACT Government to support the strategically aligned objectives of the Directorate. To be successful in this role you will have strong organisational skills, adaptability and flexibility and the ability to respond to priorities and urgent requests whilst maintaining a high work standard and accuracy.

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 for 12 months with the possibility of permanency. Selection may be based on application and referee checks only. A merit pool may be established for future vacancies in the Office. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are interested in this position, please submit a two page pitch addressing the Selection Criteria and curriculum vitae with referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

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

Office of the Director-General

Organisational Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40932)

Gazetted: 16 December 2021

Closing Date: 23 December 2021

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

CSD encourages and welcomes applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available from 7 February 2022 up until 6 May 2022 with a possible extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Redmond (02) 6207 0020 alex.redmond@act.gov.au

Housing ACT

Infrastructure and Contracts

Infrastructure and Delivery

Program Director

Infrastructure Manager/Specialist 2 \$185,133, Canberra (PN: 52407)

Gazetted: 16 December 2021

Closing Date: 23 December 2021

Details: The Infrastructure and Contracts branch of Housing ACT, is looking for a dynamic Program Director to join our Infrastructure and Delivery team. As a senior leader within Housing ACT, 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 for the delivery of the Capital Works program. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver the capital works program on behalf of the Commissioner for Social Housing. 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. The Program Director is responsible for delivering the capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing (GaRPH) program.

More information about this role can be found in the Position Description.

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

How to Apply: Applicants should apply as if writing to an expression of interest, addressing Selection Criteria, no more than two A4 pages, plus your curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine.Loft@act.gov.au (02) 6207 4592 catherine.loft@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

Service Design and Delivery

Digital Product Manager - Google

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35525)

Gazetted: 22 December 2021

Closing Date: 7 January 2022

Details: The Digital Product Manager - Google is passionate about building products that customers love. As part of our critical leadership position you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll-out products that deliver the Education Directorate's vision and strategy.

We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital products for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed products within our service delivery to ensure the needs of the ACT Education Directorate are met.

Our ideal candidate will translate ideas into strategy and features, and follow product development from start to finish. You will be confident in articulating product requirements or roadmaps, and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

Eligibility/Other Requirements:

HIGHLY DESIRABLE

Extensive experience in design, analysis best practice.

Experience in an Education setting will be highly regarded.

Drivers licence with access to a private car.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

A current curriculum vitae,

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Avon Dissanayake (02) 6207 0461 Avon.Dissanayake@act.gov.au

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Business Manager - Melba Copland Secondary School

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54336)

Gazetted: 20 December 2021

Closing Date: 27 December 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan. An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

Melba Copland Secondary School (MCSS) is located in the Belconnen Network and is the only Years 7-12 public school in the ACT and work across two campuses, supporting the learning and development of over 900 students. We have a staff of approximately 130 teachers, learning support and administration professionals. MCSS is committed to supporting students to connect, learn and thrive and provides a range of small group and alternative learning opportunities. The Business Manager works as a member of the Senior Executive Team.

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.

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

Experience in a business-related role.

Financial qualification or relevant experience.

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.

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, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Heath (02) 6205 7622 kerrie.heath@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Internal Budgeting and Reporting

Senior Finance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 03232)

Gazetted: 20 December 2021

Closing Date: 3 January 2022

Details: We are seeking a highly motivated Senior Finance Officer to assist in the preparation of internal budgets, financial reports and provide general support in accounting and financial administration. The successful applicant will have experience and skills in working with large quantities of complex data using systems and accounting software, be able to demonstrate good attention to detail and the ability to independently manage and complete multiple tasks in timely manner in collaboration with various stakeholders.

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

Eligibility/Other requirements: Relevant degree in tertiary professional accounting is preferred; or previous experience in a finance related role is highly desirable. Previous experience working with finance systems, in particular TM1, would be an advantage.

Note: A merit pool may be established to fill future similar vacancies over the next 12 months. Our workforce is 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 based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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 must provide a written response addressing the Selection Criteria of no longer than two pages. Assessment of applicants for the role will include a review of the written application, interviews, and consideration of referee comments.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karina Christensen (02) 6207 1053 karina.christensen@act.gov.au

System Policy & Reform

Enrolments and Planning Branch

Assistant Director Schools Planning

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49651)

Gazetted: 16 December 2021

Closing Date: 23 December 2021

Details: The Assistant Director Schools Planning is responsible for providing policy and technical advice in relation to:

student demand projections and corresponding school infrastructure planning, in particular through contribution to feasibility and demand studies prepared by the Branch

land use planning proposals and approvals which may impact on existing or proposed schools

the identification and delivery of construction ready sites for new and expanded schools

the annual review and establishment of Priority Enrolment Areas

the development of innovative approaches to delivering schools on challenging sites

To do this, the Assistant Director Schools Planning will be required to:

prepare detailed project programs, and monitor and report on their delivery

engage and manage specialist consultants

prepare briefings and policy proposals

collaborate within Education Directorate and with other ACT government agencies

contribute to the preparation of budget business cases

meet statutory timeframes

The role involves significant liaison with other areas of the Directorate, with school leadership, and with other government agencies. The Assistant Director will manage complex project programs to deliver on multiple projects at once.

The Assistant 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 Assistant Director will be working in an environment of change and must be capable of showing initiative and adaptability to changing directions. The position will need strategic and innovative thinking skills, and the ability to deliver on multiple streams of work and under pressure. 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 urban planning, architecture, economics, demographics or any other related field is highly desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Das (02) 6207 7462 Sean.Das@act.gov.au

Environment, Planning and Sustainable Development

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

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

Development and Implementation

Infrastructure Projects

Engineering Projects Manager

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 54405)

Gazetted: 17 December 2021

Closing Date: 14 January 2022

Details: The Infrastructure Projects Team within Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated person with engineering qualifications and a minimum of eight years experience. The role involves procurement, project management and technical direction of feasibility investigations and strategic/conceptual designs for a range of urban infrastructure including roads, other transport infrastructure, stormwater systems, water supply, sewerage and geotechnical issues. The successful applicant will be working within a small team of technical people within a broader group responsible for development projects, land investigations and implementation of other Government programs in the ACT.

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Highly Desirable:

Tertiary qualifications in civil/environmental engineering or a related technical field;

Qualifications and/or experience in project management, transport systems design and planning and, hydrology/hydraulic engineering;

A minimum of six years post-graduate experience in civil engineering or related technical field including project management, feasibility, design and delivery; and

A high level of competence in using Microsoft Office and other software programs.

Competence in undertaking procurement and tendering activities and relevant Post-graduate qualifications will also be considered.

How to Apply: Please use the ApplyNow button below : an application cover sheet, a written application addressing the selection criteria limiting responses to 250 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the ApplyNow button below.

Contact Officer: Patrick Paynter 0499 990 288 Patrick.Paynter@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

ACT Courts and Tribunals

Coroner's Court

Forensic medicine Centre

Mortuary Senior Technician and Policy Development Officer

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 52688)

Gazetted: 20 December 2021

Closing Date: 27 December 2021

Details: The Forensic Medicine Centre (FMC) is part of the ACT Coroner's court provides Coronial services to the ACT and neighbouring regional areas of New South Wales. The FMC receives and holds bodies of the deceased for post-mortem examination, facilitates and supports post-mortem examination and associated procedures. The FMC has a temporary position for a Senior Mortuary Technician and Policy Development Officer to join our small team of professionals.

The Mortuary Senior Technician and Policy Development Officer is responsible for performing technical work in support of the Forensic Pathologist during autopsies and other post-mortem examination. Duties will involve preliminary examination of deceased bodies, including photography, measurements, taking of toxicological samples such as blood and other body fluids and tissues, and reconstruction of the body after autopsy. The position also involves manual handling and movement of the deceased, as well as cleaning and stocking of the autopsy theatre and equipment. Administration duties also form part of the role. The Mortuary Senior Technician and Policy Development Officer will work closely with the Assistant Director Coroners and FMC, the Mortuary Manager and Mortuary Technicians to identify and control existing and emerging issues and risks by adopting a standard of best practice procedures and practices. The Mortuary Senior Technician and Policy Development Officer will develop draft work health and safety policies, standard operating procedures and guidance material to manage the risks accordingly.

Confidentiality is paramount, as is the ability to treat the deceased with respect and dignity. Attention to detail is vital, given information obtained during examinations may be required in both Coroner's and Criminal court.

A key challenge of the position is the ability to manage the constant physical nature of the role. The role of Mortuary Senior Technician and Policy Development Officer is physically and emotionally demanding, with the successful applicant being regularly exposed to deceased persons in varying states of decomposition and/or trauma, and/or afflicted with infectious diseases, and/or paediatric. The ACT Courts and Tribunal provides support services and training to assist staff in being resilient and safe in the workplace.

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

Eligibility/Other requirements:

Relevant qualifications in Mortuary Practice and/or a degree in the field of science or health sciences or course work in biology or forensics, including physiology/anatomy are essential.

Unrestricted C Class driver's license is essential.

Willingness to work after hours and on weekends at short notice (and/or participate in an on-call roster).

The applicant is required to be vaccinated against Hepatitis B, and other applicable vaccines.

Previous experience in a Forensic Pathology setting is highly desirable.

Note: This is a temporary position available from 17 January 2022 until 31 December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: To apply for this unique role, please submit your curriculum vitae, including the details of at least two referees and a maximum two-page Expression of Interest outlining why you are the right candidate for this role and tell us about yourself and why this role would be of interest to you and how your experience, personal attributes and knowledge are relevant for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6205 5545 susan.little@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Correctional Officer Class 4

Correctional Officer Class 4 \$114,623 - \$122,245, Canberra (PN: 19248, several)

Gazetted: 17 December 2021

Closing Date: 14 January 2022

Details: ACT Corrective Services is pleased to announce exceptional career opportunities for individuals interested in becoming a Correctional Officer Class 4 (CO4).

The successful applicant will be responsible for managing a team of custodial managers and officers undertaking all aspects of custodial operations day to day business and managing emergency responses, as required.

In addition, you will be responsible for the planning and execution of individual management plans for High Risk, Vulnerable and complex needs detainees and have oversight of multidisciplinary and Offender Management Centric committees including, but not limited to, High Risk Assessment Team, Intensive Case Management, Violence Reduction Team and AMC Security Committee.

Further to this, the successful applicant will support Senior Management in relation to staffing matters and provide advice and support to correctional staff across the whole of Custodial Operations. This will include identifying professional development and training opportunities to ensure all correctional staff are sufficiently skilled to perform their duties and contributing to staff welfare activities and initiatives, with a clear focus on staff wellbeing.

To be successful, you will demonstrate significant experience as a Custodial Manager, having managed all aspects of a complex correctional centre. You will also demonstrate a passion for people and a commitment to the healthy prison concept and rehabilitative outcomes for incarcerated individuals. Further, you will demonstrate exceptional judgement and an ability to develop, implement and evaluate key performance criteria.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to the service.

Current unrestricted driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications are desirable.

This position may require pre-employment psychological and medical testing and Police record check.

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.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job

requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Taylor-Dayus (02) 6207 1615 James.Taylor-Dayus@act.gov.au

ACT Corrective Services

Custodial Operations

Investigating Officer and Security Data Coordinator

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 44838)

Gazetted: 16 December 2021

Closing Date: 6 January 2022

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to fill the role of Investigating Officer and Security Data Coordinator, (ASO5) within Custodial Operations. As the Investigating Officer and Security Data Coordinator you will be responsible for the quality assurance, investigation and coordination of the detainee discipline process.

In addition, you will be responsible for the oversight of process and documentation related to detainee segregation ensuring that all reviews are completed in a timely manner by the appropriate authorities in accordance with local policy and the *Corrections Management Act 2007*.

Further to this, you will be required to establish and maintain appropriate spreadsheets to record a range of activities undertaken by the security department, contributing to continuous improvement in the organisations data retention.

To be successful, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders and demonstrated experience in information management, including the ability to manage and analyse information.

This position will involve direct contact with detainees.

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

Eligibility/Other requirements:

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

This position requires a pre-employment medical.

This position requires registration under the Working with Vulnerable People (Background Checking) Act 2011.

A current driver's licence is highly desirable.

How to apply: Applicants are required to submit the following items:

A 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).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Turner 62075358 tim.turner@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

Infrastructure Delivery Partners

Executive Branch Manager, Commercial Project Management

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E751)

Gazetted: 20 December 2021

Closing Date: 23 December 2021

Details: The position of Executive Branch Manager, Commercial Project Management, is responsible for ensuring the efficient and effective procurement and delivery of commercial projects within Major Projects Canberra, as well as managing the reporting aspects of ACT Government Capital Works programs, on behalf of and in partnership with ACT Government directorates and agencies.

In this role, your primary responsibilities are:

Provide high quality leadership and strategic planning for infrastructure procurement and project delivery, including project management of major contracts comprising a significant proportion of the capital works budget; Lead, manage and develop staff to deliver a broad range of commercial projects to Government requirements and lead the development of strong relationships with partner directorates as a valued service provider;

Negotiate commercial outcomes to contractual issues and disputes and, when required, represent the Territory in dispute negotiations which have considerable budgetary impact;

Promote and manage compliance with WHS requirements in construction as well as proactively leading and managing the safety of your staff;

Guide, and in some cases mentor, agencies to achieve best value for money for infrastructure projects and provide high level advice to stakeholders across government on procurement issues, construction contract issues best practice and government policy.

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.

Eligibility/Other Requirements:

Mandatory:

Demonstrated extensive experience in managing complex procurement programs, project management and contract delivery processes.

Formal qualifications in architecture, engineering, or project management, and a sound understanding of the government procurement and contract requirements.

Note: The successful applicant will be placed on a short-term contract for six months.

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 Selection Criteria, executive capabilities and the job specific criteria, a current curriculum vitae, contact details of two referees and copies of relevant qualifications.

Applications should be sent to the Contact Officer.

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

Built Form and Divestment

Program Manager, Place Management

Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 46773)

Gazetted: 22 December 2021

Closing Date: 7 January 2022

Details: The Suburban Land Agency (the Agency) is seeking applications for the role of Program Manager Place Management who will be responsible for leading the development, implementation, monitoring and reporting on the Agency Place Management program.

The Program Manager, Place Management will champion the application of place making principles in land development and built form projects undertaken by the Agency. The position leads a small team providing

strategic and operational support to the Agency through its land management and custodianship function. The Program Manager will provide strategic direction to the team and monitor team adherence to Agency governance systems and procedures.

The Program Manager will champion the values of the ACT Public Services and communicate to Agency Executive and Board on project issues and risks and team management and performance.

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

Eligibility/Other Requirements:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

- Engineering—a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas engineering qualifications) and a minimum of 10 years' relevant experience in engineering.
- Architecture—a three-year degree or higher qualification accredited by an Australian state or territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of 10 years' relevant experience in architecture.
- Project Management—
 - i. A Diploma in Project Management accredited by an Australian state or territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of 10 years' relevant experience in project management, or
 - ii. Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian state or territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of 10 years' relevant experience in project management, or
 - iii. At least 10 years' relevant experience in project management.

Notes: This is a temporary position available from 10 January 2022 until 10 April 2022 with possibility of extension up to six months only. This position is limited to ACT Public Service employees only. 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than three pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted to the Contact Officer.

Contact Officer: Nicholas Holt (02) 6207 9646 Nicholas.Holt@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

Chief Operating Officer

People and Capability

Organisational Development

Training and Development Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 09759)

Gazetted: 22 December 2021

Closing Date: 12 January 2022

Details: Do you have a passion for learning and development? Do you have experience in coordinating, developing and delivering training to a diverse range of people within government? If the you answered yes to both of those questions, consider applying to join the TCCS Learning and Development Team.

We are seeking a Training and Development Officer to fill a temporary vacancy for 6 months (with the possibility of extension). This role works within a small team to plan, coordinate, deliver and review the operational and strategic training needs for Transport Canberra and City Services.

Strong advocates for professional development and growth, the L&D team also provide tailored guidance and support to business units and individuals who may need or want to explore development opportunities outside of the TCCS calendar. This includes assisting with the procurement of training, creating skills matrices and training needs analysis among other things.

We are seeking a motivated individual who can:

Assist with managing the delivery of TCCS training, including workshop facilitation, program administration, marketing and reporting.

Provide contemporary, evidence-based advice to business units on compliance requirements relating to training, tickets and licenses.

Maintain training materials, including conducting regular reviews for currency of content

Work collaboratively across all TCCS business units and ACT Government to provide high quality training services for the directorate.

Undertake procurement of external training providers in line with ACT Government procurement guidelines.

Maintain accurate data in the directorate's Learning Management System, and provide timely reports to business units as required.

Assist with implementation of projects, conduct research and prepare complex correspondence.

Other duties that support delivery of HR services in line with individual skills/capabilities.

Eligibility/Other Requirements:

Highly desirable:

Certificate IV in Training and Assessment

Qualifications in Human Resources, Adult Education, Organisational Development or related discipline and/or demonstrated relevant experience in a similar role.

Notes: This is a temporary position available from 31 January to 29 July 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Keen to apply? Interested applicants are invited to submit a brief statement (no more than two A4 pages) outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide a current curriculum vitae and the name and contact details of two referees.

Shortlisted applicants may be asked to prepare a short presentation if invited to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

City Services

Roads ACT

TMS

Senior Traffic Operations Officer

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 23581)

Gazetted: 20 December 2021

Closing Date: 27 December 2021

Details: Do you excel working in a fast paced, dynamic environment? Are you up for a challenge? Do you have experience managing and prioritizing multiple events at the same time?

The Roads ACT Traffic Signals Unit is looking to hire an energetic and self motivated team player to support its traffic monitoring and incident management capabilities. You will be responsible for monitoring and overseeing a team engaged in the monitoring and operation of the Territory's road network, overseeing the response to

incidents on the road network, adjusting traffic signal operation and liaising with stakeholders including the general public.

We are committed to providing high quality services to the Territory. Our ideal applicant has a strong customer focussed, displaying high degrees of initiative, motivation and communication skills.

Eligibility/Other Requirements:

A drivers licence is required.

This role is likely to include rostered shifts or fixed start and finish times.

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

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: Chris Bunnik (02) 6207 5223 Chris.Bunnik@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Executive Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39708)

Gazetted: 17 December 2021

Closing Date: 5 January 2022

Details: Canberra Memorial Parks is seeking applications from highly skilled and experienced professionals for a permanent and rewarding role. Based at Gungahlin Cemetery, the Executive Officer is responsible for providing ongoing professional executive, secretarial, and administrative support to the Chief Executive Officer (CEO). The position requires initiative and discretion in a highly sensitive, high-pressure environment. The Executive Officer is responsible for managing workflows with changing priorities and is also accountable for developing executive and ministerial briefings, policies and procedures, speaking notes, presentations, correspondence and other materials in accordance with the *Cemeteries and Crematoria Act 2020*. The Executive Officer will have proven high level interpersonal and representational skills and the ability to consult, educate, partner, influence, negotiate and liaise with a wide range of stakeholders. Whilst not mandatory, previous experience working in a statutory authority environment would be beneficial. The Executive Officer will be required to assist officers elsewhere in the organisation to meet unplanned absences and workloads while always ensuring the completeness and accuracy of their own workload.

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:

Permanent Resident of Australia.

A current non-restricted Drivers Licence (C-class) is mandatory.

Preparedness to work anywhere across multiple sites in the ACT when required.

How to apply: Applicants are required to submit their current curriculum vitae with details of two referees. In addition, applicants must submit a pitch no longer than two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Hales (02) 6207 0062 catherine.hales@act.gov.au

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

City Services

City Presentation

Open Space Planning and Policy

Assistant Director, Open Space Planning and Policy

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36781)

Gazetted: 17 December 2021

Closing Date: 31 December 2021

Details: This position sits within the Open Space Planning and Policy Unit of the City Presentation Branch and reports to the Director, Open Space Planning and Policy. This role is primarily responsible for providing policy advice and developing policy to guide the provision and management of public land and associated infrastructure. This role requires an ability to engage with a broad range of government and non-government stakeholders on a range of public land development and management issues, with a view to negotiating and developing policy outcomes that meet both the needs of the community and the priorities of government.

The immediate core focus of the successful applicant will be to deliver updates and consolidation to City Presentation's Land Management Plans and support relevant cabinet and community consultation processes. This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The applicant requires a high level of communication skills (oral and written), including conflict resolution and negotiation skills. An ability to lead by example in modelling the TCCS Values is essential for this leadership position, as is an understanding of the central role played by the citizens of Canberra and the ACT Government as customers.

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

Note: This is a temporary position available immediately for six months with a possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page response addressing the Selection Criteria, along with a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Halls (02) 6207 7112 luke.halls@act.gov.au

Transport Canberra and Business Services

Capital Linen Service

Senior Director Business Management

Senior Officer Grade A \$155,107, Canberra (PN: 18920)

Gazetted: 16 December 2021

Closing Date: 30 December 2021

Details: As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

The Senior Director, Business Management provides oversight and support in a broad range of organisational functions. The role requires the effective management of staff spread across finance, procurement and contract management and workforce management.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The role reports directly to the Executive Branch Manager and works under limited direction. It requires a highly motivated, flexible, critical thinker capable of seeing the bigger picture, with the ability to connect teams to encourage collaboration, innovation, staff development whilst fostering a safe, positive and respectful workplace 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 position is extremely diverse and requires experience managing in a commercial setting. Strong financial management experience and or qualifications are highly desirable.

Notes: This is a temporary position available from 24 January to 25 July 2022.

How to Apply: Address the capabilities section in a statement of three pages or less and provide a curriculum vitae and contact details of at least one referee. Further information contained within.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Childs (02) 6213 3204 Daniel.Childs@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$83,620 - \$88,510

James Blount, Section 68(1), 20 December 2021

Senior Information Technology Officer Grade C \$113,397 - \$122,062

Ching Tze Mun, Section 68(1), 16 December 2021

Canberra Health Services

Registered Nurse Level 1 \$71,730 - \$95,818

Thi Khuong Ha Do, Section 68(1), 16 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Benjamin Farren, Section 68(1), 25 November 2021

Clinical Coder Level 1 \$88,455 - \$122,730

Christine Hill, Section 68(1), 10 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Katy Meilak, Section 68(1), 24 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Natasha Morrison, Section 68(1), 10 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Lucinda Shiel, Section 68(1), 21 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Lakshmi Sreenath, Section 68(1), 25 November 2021

Canberra Institute of Technology

Administrative Services Officer Class 5 \$83,620 - \$88,510

Jason Nguyen, Section 68(1), 23 December 2021

Teacher Level 1 \$79,598 - \$106,208

Michelle Rutishauser, Section 68(1), 29 November 2021

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$113,397 - \$122,062

Namrata Chowdhury, Section 68(1), 24 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Christian Dent, Section 68(1), 4 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Jaime Eaton, Section 68(1), 10 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Georgia Hobbs, Section 68(1), 14 December 2021

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

Louise Johnson, Section 68(1), 25 December 2021

Community Services

Administrative Services Officer Class 6 \$90,099 - \$103,117

Olivia Afiabo, Section 68(1), 23 December 2021

Administrative Services Officer Class 5 \$83,620 - \$88,510

Naresh Gunasekere, Section 68(1), 16 December 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$90,099 - \$103,117

Elise Lee, Section 68(1), 20 December 2021

Suburban Land Agency

Senior Officer Grade B \$133,552 - \$150,347

Oliver Hough, Section 68(1), 20 December 2021

Transport Canberra and City Services

Bus Operator - Training \$73,589

Livtesh Arora, Section 68(1), 11 December 2021

TRANSFERS

Canberra Health Services

Lisa Buchanan

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 23413) (Gazetted)

Education

Rachelle Cridland

From: Administrative Services Officer Class 5 \$83,620

Education

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education, Canberra (PN. 41932) (Gazetted 23 June 2021)

Justice and Community Safety

Faina Bariesheff

From: Correctional Officer Class 1 \$50,140
Justice and Community Safety
To: Correctional Officer Class 1 \$50,140
Justice and Community Safety, Canberra (PN. 45993) (Gazetted 27 July 2021)

Craig Evans

From: Correctional Officer Class 1 \$68,508 - \$81,694
Justice and Community Safety
To: Correctional Officer Class 1 \$68,508 - \$81,694
Justice and Community Safety, Canberra (PN. 11336) (Gazetted 27 July 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Information and Data Management

Information Management Hub

Chhavi Srivastava

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
ACT Health
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
ACT Health, Canberra (PN. 53729) (Gazetted 14 October 2021)

ACT Teacher Quality Institute

Shelley Jacobs

From: Senior Officer Grade C \$113,397 - \$122,062
Education
To: †Senior Officer Grade A \$155,107
ACT Teacher Quality Institute, Canberra (PN. 41848) (Gazetted 14 July 2021)

Canberra Health Services

Gerald Bayani

From: Assistant in Nursing \$55,182 - \$57,050
Canberra Health Services
To: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services, Canberra (PN. 25665) (Gazetted 22 December 2021)

Maygen Comandari

From: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services
To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 22749) (Gazetted 2 September 2021)

Sally Mahmoodian

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 02973) (Gazetted 12 July 2021)

Stephanie McNamara

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 30946) (Gazetted 2 November 2021)

Kate PETERSON

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (upto \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 40170) (Gazetted 27 October 2021)

Josephine Russell-Brown

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 27030) (Gazetted 2 November 2021)

Jane Waweru

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 53901) (Gazetted 20 December 2021)

Canberra Institute of Technology

CIT Education and Training Services

CIT Yurauna Centre

Kayla O'Connell

From: Administrative Officer - Professional Services \$82,506 - \$87,331

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 17035) (Gazetted 28 September 2021)

Education and Training Services

CIT Pathways College

CIT Year 12 and General Education for Adults

Joanne Steel

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

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 44923) (Gazetted 1 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.

Chief Minister, Treasury and Economic Development

Access Canberra

Corporate Support and Capability

Gambling and Harm Prevention

Robert Brasnett

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 54198) (Gazetted 3 December 2021)

Shared Services and ACT Property Group

ACT Property Group

Property Operations - ACT Property Group

Simon Brereton

From: Building Trade \$75,133 - \$79,463

Chief Minister, Treasury and Economic Development

To: †Senior Building Trade \$82,483 - \$88,207

Chief Minister, Treasury and Economic Development, Canberra (PN. 22135) (Gazetted 30 September 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.

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Amanda Brown

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 43469) (Gazetted 19 November 2021)

Finance and Budget Group

Sarah Christian

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 33517) (Gazetted 8 April 2021)

Access Canberra

Customer Coordination

Land Titles

Patricia Elrick

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 42550) (Gazetted 10 February 2021)

Digital Data and Technology Services

Technology Services

Security

Tamara Graham

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 39761) (Gazetted 16 November 2021)

Finance and Budget Group

David Hodder

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 05 090) (Gazetted 8 April 2021)

Revenue Management

Operations

Evelyn McCarthy

From: Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 42026) (Gazetted 20 October 2021)

Access Canberra

Licensing and Registration

Transport Licensing

Souphaphorn Richards

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 51932) (Gazetted 24 November 2021)

Access Canberra

Licensing and Registrations

Births Deaths and Marriages

Scott Wood

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 53945) (Gazetted 8 November 2021)

Community Services

Family Safety

Projects and Legal

Helen Copley

From: Senior Officer Grade C \$113,397 - \$122,062

Community Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 40396) (Gazetted 2 December 2021)

Children, Youth and Families

Business Support

Rebecca Everest

From: Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services

To: †Senior Officer Grade A \$155,107

Community Services, Canberra (PN. 26671) (Gazetted 12 August 2021)

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Bella Mitshabu

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services, Canberra (PN. 32253) (Gazetted 28 May 2021)

Director of Public Prosecutions

ACT DPP

Legal

Legal

Samuel Bargwanna

From: Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Justice and Community Safety

To: †Prosecutor Grade 3 \$133,289 - \$147,390

Director of Public Prosecutions, Canberra (PN. 45406) (Gazetted 11 November 2021)

ACT DPP

Legal

Legal

Marcus Dyason

From: Prosecutor Grade 3 \$133,289 - \$147,390

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$153,438 - \$164,500

Director of Public Prosecutions, Canberra (PN. 17837) (Gazetted 11 November 2021)

ACT DPP

Legal

Legal

Margaret Smith

From: Prosecutor Grade 3 \$133,289 - \$147,390

Justice and Community Safety

To: †Prosecutor Grade 4 \$153,438 - \$164,500

Director of Public Prosecutions, Canberra (PN. 43752) (Gazetted 11 November 2021)

Education

South Weston Network

The Woden School

Nat Burke

From: School Assistant 2/3 \$50,861 - \$62,020
Education
To: School Assistant 4 \$69,095 - \$74,817
Education, Canberra (PN. 48191) (Gazetted 3 November 2021)

Office for Schools

North/Gungahlin

Black Mountain School

Rachel Dunlop

From: Classroom Teacher \$75,443 - \$112,930

Education

To: † School Leader C \$130,338

Education, Canberra (PN. 30517) (Gazetted 11 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.

School Performance and Improvement

South Canberra/Weston

Narrabundah College

Kira Graham

From: School Assistant 2 \$50,861 - \$56,161

Education

To: School Assistant 3 \$57,626 - \$62,020

Education, Canberra (PN. 53214) (Gazetted 25 November 2021)

School Performance and Improvement

School Improvement Branch

School Improvement

Lisa Greig

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education, Canberra (PN. 36287) (Gazetted 30 November 2021)

School Performance and Improvement

South and Weston

Canberra College

Melinda Hatch

From: School Assistant 2 \$50,861 - \$56,161

Education

To: School Assistant 4 \$69,095 - \$74,817

Education, Canberra (PN. 48207) (Gazetted 15 November 2021)

School Perform and Improve

School Improvement

Brooke James

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education

To: † Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 00233) (Gazetted 28 July 2021)

Office for Schools

North/Gungahlin

Black Mountain School

Emma Leonard

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 34466) (Gazetted 11 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.

Office for Schools

Tuggeranong Network

Calwell Primary School

Alyssa Owen

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. P03764) (Gazetted 4 November 2021)

Business Services

Communications Engagement and Government Support

Communications and Engagement

Brenton Sloane

From: Senior Officer Grade C \$113,397 - \$122,062

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 47778) (Gazetted 5 November 2021)

Office for schools

Tuggeranong

Namadgi School

Anthea Theodoridis

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 38999) (Gazetted 2 December 2021)

School Improvement and Performance Division

Tuggeranong Network

Christine Trull

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 20329) (Gazetted 4 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.

School Improvement

North /Gungahlin

Amaroo School

Alexis Warfield

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02029) (Gazetted 29 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.

Justice and Community Safety

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems / Russell Fox Library

Anne Butler

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. P02142) (Gazetted 28 October 2021)

ACT Courts and Tribunal

Jessica Catlin

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety, Canberra (PN. 42756) (Gazetted 11 November 2021)

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems / Russell Fox Library

Janine Delfs

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 43245) (Gazetted 28 October 2021)

State Emergency Service

Craig Hicks

From: Technical Officer Level 1 \$61,765 - \$64,757

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety, Canberra (PN. 07765) (Gazetted 4 November 2021)

ACT Corrective Services

Custodial Operations

AMC Administration

lisa morphett

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 39858) (Gazetted 2 November 2021)

ACT Corrective Services

Offender Reintegration

Programs and Interventions

Lisabeth Spulak

From: Child and Youth Protection Professional Level 4 \$121,730 - \$130,613
Community Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Justice and Community Safety, Canberra (PN. 15604) (Gazetted 5 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.

Corporate

Strategic Finance

Mark Timbrell

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade A \$155,107

Justice and Community Safety, Canberra (PN. 43117) (Gazetted 27 October 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Karen McLellan: 78627698

From: Infrastructure Officer 2 \$90,210 - \$103,785

Major Projects Canberra

To: Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra, Canberra (PN:03260) (Gazetted 21/07/2021)

Suburban Land Agency

Finance, Digital Solutions and Valuations

Commercial Finance

Mathilde Castella

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Suburban Land Agency, Canberra (PN. 51355) (Gazetted 27 October 2021)

Transport Canberra and City Services

City Services

Development Coordination

Major Project Support

Marguerite Aziz

From: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 52343) (Gazetted 15 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.

City Services

Billie-Alice Darmody

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services, Canberra (PN. 18300) (Gazetted 19 November 2021)

Vinitha Menon

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Transport Canberra and City Services

To: † Professional Officer Class 1 \$63,614 - \$88,207

Transport Canberra and City Services, Canberra (PN. 17760) (Gazetted 16 June 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Roads ACT

Road Maintenance / Environmental Services

Adam Mulville

From: Infrastructure Officer 1 \$74,782 - \$88,358

Transport Canberra and City Services

To: † Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services, Canberra (PN. 54449) (Gazetted 11 December 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Roads ACT

Roads Maintenance/Program Development

Philip Prentice

From: Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services

To: † Infrastructure Officer 4 \$134,705 - \$153,043

Transport Canberra and City Services, Canberra (PN. 27729) (Gazetted 10 November 2020)