



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 February 2022**

## VACANCIES

### ACT Health

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

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

#### Digital Solutions Division

##### Office of the Chief Information Officer

##### Digital Records Officer

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54380)**

Gazetted: 09 February 2022

Closing Date: 28 February 2022

**Details:** Do you have a passion for digital records management? Do you have experience working with Objective? Are you looking for your next challenge? The Digital Solutions Division within ACT Health is looking for a motivated ASO5 Digital Records Officer to join the Records Management team in a newly created position! The Records Management team manages administrative files for the Directorate. The ASO5 Digital Records Officer will be part of a team transitioning the Directorate from paper records to a fully digital records environment.

The successful candidate will have strong organisational skills with a proven ability to manage workloads to meet competing deadlines in a fast-paced environment. The successful candidate will also have a proven track record in building and maintaining effective professional relationships, in order to work collaboratively and provide high quality advice in line with the team's objectives and customer needs. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

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

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

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

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

Contact Officer: Caitlin Sands 02 5124 9340 [caitlin.sands@act.gov.au](mailto:caitlin.sands@act.gov.au)

#### Digital Solutions Division

##### Technology Operations

##### Support, Architecture and Software Hub

##### Enterprise Architect

##### **Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50881, several)**

Gazetted: 09 February 2022

Closing Date: 28 February 2022

**Details:** The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to lead by example in the development of the ACT Health solutions, Enterprise Architecture capabilities and resulting business outcomes. As an Architect in Enterprise Architecture, you will be a key team member as we strive toward enterprise-wide interoperability of business, information, application, and technology services. Your influence will help shape the transformation in healthcare in an environment where the business benefits of your

work can be seen directly in the community. Furthermore, the leadership you provide will set standards for peer team members and elevate the teams ability to deliver quality outcomes that meet stakeholder expectations. Depending on individual skills, selected Architects will take the lead as we re-architect and re-platform our current systems to a new hosting environment in preparation for the delivery of our new Digital Health Record in 2022 and beyond

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

**Note:** There are several permanent and temporary positions available. The temporary positions are available for up to 12 months, depending on individual skills, with the possibility of either an extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

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

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

Contact Officer: Peter McNiven (02) 5124 9066 peter.mcniven@act.gov.au

## Corporate Services

### Corporate and Governance

#### People Strategy

##### Assistant Director, People Strategy

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 23973)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

**Details:** People Strategy and Culture within the ACT Health Directorate are seeking a dynamic and self-motivated individual to join our team. We expect you to have generalist Human Resource (HR) experience and we are specifically seeking an officer with experience in Employee Relations to assist People Strategy in meeting needs of our stakeholders. This position will take a client focused approach, managing client relationships and working in partnership with colleagues and managers to resolve workplace issues at the local level. The successful applicant will balance the need for consistent, policy-based advice, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of People Strategy.

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 position is based at Bowes Street, Philip, however our workforce is largely working from home at the present time. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge and behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of 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 referee details.

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

Contact Officer: Julie Nolan (02) 5124 9835 julie.nolan@act.gov.au

## Policy Partnerships and Programs

### Health Policy and Strategy

#### Health Services Policy

##### Senior Director, Health Services Policy

**Senior Officer Grade A \$155,107, Canberra (PN: 44974)**

Gazetted: 07 February 2022

Closing Date: 21 February 2022

**Details:** The Health Policy and Strategy Branch is part of the Policy, Partnerships and Programs Division. The Division is responsible for providing advice to the ACT Health Directorate and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Health Policy and Strategy Branch leads on the provision of policy advice to the ACT Government on strategic health policy and investment priorities, and to drive health system change. Policy areas covered in this position will include cross border arrangements, national partnership agreements, intergovernmental relations, palliative care, aged care, primary care, chronic conditions and integrated care, and workforce.

The ideal candidates will have the ability to lead multiple teams within a remote working environment, have budget management experience and an understanding of the importance of and experience in building stakeholder relationships to deliver high quality outputs.

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

**Note:** 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 apply online by submitting a curriculum vitae and a written response addressing the capabilities outlined in the Position Description.

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

Contact Officer: Maria Travers 0412 243 289 maria.travers@act.gov.au

## Digital Solutions Division

### Future Capability

#### Digital Health Record Program

#### Senior Director, Change and Communications

#### Senior Officer Grade A \$155,107, Canberra (PN: 44640)

Gazetted: 04 February 2022

Closing Date: 18 February 2022

**Details:** Are you strong communicator and advocate for change in the health sector? Do you want to be part of a team who are implementing one of the most significant clinical change projects in the ACT?

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the communications and change management for the Digital Health Record program. The successful applicant will lead the change management and communications for the Digital Health Record for over 10,000 staff across the ACT public health system.

The Senior Director will work closely with all the clinical teams within the Digital Health Record program, the health service subject matter experts and communications teams to successfully support the change the implementation of the Digital Health Record will have for clinicians, administrators and health care consumers.

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

**Note:** This is a temporary position available immediately for a period up to 12 months.

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

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

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

## Health systems Policy and Research

### Health Protection Service

#### Business Management Services

#### Database Administrator

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 23586)**

Gazetted: 04 February 2022

Closing Date: 14 February 2022

**Details:** The Business Management Services Team provide administrative support to the Health Protection Service, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; financial and HR support, as well as coordination of business and quality improvement and database management. The Database Administrator has primary responsibility for regulatory databases and quality management systems that support the work of the Health Protection Service. The regulatory databases manage licences and approvals for public health activities including food business registrations, community pharmacies, infection control risk activities and radiation licences. The Database Administrator is a super-user that ensures the integrity of these systems, manages change, provides user training and support, and prepares reports from these systems. The Database Administrator also assists the Assistant Director Business Improvement with the implementation of quality

**Note:** This is a temporary position available from 7 March 2022 until 28 February 2023. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

**How to apply:** Please submit a written response to the Selection Criteria and a curriculum vitae.

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

Contact Officer: Cathie Smith (02) 5124 9118 [cathie.smith@act.gov.au](mailto:cathie.smith@act.gov.au)

**Digital Solutions Division**

**Technology Operations**

**COVID-19 Response Hub**

**Team Leader**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 52212, several)**

Gazetted: 04 February 2022

Closing Date: 18 February 2022

**Details:** A new opportunity exists to work in the busy and dynamic COVID response Hub as the Team Leader of the Vaccination booking line.

Are you interested in managing a call centre and supporting the public in getting their COVID vaccinations?

The COVID 19 Response Hub is looking to hire a suitably qualified and enthusiastic individual to be a part of a dynamic team providing team leader support to the call centre staff and the public when making appointments for ACT vaccination clinics. Based in Woden, the role has the opportunity for rostered shift work, which cover 7am – 8pm seven days a week. Additionally, Team Leaders may be required to provide support outside of usual business hours through overtime and on call arrangement.

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 three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies.

**How to apply:** Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Caitlin Sands 02 5124 9340 [caitlin.sands@act.gov.au](mailto:caitlin.sands@act.gov.au)

**People, Strategy and Culture**

**Executive Branch Manager, People Strategy and Culture**

**Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E1098)**

Gazetted: 04 February 2022

Closing Date: 18 February 2022

**Details:** The ACT Health Directorate (AHD) is responsible for the stewardship of the health system in the ACT. ACT Health Directorate develops strategies and sets the direction to ensure that services meet community needs and

expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

The Corporate and Governance Division provides a range of corporate support services critical to the long-term success and sustainability of the Directorate. The People Strategy and Culture Branch provide strategic HR management advice and enabling services to the Directorate. This includes workforce strategy and planning, employee relations, recruitment and performance management, workplace health and safety, injury management, organisational development and learning, and social inclusion.

The Executive Branch Manager (EBM), People Strategy and Culture, is responsible for leading the People Strategy and Culture Branch in providing strategic HR advice and enabling services to the Directorates staff, executive and senior. The EBM is a key member of the leadership group within Corporate and Governance Division and reports to the EGM Corporate and Governance.

The EBM People Strategy and Culture holds a key leadership position within the Directorate and has a significant role in establishing a positive workforce culture. The role is responsible for designing, developing, delivering, and evaluating a broad range of HR frameworks, policy and program initiatives to support and enable a high performing culture in the achievement of the Directorate's strategic objectives.

The role requires an experienced leader. An individual who is motivated by the opportunity to delivery continuous improvement and to identify, design and implement best fit solutions. It calls for a professional with a demonstrated ability to understand and resolve complex problems and lead others to do the same.

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.

**Remuneration:** The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

**Eligibility/Other Requirements:**

**Mandatory:**

Extensive experience in working in the public/private sector environment, with a particular focus on areas such as change management, human resources, organisational development and workplace culture.

Leadership and management experience with a record of achievement, gained in a complex and politically sensitive public sector organisation.

A demonstrated track record in successfully leading a multifaceted project to completion, within a complex working environment.

Knowledge and experience in best-practice and contemporary management.

**Desirable:**

Administrative, Management or Human Resources related Tertiary qualification.

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

**How to Apply:** Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

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

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

**Health Systems, Policy and Research**

**Policy, Partnerships and Programs**

**Health Policy and Strategy**

**Policy Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 29489)**

Gazetted: 03 February 2022

Closing Date: 10 February 2022

**Details:** Are you ready to start a career in policy? Are you an organised person who has strong communication, research and writing skills?

This position is responsible for providing policy and project support to the Family and Inclusion Team within the Health Policy and Strategy Branch. The Family and Inclusion Team is responsible for the following policy areas: women, men, youth and children, reproductive health, and LGBTIQ+ health. This includes work to implement the LGBTIQ+ scoping study, the recommendations from the Royal Commission into Institutional Child Sexual Abuse, Assisted Reproductive Technology, and abortion.

This position would suit a person who wants to work in a supportive team where collaboration, creativity and respect are core values. This position is suited to a person who is organised, takes initiative, enjoys problem solving and has good stakeholder engagement skills. This role is ideal for someone who is looking to develop skills as a policy officer and who is passionate about improving health outcomes for Canberrans experiencing vulnerability or disadvantage.

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

**Eligibility/Other requirements:** This role may involve work on sensitive content, but you will be well supported by the team.

**Note:** Although we are based in Bowes Street, Woden, due to the current situation we primarily work from home. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge, Behavioural Capabilities, and Compliance Requirements for this role outlined in the Position Description. Please also provide a current curriculum vitae, including two referees.

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

Contact Officer: Alyssa Chapman 51243877 [alyssa.chapman@act.gov.au](mailto:alyssa.chapman@act.gov.au)

### **ACT Integrity Commission**

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

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

#### **Administrative Services Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 53680)**

Gazetted: 07 February 2022

Closing Date: 2 March 2022

**Details:** The Administration Officer will assist the Administration team, comprising of the Executive Assistant/Office Manager and the Senior Property Officer with the day-to-day administrative tasks of the Commission. As a confident and professional communicator, the Administration Officer will be the first point of contact for incoming calls and visitors, maintaining the Commission inbox, answering queries, and directing these enquiries appropriately. The duties carried out by the Administration Officer will be, but not limited to; providing administrative support and assistance with records and asset management, processing of invoices and any other duties appropriate to maintain effective operation of the Commission.

The ACT Integrity Commission 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:** It is a requirement of the position that the applicant has not worked within the ACT Government for a minimum of five years.

**Note:** This is a part-time permanent position available at 21.63 hours per week and the full-time salary noted above will be paid pro-rata. This position will require, an NV1 security clearance (or the ability to obtain and maintain an NV1 clearance). Approval to commence employment may be granted by the Commissioner or CEO on the basis of successful acquisition of an appropriate clearance.

A driver's licence is essential.

**How to Apply:** Using the 'what you will do' and 'what you require' criteria in the Position Description, please provide a two page pitch outlining your skills and experience.

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

Contact Officer: Carrie Gibson (02) 6207 3891 [Carrie.Gibson@integrity.act.gov.au](mailto:Carrie.Gibson@integrity.act.gov.au)

## Investigations

### Assessments

#### Senior Assessments Officer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50451, several)

Gazetted: 08 February 2022

Closing Date: 11 March 2022

**Details:** An exciting opportunity exists for two Senior Assessment Officers to join the ACT Integrity Commission, Australia's newest anti-corruption and integrity commission. The ACT Integrity Commission is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, (the PID Act) the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures (PIDs), and performing an oversight role of ACT public sector agencies and their management of PIDs.

The key duties and responsibilities of the position include:

Conduct assessments into Public Interest Disclosures and corruption reports received by the Commission ensuring: Assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny;

Records of assessments, activities and results are appropriately maintained so that information about assessment progress and outcomes is readily available to others; and

Operational and organisational risks are effectively managed and reported to the Assessments Manager as required.

Communicate within and external to the Commission in a professional, timely, clear and relevant way ensuring: Assessment reports, activities, and results are clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Executive; and

The establishment and maintenance of liaison with partner oversight agencies to ensure Commission practices are benchmarked and aligned with contemporary investigative methodologies consistent with national standards.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

#### **Eligibility/Other requirements:**

Section 50 of the Act provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the past five years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

A full driver's licence is preferred but not essential.

**Note:** There are two positions available. One position is a permanent opportunity, the other position is a temporary opportunity available for a period 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.

#### **How to apply:** Applications must include:

A current curriculum vitae.

A written response (a pitch) of no more than two A4 pages which:

Demonstrates that you have the capabilities outlined in the 'What you require' section of the Position Description.

Outlines why you believe you are the best person for the position.

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

Contact Officer: Victoria Lennon (02) 6205 9899 victoria.lennon@integrity.act.gov.au

## Calvary Public Hospital Bruce

### Calvary Public Hospital Bruce

#### Emergency Department

#### Senior Staff Specialist- Medical Director of Emergency



**Senior Staff Specialist \$250,812, Canberra (LP8261)**

Gazette Date: 07 February 2022

Closing Date: 13 February 2022

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

Reference Number: 17922

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

Contact Officer: Narelle Come (02) 6201 6594 [narelle.comer@calvary-act.com.au](mailto:narelle.comer@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Pharmacy**

**Senior Clinical Pharmacist**

**Pharmacist Level 3 \$107,742 – \$113,540, Canberra (17669)**

Gazette Date: 07 February 2022

Closing Date: 02 March 2022

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

Reference Number: 17669

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

Contact Officer: Christopher Hidayat (02) 6201 6265 [christopher.hidayat@calvary-act.com.au](mailto:christopher.hidayat@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity/Continuity of Midwifery Care Service**

**Registered Midwife - Continuity of Midwifery Care Service**

**Registered Midwife Level 2.4 \$99,612 - \$105,575, Canberra (600864)**

Gazette Date: 07 February 2022

Closing Date: 16 February 2022

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

Reference Number: 17911

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

Contact Officer: Jessie Price (02) 6201 6880 [jessie.price@calvary-act.com.au](mailto:jessie.price@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity**

**Registered Midwife**

**Registered Midwife Level 1 \$70,775 - \$94,542, Canberra (Various)**

Gazette Date: 07 February 2022

Closing Date: 20 February 2022

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

Reference Number: 17966

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

Contact Officer: Jane Debaecker (02) 6201 6306 [jane.debaecker@calvary-act.com.au](mailto:jane.debaecker@calvary-act.com.au)

**Canberra Health Services**

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

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

**Recruitment Services, People and Culture**

**Workforce Relations**

**Recruitment Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 25942 - 020PU)**

Gazetted: 03 February 2022

Closing Date: 22 February 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 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 People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS. Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across CHS on all matters relating to recruitment and establishments.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

**Position Requirements/Qualifications:**

**Desirable:**

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: Four months with possibility of extension and/or permanency.

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

Contact Officer: Heidi Gregson (02) 5124 9625 [heidi.gregson@act.gov.au](mailto:heidi.gregson@act.gov.au)

**Rehabilitation, Aged and Community Services**

**Canberra Health Services**

**Director, Operations**

**Senior Officer Grade A \$155,107, Canberra (PN: 04420 - 020QM)**

Gazetted: 08 February 2022

Closing Date: 22 February 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/>

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

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. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Progressive, Respectful, Reliable and Kind.

The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

## 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, communication and interpersonal skills with a high degree of drive.

Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet client's needs.

A strong focus on person centred care and commitment to quality outcomes.

### Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in a health or related discipline are highly desirable.

Postgraduate qualifications in a management 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.

### 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 11 months and 20 days with the possibility of extension and/or permanency.

Contact Officer: Jo Morris (02) 5124 4776 jo.morris@act.gov.au

## Office of the CEO

### Haematology

#### Clinical Trials Co-ordinator - Haematology

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 33481, several - 0203S)**

Gazetted: 04 February 2022

Closing Date: 21 February 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.

There are two positions available for a period of up to 12 months with the possibility of extension. Part-time will be considered. It would be desirable to have experience in an acute care setting and/or medical oncology or haematology experience.

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 Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

#### 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

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Strong organisational skills with a strong work ethic.

#### Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

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 two temporary full time positions available for a period of up to 12 months with the possibility of extension. Part-time will be considered and the full-time salary noted above will be paid pro-rata. It would be desirable to have experience in an acute care setting and/or medical oncology or haematology experience.

Contact Officer: Katherine Johnson (02) 5124 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

#### Clinical Services

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

##### Child and Adolescent Mental Health Services

##### Therapist

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25264 - 0200G)**

Gazetted: 03 February 2022

Closing Date: 22 February 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 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) 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Territory Wide Mental Health Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Program is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

Child and Adolescent Mental Health Services (CAMHS) Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue.

The CAMHS EDP team is made up of multi disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents, and adults with an eating disorder, including family and individual work, facilitate group programs and provide support and supervision to HP1 and HP2 clinicians.

The role will also require team members to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

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

##### **Mandatory for all disciplines:**

##### **Occupational Therapists**

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

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

##### **Psychologists**

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.

##### **Social workers**

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.

**Highly desirable for all disciplines:**

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

Have an understanding of how the National Safety and Quality Health Service Standards (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.

Undergo reference checks.

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.

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

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

Be available for weekend and on call work when necessary

**Note:** This is a temporary position available for a period of 11.5 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Kalvinder Bains (02) 5124 1638 [kalvinder.bains@act.gov.au](mailto:kalvinder.bains@act.gov.au)

**Cancer and Ambulatory Support**

**Medical Physics and Radiation Engineering**

**Medical Physics and Radiation Engineering Office Manager**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 13551 - 02006)**

Gazetted: 03 February 2022

Closing Date: 17 February 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 by 29 October and be fully vaccinated by 1 December 2021.

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

**POSITION OVERVIEW**

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

Medical Physics and Radiation Engineering (MPRE) supports medical services that use radiation. These include Radiation Oncology, Medical Imaging, Nuclear Medicine, BreastScreen, Oral Health Services, Pathology and Cardiac Cath Lab. The role of Office Manager is to support the Medical Physics and Radiation Engineering team.

Canberra Health Services are a part of the ACT Government. CHS provide health care services to patients in the public health system. MPRE provides clinical and scientific support services to both diagnostic imaging and cancer therapy teams throughout CHS to ensure safety and quality in the use of radiation.

**DUTIES**

Under limited direction of the Chief Medical Physicist, you will perform office administration support and management. You will:

Renew registrations on all radiation sources owned by Canberra Health Services. This includes Licence to Possess registrations for divisions with departments using radiation sources, keeping database information up to date and making registration payments on credit card.

Manage financial administration including, but not limited to:

Monthly credit card reconciliations,

PICS requests and follow up of outstanding back orders,

raising nonstock requests



coding invoices and payments using APIAS / Converg  
ordering radiation protection garments for CHS radiation users  
Perform secretariat role (agenda, meeting notes, minutes) and meeting organiser for regular team meetings and other hospital meetings chaired by MPRE staff.  
Arranging work orders for facilities maintenance requests and liaising with WHS team for office requirements.  
Assist with calendar and MPRE mailbox management for Chief Medical Physicist and team members.  
Undertake other duties appropriate to this level of classification which contribute to the operation of the MPRE department.

#### ABOUT YOU

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

#### Behavioural Capabilities

Good interpersonal skills to facilitate working together in a team environment with minimal supervision.  
Finding the best way to do the job, documenting the processes, and sharing with the team as required.  
Value each team member's role in the contribution to clinical services at CHS.

#### Position Requirements/Qualifications:

- Relevant knowledge and experience in a public health system.
- Ability to learn radiation registration requirements.
- Good working knowledge of accounts payable and receivable.
- Ability to work in a team environment in a supporting role for all.
- 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 five months with possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Ben Cooper (02) 5124 5300 [ben.cooper@act.gov.au](mailto:ben.cooper@act.gov.au)

## People and Culture

### Team Leader

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 55950 - 020PG)

Gazetted: 03 February 2022

Closing Date: 17 February 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 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs,

communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across Canberra Health Services on all matters relating to recruitment and establishments, including the contracting of Visiting Medical Officers (VMOs).

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Strong interpersonal and negotiating skills.

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

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

##### **Desirable:**

An understanding of both medical and standard recruitment practices in a public service environment.

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

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 11 months.

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

Contact Officer: Heidi Gregson (02) 5124 9625 [heidi.gregson@act.gov.au](mailto:heidi.gregson@act.gov.au)

### **Territory Wide Mental Health Services**

#### **Access Mental Health Team**

##### **Registered Nurse 3.1 – Access Mental Health Team**

##### **Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 40842 - 020M0)**

Gazetted: 03 February 2022

Closing Date: 21 February 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.

An opportunity exists for a passionate and dedicated RN 3.1 to join the Access Mental Health Team. This is a permanent position, and involves shift work including working evenings, weekends, night shifts (approx 4 in 2 months), and public holidays on a set rotating roster.

The Access Mental Health Team works with a team approach to provide a centralised service entry point to ensure that people are able to access the right mental health service at the right time. The team provides a 24-hour triage and a thorough mental health assessment service and aims to optimise recovery through the provision of an excellent community mental health care service. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people contacting the service.

AMHT operates 24-hours, 7 days per week, from a Community Health Centre.

#### **Position Overview**

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

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



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

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

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

Strong interpersonal and communication skills

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

#### Position Requirements/Qualifications:

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

Be registered or be eligible for general registration with Nursing and Midwifery Board of Australia under 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.

#### Highly Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence without restrictions.

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

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

#### Clinical Services

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

**Child and Adolescent Mental Health Services**

**Health Professional Level 1 - Eating Disorders Clinical Hub**

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 54692 - 02007)**

Gazetted: 04 February 2022

Closing Date: 18 February 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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Territory Wide Mental Health Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Eating Disorder Clinical Hub (The Hub) is a newly established central referral point for access to all community-based eating disorder services in the ACT. The Hub will provide and support a range of coordinated eating disorder services within the ACT and provides a flexible and efficient "Stepped Care" treatment model. The Hub's core business includes, assessment and treatment, care planning, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Hub is seeking a dynamic individual to join this pioneering service with the ACT. Under guidance from senior clinicians, the HP1 will conduct assessment, participate in treatment and care planning with a recovery focus. Other key responsibilities include system co-ordination, provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework. You will receive regular clinical supervision from The Hub's Service Coordinator who brings extensive experience with eating disorders.

The role will also require the team member to undertake professional development, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement

Ability to manage confidential and sensitive information

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment, while meeting the demands of a training (internship) program

Commitment to achieving positive outcomes

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

##### **Mandatory for all disciplines:**

##### **Mandatory:**

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

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

##### **Psychology:**

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

##### **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*

**Highly desirable for all disciplines:**

Current driver's licence

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

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

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

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

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

Undergo a pre-employment Police check.

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

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

Be available for weekend and on call work when necessary

**Note:** This is a temporary position available for a period of 12 months.

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

Contact Officer: Kalvinder Bains (02) 5124 1638 [kalvinder.bains@act.gov.au](mailto:kalvinder.bains@act.gov.au)

**Medicine**

**Renal**

**Research Officer**

**Research Officer Grade 1 \$61,387 - \$72,935, Canberra (PN: C12768 - 020LN)**

Gazetted: 03 February 2022

Closing Date: 17 February 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

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

**POSITION OVERVIEW**

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

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

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include inpatient and outpatient services such as acute haemodialysis, satellite and home dialysis, Chronic Kidney Disease program, Renal Supportive Care program, renal transplantation, dialysis access, glomerular disease and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Health Services and reports to the Director of the Renal Service.

The purpose of this role is to participate in high quality research activities that improve the quality of life and lived experience of patients living with advanced kidney disease. The role will provide research and writing support to our senior renal consultants, working in a small team delivering research and advice within tight deadlines.

You will work collaboratively with both internal and external project stakeholders to enable the delivery of research and project outcomes to agreed objectives, standards, timelines, and budgets. You will conduct clinical research in accordance with TGA ICH GCP, the NHMRC National Statement on Ethical Conduct in Human Research. You will be required to work with autonomy at several different clinical locations around the ACT, under supervision of the research Principal Investigator (PI).

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#### Behavioural Capabilities

Able to work autonomously but with clinical supervision by the nominated research supervisor.

Demonstrate a conscientious and caring approach to a vulnerable patient population

Exhibit a high degree of attention to detail and ability to follow a research protocol

It is desirable but not necessary to have a background in research methodology and be familiar with the principles of Good Clinical Practice.

#### Position Requirements/Qualifications:

- Relevant tertiary qualifications in exercise physiology experience working professionally in exercise physiology is preferred. Applicants nearing the completion of their exercise physiology training will also be considered.

- The successful applicant will need to provide their own transport to community health clinics within the ACT.

Public transport is available.

- 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.

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

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

Recruitment may be determined by application and referee reports only.

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

Contact Officer: Dr Girish Talaulikar (02) 5124 2047 [girish.talaulikar@act.gov.au](mailto:girish.talaulikar@act.gov.au)

## Medical Services

### ACT Pandemic Support

#### Manager of Informatics and Digital Pathology

##### Informatics and

##### Digital Pathology

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54945 - 020MZ)**

Gazetted: 07 February 2022

Closing Date: 23 February 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/>

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

Reporting to the Executive Director of Pathology, the Manager of Informatics and Digital Pathology will play a key role in creating, and realising, a Digital Pathology strategy for ACT Pathology. This will be based upon an integrated model of consumer-centric diagnostics enabled by digital transformation.

Key enablers will include clinical decision support tools, digital pathology technologies, business analytics and collaborative informatics research. As well as strong technical knowledge, this unique role will require a strong collaborative and strategic approach to ensure engagement with clinicians, government agencies and other stakeholders.

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

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

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

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

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

High level experience with health ICT and Informatics, and preferably Pathology LIS systems. Experience with the Kestral LIS would be an advantage.

Experience in an Australian clinical pathology laboratory environment is highly desirable.

Knowledge of compliance obligations for Pathology under Medicare legislation and the NPAAC/NATA accreditation processes is desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Glenn Edwards 51242891 glenn.edwards@act.gov.au

#### **Canberra Health Services**

#### **Women Youth and Children Community Health Program**

#### **Management and Administration**

#### **Program Support Officer**

Health Professional Level 4 \$113,397 - \$122,062 , Canberra (PN: 55817 - 020OR)

Closing Date: 28 February 2022

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.

Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 020OR. Please ensure you apply for the appropriate classification to meet your qualification and experience.

#### **POSITION OVERVIEW**

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

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context and often by a multidisciplinary team.

The Program Support Officer works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Strong organisational, communication and interpersonal skills with a high degree of drive.
- Ability to work autonomously, monitoring task completion against milestones.
- An ability to work respectfully in partnership with a range of stakeholders.
- Able to contribute positively to team culture, demonstrating kindness to colleagues and clients.

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

- Tertiary qualifications as a health professional and be registered 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; and a minimum of five years' experience working professionally in a relevant clinical area is preferred.
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- Hold a current driver's licence
- Have an understanding of how the National 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 part-time position available at 27 hours per week for a period of 11 months with possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 0200R. Please ensure you apply for the appropriate classification to meet your qualification and experience.

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

**Contact Officer:** Carolyn Thomas Carolyn Thomas (02) 5124 1607 [Carolyn.Thomas@act.gov.au](mailto:Carolyn.Thomas@act.gov.au)

#### **Canberra Health Services**

#### **Women Youth and Children Community Health Program**

#### **Community Health Programs**

#### **Program Support Nurse**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 19306 - 02000)**

Closing Date: 28 February 2022

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.

Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 0200R. Please ensure you apply for the appropriate classification to meet your qualification and experience.



## POSITION OVERVIEW

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

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context and often by a multidisciplinary team.

The Program Support Officer works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

## ABOUT YOU

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### Behavioural Capabilities

- Strong organisational, communication and interpersonal skills with a high degree of drive.
- Ability to work autonomously, monitoring task completion against milestones.
- An ability to work respectfully in partnership with a range of stakeholders.
- Able to contribute positively to team culture, demonstrating kindness to colleagues and clients.

Position Requirements/Qualifications:

- Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- A tertiary qualification in a relevant Primary Health speciality or in Policy development and experience in project management is desirable
- Hold a current driver's licence
- Have an understanding of how the National 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 part time position available at 27 hours per week for a period of 11 months with possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. Please note there are two advertisements running concurrently and Req ID 02000 and Req ID 0200R. Please ensure you apply for the appropriate classification to meet your qualification and experience.

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.

Contact Officer: Carolyn Thomas (02) 5124 1607 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

## Adult Community Mental Health Services

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

#### Clinical Lead

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 43847, several - 020GK)**

Gazetted: 03 February 2022

Closing Date: 22 February 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 by 29 October and be fully vaccinated by 1 December 2021.

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

## POSITION OVERVIEW

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

As Senior Clinician, you will be responsible for supporting the Adult Community Mental Health Services Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking, and contributing to clinical review process, contributing to quality improvement, participating in recruitment, and leading learning and development activities within the team.

The position will be based in either the Belconnen, City or Woden adult community mental health team. The decision around placement will be influenced by the clinical demand and staffing profile of the respective team/s. Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team and provide supervision to staff.

Your immediate supervisor will be the ACMHS Team Leader. As required, you will represent the ACMHS Team leader at professional forums including committees and working groups.

#### 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 Occupational Therapy, Psychology or Social Work. Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Strong understanding of adult community mental health services with minimum of five years post qualification experience.
- Post graduate qualifications in a related health field.
- 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Hold a current driver's licence.

Note: There are three permanent positions available.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 1705 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)



## **Clinical Service**

### **Justice Health Services**

#### **Forensic Mental Health Services**

##### **Registered Nurse Level 3.1, Custodial Mental Health**

##### **Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 36226, several - 020KM)**

Gazetted: 07 February 2022

Closing Date: 2 March 2022

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/>

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high-quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
  - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
  - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
  - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

The Alexander Maconochie Centre (AMC) allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Adaptability and flexibility to accommodate change and respond to novel situations.
2. Ability to communicate clinical concepts with influence and sensitivity.
3. Strong organisational skills with a high degree of drive.

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

##### **Mandatory:**

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum three years (preferably five years) post-qualification experience

##### **Desirable:**

- Experience of working in a custodial setting or CMHS

##### **Other:**

- 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: There are several positions available permanent and temporary for three months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019* for a full account of employment conditions).

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.

Contact Officer: Leigh Thompson (02) 5124 4677 [Leigh.R.Thompson@act.gov.au](mailto:Leigh.R.Thompson@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Senior Psychologist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 45175 - 020MP)**

Gazetted: 03 February 2022

Closing Date: 8 March 2022

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/> Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
  - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
  - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)
  - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

#### **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

1. Adaptability and flexibility to accommodate change and respond to novel situations.
2. Ability to communicate effectively and with influence on clinical issues
3. Resilience and calm in the face of conflict or uncertainty.
4. Curiosity

Position Requirements/Qualifications:

Mandatory:

- Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA
- Minimum three years (ideally five years) post-qualification work experience

Desirable:

- Area of practice endorsement in either clinical or forensic psychology
- Approved or eligible for approval as a Psychology Board of Australia Supervisor
- Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.
- Current driver's licence

Other:

- 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: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Contact Officer: Tegan Murray (02) 5124 1813 [tegan.murray@act.gov.au](mailto:tegan.murray@act.gov.au)

## Clinical Services

### Rehabilitation, Aged and Community Services

#### Brindabella day and Ambulatory Rehabilitation Services

##### Occupational Therapist

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 18203 - 02001)**

Gazetted: 03 February 2022

Closing Date: 22 February 2022

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/> 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 and 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.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation and Aged Care Occupational Therapy services are offered in community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Brindabella Day and Ambulatory Rehabilitation Services provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Rehabilitation at Home, and the Falls and Falls injury prevention service.

The Senior Occupational Therapist is an important leadership role within Brindabella Rehabilitation Services providing safe and high-quality Occupational Therapy assessment and intervention and working collaboratively to deliver interprofessional rehabilitation to facilitate positive patient outcomes.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within Brindabella rehabilitation services.

#### ABOUT YOU

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

#### Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

#### Position Requirements/Qualifications:

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

Note: This position may be required to participate in overtime, on call and/or rotation roster. An order of merit will be established from this selection process and may be used to fill future permanent or temporary, full-time or part-time positions that become available within the next 12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

#### Clinical Services

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

##### Child and Adolescent Mental Health Services

##### Hospital Liaison Team Clinician

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: C12710, several - 020NS)**

Gazetted: 03 February 2022

Closing Date: 17 February 2022

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

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

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

## ABOUT YOU

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, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- 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.

### Position Requirements/Qualifications:

#### Mandatory:

##### For Occupational Therapy:

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

##### For Psychology:

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

##### For Social Work:

- Degree in Social Work
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Note: These are casual positions available at CAMHS Acute services. These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise.

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 ACT Health credentialing and scope of clinical practice requirements for registered nurses.

Contact Officer: Norette Leahy (02) 5124 1095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

## **Strategy, Policy and Planning**

### **Deputy Chief Executive Officer, Strategy, Policy and Planning**

**Executive Level 3.2 \$369,749 - \$385,954 depending on current superannuation arrangements, Canberra (PN: E1096)**

Gazetted: 03 February 2022

Closing Date: 20 February 2022

Details: Canberra Health Services (CHS) is a world class tertiary health care organisation which delivers a range of high quality, patient centred services for patients and consumers across the ACT and surrounding Southern NSW region. Services are delivered through a range of health facilities and networks including Canberra Hospital, University of Canberra Hospital, Walk-in Centres and Community Health Centres. CHS has strong academic and research partnerships with the Australian National University, the University of Canberra and the Australian Catholic University and is one of the largest employers in the region, with a workforce of c8,000. CHS is now seeking an outstanding Deputy Chief Executive Officer (DCEO). Reporting to the recently appointed CEO, Dave Pepper, the DCEO will:

Support the CEO in directorate responsibilities across Government;

Provide high level advice on strategic and policy matters to the CEO and Ministers;

Lead the development and implementation of the CHS strategic plan and ensure delivery of strategic priorities in collaboration with the senior executive team and broader organisation;

Provide leadership for key divisions and deliver organisation-wide strategic projects;

Work in close collaboration with the COO to ensure CHS service delivery aligns with strategic priorities;

Ensure the patient is at the centre of organisational decision making;

Forge collegial relationships across a variety of stakeholders including ACT Health, academic and research partners, community groups, private hospitals, primary health and other health services;

Foster a responsive, future focused and contemporary culture which supports all staff to deliver true excellence.

We are ideally seeking an experienced health service executive leader with a track record of successful transformation across a significant scale hospital network or health service. You may currently hold a COO / Deputy CE or equivalent role; we equally value applications from executive leaders with experience across complex government or health systems who are looking to step up to this role. You will demonstrate the capacity to work collaboratively across a complex organisational landscape and inspire your teams to set the highest standards in patient care. You'll possess deep financial skills and commercial acumen and be passionate about healthcare and its impact on the community. Critical to your success will be your strong engagement abilities and your track record of successfully forging powerful relationships with staff, stakeholders, and the broader community.

This represents an exciting opportunity to support world class healthcare across this thriving community. It also offers the prospect of living in the beautiful and picturesque ACT region and becoming part of the friendly and community centred culture which the area is renowned for.

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.

**Remuneration:** The position attracts a remuneration package ranging from \$369,749 to \$385,954 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$324,098.

**Contract:** The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** To download a copy of the Candidate Information Pack which includes details about the organisation, the role, and how to apply, please [CLICK HERE](#) or visit [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and search reference number 29211. To discuss further, please contact Rob Macmillan, Partner at Derwent Search at [healthservices@derwentsearch.com.au](mailto:healthservices@derwentsearch.com.au) or call on 02 9091 3266.

Applications close: Sunday 20th February 2022.

Contact Officer: Rob Macmillan, Partner at Derwent Search (02) 9091 3266 [Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au); [healthservices@derwentsearch.com.au](mailto:healthservices@derwentsearch.com.au)

## **People and Culture**

### **Business Partner**

#### **HR Business Partner**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42193 - 020RG)**

Gazetted: 08 February 2022

Closing Date: 24 February 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 looking for an experienced and business savvy HR Business Partner to join our Canberra Health Services People and Culture team. This is an operational and strategic HR role that will help the health service enable cultural priorities and develop and direct our HR Agenda with our leaders.

If you are interested in working for the health service that serves our community, and are committed to working as part of a team to transform our culture, come and join us.

The role will work closely with Clinical and Corporate Leaders to deliver HR projects and services across different divisions. The role reports to the Senior Director of Business Partnerships, and is based at the Canberra Hospital, currently attracting Fringe Benefit Tax exemption.

#### **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/>

Business Partners work closely with their allocated executive and management teams in conjunction with the centres of expertise, to provide an integrated and client focused approach. As a Business Partner you will have the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, to assist the Canberra Health Services in achieving an engaged and high performing workforce.

The People and Culture Branch located at Canberra Hospital and is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

#### **About You**



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

**Behavioural Capabilities**

Enjoy working in the grey and not taking the one size fits all approach

Sound judgement, analytical skills and the ability to think and act strategically.

Strong coaching and mentoring to facilitate the development of team members and internal clients.

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

**Position Requirements/Qualifications:**

Relevant tertiary qualifications in Human Resources or equivalent experience is 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:

Undergo a pre-employment National Police check;

Demonstrate compliance with the current Public Health Order requiring mandatory vaccinations in a hospital setting.

**Note:** This is a temporary available for a period of 11 months with the possibility of extension and/or permanency.

Contact Officer: Jim Tosh 0434 845 669 [jim.tosh@act.gov.au](mailto:jim.tosh@act.gov.au)

**ACT Pathology**

**Medical**

**Manager, Special Projects and Business**

**Support**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54950 - 020N3)**

Gazetted: 03 February 2022

Closing Date: 21 February 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/>

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Reporting to the Executive Director of Pathology, the Manager, Special Projects and Business Support will be responsible for providing strategic and operational support to the Executive Director and the senior leadership team.

The role will provide high level coordination of major projects across ACT Pathology, support communications including briefings, maintain Medicare licenses and other compliance activities, support liaison activity, as well as business reporting and procurement tasks.

The Manager, Special Projects and Business Support will play a key support role with the senior Directorate Medical Services Division ACT Pathology Branch Canberra Health Services leadership team, as ACT Pathology continues to build a contemporary and agile public pathology service, with a values-based workplace culture that allows all our people to reach their potential.

**ABOUT YOU**



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**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Demonstrated success in implementing organisational strategies to enhance service delivery and business functions.

High level communications skills, with demonstrated capability to effectively communicate with senior leadership and team members across the organisation and external stakeholders.

Strong organisational skills, and able to work independently with a high degree of initiative and drive.

**Position Requirements/Qualifications:**

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

Experience with Project Management methodologies would be desirable.

Knowledge of compliance obligations for Pathology under Medicare legislation and the NPAAC/NATA accreditation processes is 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:**

Undergo a pre-employment National Police Check.

Contact Officer: Glenn Edwards (02) 5124 2891 glenn.edwards@act.gov.au

**Finance and Business Intelligence**

**Clinical Benchmarking and Sub and NonAcute Patients**

**Sub and NonAcute Patients Officer**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 55008 - 020GO)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

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.

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020GT and Req ID 020GO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

**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.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the Director of Clinical Benchmarking and SNAP. Care type changes are performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes. ABOUT YOU

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Behavioural Capabilities

1. Ability to work autonomously and within a team.
2. Strong organisational skills with a high degree of drive.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet organisational needs.

Position Requirements/Qualifications:

Applicant is required to be registered (or eligible for registration) as a Nurse with the Australian Practitioner Regulation Agency (APRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

It is desirable for the applicant to hold a current driver's licence.

The applicant should:

- 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 nine months with the possibility of extension. Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020GT and Req ID 020GO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

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.

Contact Officer: Lesley Dickens 0421 99 8104 [lesley.dickens@act.gov.au](mailto:lesley.dickens@act.gov.au)

## Nursing

### Specialised Nursing

#### Clinical Development Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29934, several - 020SN)**

Gazetted: 09 February 2022

Closing Date: 23 February 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The

new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

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

#### **ABOUT YOU**

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.

#### **Personal Attributes:**

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

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

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

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

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

#### **Mandatory:**

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

Minimum of 4 years of Clinical experience

Be an approved train the trainer

#### **Desirable:**

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

Current drivers 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 and vaccination processes against specified infectious diseases

**Notes:** This is a temporary position available for 11 months with the possibility of extension. A Merit Pool may be established to fill future vacancies over the next 12 months.

Contact Officer: Olivia Dyriw (02) 6142 6756 [Olivia.Dyriw@act.gov.au](mailto:Olivia.Dyriw@act.gov.au)

#### **People and Culture**

#### **Employment Services**

#### **Manager Workforce Inclusion**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42875 - 020PL)**

Gazetted: 09 February 2022

Closing Date: 25 February 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

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

Reporting to the Director Workforce Planning, the Manager Workforce Inclusion plays a key role in developing, researching, implementing and evaluating programs that support social inclusion in CHS with a particular focus on Aboriginal and Torres Strait Islander people and people with disability. Other employment groups that will be supported by this role include women, lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people, and culturally and linguistically diverse (CALD) people.

The role of Manager Workforce Inclusion represents CHS both internally and externally in regard to social inclusion matters; ensures effective communication between CHS business units and relevant external groups and networks; and coordinates the provision of information and advice to CHS.

#### About You

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

#### Behavioural Capabilities

Strong Organisational and time management skills

High level communication skills

Be proactive, enthusiastic and driven to make positive change

#### Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Heidi Gregson 65124 9625 [Heidi.Gregson@act.gov.au](mailto:Heidi.Gregson@act.gov.au)

#### RACS

##### Social Work

##### Health Professional Officer

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 54917, several - 0200C)**

Gazetted: 09 February 2022

Closing Date: 23 February 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/>

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

**Note:** This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

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

Relevant Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred. Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

Reference checks

Provide Working with vulnerable people (WWVP) registration

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

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

Undergo a pre-employment Police check.

Contact Officer: Natasha Synnott (02) 5124 0075 [Natasha.Synnott@act.gov.au](mailto:Natasha.Synnott@act.gov.au)

## Medicine

### Gastroenterology and Hepatology Unit

#### Polyp surveillance and NBCSP nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29110 - 020RH)**

Gazetted: 09 February 2022

Closing Date: 23 February 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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

Gastroscopy

Colonoscopy

Bronchoscopy

Endoscopic ultrasound (EUS)

Endoscopic Retrograde Cholangiopancreatography (ERCP)

Ano-rectal manometry services

The GEHU performs approximately over 20,000 occasions of service per year including approximately 6000 procedures. It provides an outpatient clinical service for patients with inflammatory bowel disease (IBD), hepatological, pancreatobiliary and general gastrointestinal conditions.

#### 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 strong work ethic.

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

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 manage confidential and sensitive information.

#### Position Requirements/Qualifications:

Registered Nurse or eligible for nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Sharon chambers (02) 5124 3488 [sharon.chambers@act.gov.au](mailto:sharon.chambers@act.gov.au)

## **Pathology**

### **Specimen Reception**

#### **Specimen Reception Senior**

**Technical Officer Level 2 \$66,857 - \$76,559, Canberra (PN: 49690, several - 01ZRH)**

Gazetted: 09 February 2022

Closing Date: 23 February 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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and Calvary Public Hospital Bruce operating 24 hours, 7 days a week all year round and Collection Centres located at seven sites across Canberra. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of the Specimen Reception Manager and Specimen Reception Supervisors, you will play a key role in providing day to day supervision of staff, assist with training and provide troubleshooting assistance for all enquiries. The role will require participation in a 24 hour/7-day rotating roster.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills.

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

Ability to communicate effectively and work collaboratively in a team.

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

Relevant Degree/Diploma or equivalent qualification, or a minimum of 3 years relevant experience and training which enables the officer to competently perform the duties appropriate to the office. **Position Requirements**

The successful applicant will need to participate in a 24 hour/ 7 day rotating roster.

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

Have an understanding of the requirements for transportation of biological specimens in accordance with IATA Dangerous Goods Regulations.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

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

Supply minimum of two referees willing to be contacted.

Undergo a pre-employment National Police Check.

Contact Officer: Christopher Burton (02) 5124 3992 [Chris.Burton@act.gov.au](mailto:Chris.Burton@act.gov.au)



## **Rehabilitation, Aged and Community Services**

### **Occupational Therapy**

#### **Occupational Therapist**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 44137 - 0200I)**

Gazetted: 09 February 2022

Closing Date: 28 February 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

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

#### **POSITION OVERVIEW**

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We are committed to providing exceptional care through high quality assessment and therapeutic intervention for a range of client populations in rehabilitation, aged care and community health settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and outpatients at the University of Canberra Hospital, Acute aged care at the Canberra Hospital and Community based occupational therapy Services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Effective communication, including active listening skills, and an ability to negotiate.

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

##### **Mandatory:**

Tertiary qualifications in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver licence.

##### **Other:**

Previous experience working in the rehabilitation, aged-care or community health sectors is highly desirable.

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

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



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

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

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

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

Undergo a pre-employment Police check.

**Note:** A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

**Office of CEO**

**Medical Oncology Clinical Trials**

**Clinical Trials Co-ordinator - Medical Oncology**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 44423, several - 0203R)**

Gazetted: 04 February 2022

Closing Date: 21 February 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 Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Medical Oncology, the Clinical Medical Oncologists and the Clinical Trials Manager.

**About You**

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**Behavioural Capabilities**

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Strong organisational skills with a strong work ethic.

**Position Requirements/Qualifications:**

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

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 two temporary full time positions available for a period of up to 12 months with the possibility of extension. Part-time will be considered and the full-time salary noted above will be paid pro-rata. It would be desirable to have experience in an acute care setting and/or medical oncology or haematology experience.

Contact Officer: Katherine Johnson (02) 5124 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

## Medical Services

### Pathology

#### Specimen Entry Officer

**Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 48968, several - 020U7)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

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/>

ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites.

Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under direction, from Supervisors, Specimen Entry Operators play a key role in maintaining processes and procedures and are predominantly responsible for the registration of specimens into the laboratory information system (LIS), distribution of specimens to the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7-day rotating roster.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong organisational skills.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Ability to communicate effectively and work collaboratively in a team.

#### Qualifications:

Relevant Degree/Diploma or equivalent qualification, or relevant experience and training which enables the officer to competently perform the duties appropriate to the office.

#### Position Requirements/Qualifications:

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

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

Note: There are several positions available Permanent, casual and temporary with the possibility of extension and/or permanency.

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.
- Supply minimum of two referees willing to be contacted.
- Supply certified copy of qualifications.

Contact Officer: Christopher Burton (02) 5124 3992 Chris.Burton@act.gov.au

## **Child and Adolescent Mental Health Services**

### **Acute Services**

#### **Health Professional Level 3**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 50778 - 020QJ)**

Gazetted: 09 February 2022

Closing Date: 23 February 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**

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **About You**

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, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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.

**Position Requirements/Qualifications:**

**Mandatory:**

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

**For Psychology:**

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

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

**For Social Work:**

Degree in Social Work

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

Must hold a current driver's licence.

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 National Police check.

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

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

**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 used to fill future identical full time permanent vacancies within a 12-month period.

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

Contact Officer: Norette Leahy 02 5124 1095 [norette.leahy@act.gov.au](mailto:norette.leahy@act.gov.au)

**Child and Adolescent Mental Health Services (CAMHS)**

**Acute Services - CAMHS**

**CAMHS HLT Clinician**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 41858 - 020Q3)**

Gazetted: 08 February 2022

Closing Date: 15 February 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**

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

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

- **Rehabilitation and Speciality Services**

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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**ABOUT YOU**

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**Behavioural Capabilities**

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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.

**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 and 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.

This position is a temporary 3-month HP3 position available at CAMHS Acute services with the possibility of extension.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy (02) 5124 1095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

**Medicine**

**Nursing**

**Clinical Development Nurse (CDN)**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 24065 - 020PP)**

Gazetted: 08 February 2022

Closing Date: 22 February 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.

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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/>

Ward 9A is a busy 24-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Ward 9A.

**Duties**

Under direction of the Ward 9A Clinical Nurse Consultant, the Ward CDN will:

Facilitate clinical teaching within the workplace utilising adult learning principles and following practice standards and policies to optimize personal learning and development of self and others including support of new colleagues and preceptors. This requires participation in the development and regular revision of clinically specific Self Directed Learning Packages that reflect evidence based practice and current literature.

Work with CNC to identify learning needs of the area and lead development activities and clinical in-services programs to promote Evidence Based Nursing taking into account local requirements. This includes presentations from nurses who have been sponsored to attend educational events.

Manage competency based assessment and mandatory training of all nurses within clinical settings as required and maintain credentialing records including Capability. Collect and report relevant data for KPI's.

Participate in risk management, quality improvement, procedure review, nursing practice review and clinical research activities.

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

#### About You

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#### Behavioural Capabilities

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

#### Position Requirements/Qualifications:

Desirable:

Certificate IV in Training and Assessment

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

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

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Maria James 51243648 [maria.james@act.gov.au](mailto:maria.james@act.gov.au)

### Justice Health Services

#### Custodial Mental Health

#### Administration Support

#### Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 55547 - 020Q5)

Gazetted: 08 February 2022

Closing Date: 25 February 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/>

Justice Health Services is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As the Administration Support Officer you will report to the Administration and Data Manager JHS, and be expected to provide high level administrative support to the Custodial Mental Health (CMH) Team, Forensic Mental Health Services (FMHS) and to clinical and management staff with a focus on effective administrative support to ensure service delivery and providing high-quality customer service to mental health consumers and external stakeholders.



This position is based at the Alexander Maconochie Centre however may be required to work across multiple sites including the Alexander Maconochie Centre, Bimberi Youth Justice Centre, and 1 Moore Street.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

#### **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 with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

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

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

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

#### **Desirable**

Knowledge of Canberra Health Service internal software packages

Current driver's licence is preferred but not mandatory

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

Be registered under the Working for Vulnerable People Act 2011

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary part-time position at (14.7) hours per week for 11 months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Casey Shaw (02) 5124 7706 Casey.Shaw@act.gov.au

### **Infrastructure and Health Support Services**

#### **Operational Support Services**

#### **Volunteer Services Coordinator**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14927 - 020RK)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

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 Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under the broad direction of the Assistant Director, CS, the Volunteer Coordinator will play a key role in providing day to day administrative support for the implementation and maintenance of volunteer programs, volunteer recruitment, and volunteer activity, including the organisation of functions, acknowledgement awards and promotional events. This person is often the first point of contact with potential volunteers and is responsible for excellent customer service at all times.

#### **ABOUT YOU**

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#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Act honestly and with integrity, maintaining discretion with confidential matters.
3. Ability to work independently under broad direction, prioritise and coordinate activities to achieve outcomes within tight deadlines.
4. Be flexible, adaptable and comfortable within a changing work environment.

#### Position Requirements/Qualifications:

- Knowledge of community development, volunteering and training is desirable.
- Previous volunteering experience is also essential for entry into this profession.
- 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Anne Folger-Pleuger 0481 005 604 [anne.folger-pleuger@act.gov.au](mailto:anne.folger-pleuger@act.gov.au)

## Clinical Services

### Medicine

#### Acute Medical Unit

#### Clinical Care Coordinator

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 54489 - 020SC)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

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 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 ACT Health 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.

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

#### 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:

1. Proven advanced clinical experience in a leadership role.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs.

#### Position Requirements/Qualifications:

Relevant tertiary management or nursing qualifications and a minimum of five years' experience working professionally in Medical Wards is preferred.

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

#### Desirable

- Holds or is working towards a tertiary Management qualification and/or Nursing qualification.

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

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.

Contact Officer: Jo Lewis 0422 414 169 jo.lewis@act.gov.au

### **Finance and Business Intelligence**

#### **Supply Services**

##### **Driver**

#### **Health Service Officer Level 5 \$59,380 - \$62,328, Canberra (PN: 25209 - 020HK)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of CHS. 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 and Supply.

This role involves picking, packing and delivering stock to all CHS Hospitals, Private Hospitals and Community Health Centres across the ACT. This role is customer facing and requires an MR licence and previous driving/delivery experience, a fork-lift licence and previous Warehouse experience will be highly regarded. The position reports to the Senior Store Supervisor of Canberra Health Supply Services. This position is rotated between the Supply Services Warehouse, Mitchell and the Canberra Hospital.

#### 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.
- Strong understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

#### Position Requirements/Qualifications:

Mandatory:

- Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly 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.

Note: This is a temporary position available for 11.5 months with the possibility of permanency.

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.

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

## Medical Services

### Medical Officer Support, Credentialing, Employment and Training Unit

#### Medical Rostering Administration Officer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 29194 - 020QF)

Gazetted: 07 February 2022

Closing Date: 21 February 2022

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/>

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

- The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.
- The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Medical Roster Team Manager, you will ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce CHS. Assist in the provision of financial accountability and FTE governance over the Junior Medical Officer (JMO) cohort of CHS.

#### 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

1. Strong organisational skills with a proactive approach to tasks
2. Adaptability and flexibility to accommodate change and provide responsive services to meet service needs
3. Ability to think laterally in order to find alternative rostering options during period of decreased staffing.
4. Ability to robustly negotiate and manage situations with personnel who may be unwilling to work rostered/required shifts.

#### Position Requirements/Qualifications:

- Previous rostering experience in a public hospital environment.

- 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: Robyn Hughes (02) 5124 4116 [robyn.hughes@act.gov.au](mailto:robyn.hughes@act.gov.au)

## **Finance and Business Intelligence**

### **Clinical Benchmarking and Sub and NonAcute Patients**

#### **Sub and NonAcute Patients Officer**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 55584 - 020GT)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

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.

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020GT and Req ID 020GO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

#### **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.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the Director of Clinical Benchmarking and SNAP. Care type changes are performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

#### **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**

1. Ability to work autonomously and within a team.
2. Strong organisational skills with a high degree of drive.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet organisational needs.

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

Applicant is required to be registered (or eligible for registration) as a Health Professional with Australian Practitioner Regulation Agency (APHRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

It is desirable for the applicant to hold a current driver's licence.

The applicant should:

- 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 nine months with the possibility of extension. Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020GT and Req ID 020GO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

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.

Contact Officer: Lesley Dickens 0421998104 Lesley.Dickens@act.gov.au

## **Canberra Health Services**

### **Clinical Services**

### **Rehabilitation, Aged and Community Services**

### **Oral Health Services**

### **Dental Assistant**

### **Dental Assistant Level 2 \$59,818 - \$69,943 , Canberra (PN: 25924, several - 020TK)**

Closing Date: 28 February 2022

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/> Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

- Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
- Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
- Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

- Gungahlin Health Centre
- Belconnen Health Centre
- Civic Health Centre
- Phillip Health Centre
- Tuggeranong Health Centre
- Alexander Maconochie Centre
- Mobile Dental Clinics

The successful applicant will be required to work at all OHS service delivery locations..

### **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**

1. Compassion
2. High level of customer service
3. Be proactive, enthusiastic and a strong communicator
4. Reliability

**Position Requirements/Qualifications:**

- Preferred to have Certificate III in Dental assisting or Certificate IV in Dental assisting,

**Or**

- Two-plus years of equivalent dental assisting experience and either enrolled in or committed to complete Certificate III in Dental assisting or Certificate IV in Dental assisting from a registered training organisation.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- 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.

**Note:** These are temporary positions available for 11 months with the possibility of extension and/or permanency.

**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.

Contact Officer: Sarah Shore 0479 175 932 [sarah.j.shore@act.gov.au](mailto:sarah.j.shore@act.gov.au)

**Canberra Institute of Technology**

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

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

**Education and Training Services**

**Library and Learning Services**

**eLearn Support Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 32406)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

**Details:** The Canberra Institute of Technology (CIT) is seeking an eLearn Support Manager to oversee eLearn Support helpdesk, coordinate and liaise with internal and external stakeholder to design and develop online courses in line with best practice standards using the online course template. The successful applicant will also be responsible in investigating and troubleshooting system issues, coordinating upgrades and performing User Acceptance Testing (UAT). They will have highly developed customer service and communication skills as well as demonstrated understanding of digital literacy skills including experience in working with a range of software, such as Microsoft Office Suite, SCORM packages and digital assets. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels.

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:** It is mandatory that you have at least two years' experience in a tertiary education environment. It is highly desirable that you hold a Certificate IV in Training and Assessment, relevant industry qualifications in information technology.



**Note:** This is a temporary position available from 21 March 2022 until 06 January 2023. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Addressing the Selection Criteria and no more than a two-page Curriculum vitae. If selected for interview you will be required to provide three referee reports.

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

Contact Officer: Jyothi Jayaram (02) 6207 3158 jyothi.jayaram@cit.edu.au

## **Education and Training Services**

### **Technology and Design**

#### **Information, Communication and Technology**

##### **Laboratory Manager**

##### **Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 39601)**

Gazetted: 08 February 2022

Closing Date: 15 February 2022

Work independently with limited supervision while maintaining the Centres' specialist teaching areas as well as the flexible learning Centres. Diagnose/analyse and provide suitable solutions to issues in the specialist teaching areas. Undertake complex building, installation, testing and maintenance tasks to support the Information Technology (IT) specialist teaching areas, work with outside contractors and service providers. Undertake the procurement and maintenance of the specialist teaching equipment in accordance with Canberra Institute of Technology (CIT) policies and actively monitor and review the ongoing operation of the specialist teaching equipment areas and recommend appropriate actions to the Centre's management team.

Eligibility/Other requirements:

Diploma of Information Technology or higher.

Minimum two years' experience maintaining a technical environment is desirable.

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

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Interested candidates should submit an application addressing the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Mark Webber (02) 6207 4916 Mark.Webber@cit.edu.au

## **Education and Training services**

### **Health, Community and Science College**

#### **Animal Studies General Support Officer, CIT Dog Day Care Attendant**

##### **General Service Officer Level 3 \$53,149 - \$55,129, Canberra (PN: C10459, several)**

Gazetted: 04 February 2022

Closing Date: 8 March 2022

**Details:** Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual vacancies in the CIT Dog Day care program.

Do you love working with animals? Are you self-motivated, a team player, and great with customer service?

Canberra Institute of Technology's Science Department at Bruce Campus offers a Dog Day Care program as part of the teaching area in Animal studies. CIT Dog Day Care is open four days per week during school terms, offering work experience to current students.

CIT Dog day care attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day care procedures.

Maintain cleanliness and housekeeping of the Dog day care yard and Dog House.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.

Work outdoors in all kinds of weather

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

**Eligibility/Other Requirements:** You would preferably have experience working with dogs in an animal care setting, or hold qualifications in animal studies such as Certificate III in companion animal, Certificate III in dog behaviour and training.

**Note:** This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. A merit list will be maintained and may be used to fill identical casual vacancies which may occur until the end of the calendar year.

**How to Apply:** Please fill in the attached application, along with a current curriculum vitae.

Completed applications must be returned via email to: [CITScience@cit.edu.au](mailto:CITScience@cit.edu.au)

Contact Officer: Michelle Flatt (02) 6205 1911 [michelle.flatt@cit.edu.au](mailto:michelle.flatt@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](mailto:jobs@act.gov.au)

#### **Executive Branch Manager, Procurement Policy and Capability Branch**

**Temporary Vacancy (1 March 2022 - 31 Aug 2022 with the possibility of extension up to nine months)**

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

**Procurement ACT**

**Position: E880**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 8 February 2022

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Procurement Policy and Capability Branch, Procurement ACT, Budget, Procurement, Infrastructure and Finance (BPIF), Chief Minister, Treasury and Economic Development Directorate from 1 March 2022 until 31 August 2022 with the possibility of extension up to nine months.

The Executive Branch Manager, Procurement Policy and Capability leads the work of the teams within the Branch to ensure procurement policy is consistent with government priorities and community expectations and delivers best practice outcomes, and to support capability and systems delivering operational procurement outcomes across government.

The branch forms part of Procurement ACT and operates in close collaboration with the Goods and Services Procurement Branch in support of the Executive Group Manager Procurement ACT.

**To apply:** Interested applicants should submit a one-page Expression of Interest addressing their suitability and availability for the role, contact details of two referees and a resume to Glenn Bain via email, [glenn.bain@act.gov.au](mailto:glenn.bain@act.gov.au) by Noon Monday 14 February 2022.

**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 \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

**Contact Officer:** Glenn Bain (02) 6207 6569 [glenn.bain@act.gov.au](mailto:glenn.bain@act.gov.au)

#### **Executive Group Manager, Procurement Reform**

**Temporary Vacancy (immediately to 27 May 2022 with possibility of extension)**

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

**Budget, Procurement, Infrastructure and Finance Group**

**Position: E1230**

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

Circulated to: ACTPS Senior Executive List Band 1 and Band 2,

Date circulated: 8 February 2022

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced leader to undertake a strategic role in scoping and developing the work program for a project that will reform procurement practices and guidance across Government.

Drawing on recent reviews and recommendations in relation to procurement, including in audit reports, the role will be responsible for the establishment of a reform program working closely with Procurement ACT and Major Projects Canberra in particular, and will require close engagement with key executives across all Directorates and agencies.

Reporting to the Deputy Under Treasurer, the role is responsible for scoping the reform program and in consultation with relevant areas across Government, developing a work plan outlining responsibilities and timelines for delivery, including consideration of modes of delivery and resourcing.

The successful applicant will be required to demonstrate effectiveness in leading significant reform and have the capacity to build and maintain relationships with key stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

**Eligibility/Other Requirements:** An understanding of public sector procurement frameworks, policy and practices and experience in leading significant reform, as well as exceptional leadership, executive management, communication and negotiation skills.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Sue Vroombout via email, [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au) by COB Monday 14 February 2022

**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 \$293,881 - \$306,669 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$255,749.

**Contact Officer:** Sue Vroombout, 0428 290 364, [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au)

## **Access Canberra**

### **Transport Licensing**

#### **Business Support**

#### **Business Support and Training Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 12978, several)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

**Details:** Do you have great attention to detail? Could you understand legislation and policy and turn it into easy to understand training material or procedures?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system including:

Business system training

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

The successful applicant/s will be motivated confident on the phone and will support staff with system functionality and advice on Road Transport legislation, policy and business rules.

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

The successful applicant/s needs to learn new concepts and experience in the use of rego.act is highly desirable.

The position is attached to a rotating roster of 8am-5.30pm Monday – Friday.

**Notes:** These are temporary positions available immediately for six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

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

Contact Officer: Hayley Eastman (02) 6207 0403 [Hayley.Eastman@act.gov.au](mailto:Hayley.Eastman@act.gov.au)

## **Access Canberra**

### **Construction, Utilities, and Environment Protection**

#### **Environment Protection Authority**

#### **Senior Director, Environment Protection Authority**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 39139)**

Gazetted: 08 February 2022

Closing Date: 24 February 2022

**Details:** Access Canberra's vision is to build 'a safe and liveable city' and bring together ACT Government shopfronts and regulatory services to deliver a simple, seamless experience to our customers and the community. At Access Canberra, we aim to make it easier for businesses, community organisations, and individuals to work with the government to make Canberra an even better place to live, work and, do business in. Access Canberra's team members are committed to putting the customer at the centre of everything we do, being solutions-driven, and delivering the right regulatory outcomes to support continued economic growth.

#### **BUSINESS UNIT OVERVIEW**

The Office of the Environment Protection Authority has legislative responsibility for regulatory activities related to air, land and water, environmental noise, water resources, lakes, contaminated sites, firewood merchants, clinical and hazardous waste, and pesticide use.

#### **What we do**

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those who are not doing the right thing to protect our community.

#### **Who we are**

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

We value people who bring innovative and creative ideas, who communicate with candour and respect, and who are motivated to drive projects from conception to delivery. We are curious about each other's work and always ask "who else needs to know?"

#### **What we offer**

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

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

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

#### **THE TEAM YOU WILL WORK IN**

The Senior Director position is a full-time permanent position within Access Canberra.

The Senior Director reports directly to the Executive Branch Manager and leads the environment protection function within Access Canberra's regulatory compliance framework.

The Senior Director manages the Office of the Environment Protection Authority and works collaboratively with other regulatory bodies and key stakeholders to achieve the best environment protection outcomes for the ACT community.

As the Senior Director, you will lead the EPA team to deliver high-quality regulatory outcomes and support a strong culture of ongoing improvement and professionalism.

You will work alongside other Senior Directors, Statutory Officers, and Executive roles to ensure Access Canberra leads the way in being an accessible, agile, and responsive public agency that delivers quality regulatory compliance outcomes.

#### **SELECTION CRITERIA**

To be successful in this application, you will need to demonstrate your capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines, and contribute to and support various activities across both Access Canberra and the Directorate.

Please refer to the Position Description for the Selection Criteria and other requirements.

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

**How to Apply:** Please send your curriculum vitae, including contact details of two referees, with a two-page Expression of Interest that details why you're the best person for the job and references the requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Lhuede (02) 6207 8606 [Nick.Lhuede@act.gov.au](mailto:Nick.Lhuede@act.gov.au)

## **Access Canberra**

### **Road Transport**

#### **Licence and Registration**

##### **Client Service Officer**

##### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 37064, several)**

Gazetted: 07 February 2022

Closing Date: 21 February 2022

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

The Licence and Registration Administration (LARA) team in Access Canberra administer motor vehicle registration, driver licensing and other transported related functions. LARA administer a variety of legislation and make decisions on applications across over 95 road transport related functions and provide excellent customer service to the community by phone, email, and hard copy correspondence.

This is a team committed to providing quality service, and their work has a huge impact for the community, and the staff of the organisation. The LARA team are an important link between the Government and the community and require a high degree of attention to detail in their work.

##### **Duties/Responsibilities:**

Working in a team-based environment you will be responsible for providing information and services in a superior customer service and regulatory environment. Under the general direction of the Manager:

Provide quality customer service and information for various Road Transport driver licensing and registrations via phone, email, and hard copy correspondence.

Produce and process various Road Transport driver licensing and registration transactions in an accurate and timely manner.

Resolve customer queries by providing clear, accurate and relevant information.

Enter and retrieve information from databases in an accurate, timely manner.

Understanding of and adherence to ethics and privacy issues.

Attention to detail and the ability to accurately and efficiently use a range of business technologies to support processes.

Manage the resolution of difficult or complex enquiries and complaints with tact and discretion and escalate matters as necessary.

Provide administrative support to senior staff members to ensure the objectives are achieved.

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

**Notes:** There are several temporary positions available for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please review the Position Description for more details. Please submit the following:

A two-page pitch detailing your relevant experience and how your Skills, Knowledge and Behaviour relate to the Selection Criteria.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button

Contact Officer: Tony Spasenoski (02) 6207 9729 [Tony.Spasenoski@act.gov.au](mailto:Tony.Spasenoski@act.gov.au)

## **Revenue Management**

### **Business Systems**

#### **Director, Business System Support**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56628)**

Gazetted: 07 February 2022

Closing Date: 21 February 2022

**Details:** The ACT Revenue Office is looking for an energetic person to join the Business Systems Team as Director, Business Systems Support. The successful applicant will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with.

You will get to exercise your technical and management abilities directing the support efforts for various systems and also get involved with new development efforts.

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:** Information Technology qualifications and membership and/or professional certification with relevant professional organisations will be highly regarded, eg. ACS Certified Professional.

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

**How to Apply:** Please provide a written response addressing the capabilities listed under the "What you Require" section of the position description, as well as a curriculum vitae including contact details of at least two current referees.

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

## **Revenue Management**

### **Compliance**

#### **Compliance Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 40918, several)**

Gazetted: 07 February 2022

Closing Date: 23 February 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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:** There are several permanent positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

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

Contact Officer: David Ellis (02) 6205 4811 [david.ellis@act.gov.au](mailto:david.ellis@act.gov.au)

## **Revenue Management**

### **Compliance**

#### **Compliance Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42410, several)**

Gazetted: 07 February 2022

Closing Date: 24 February 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and

accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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

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

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

Contact Officer: David Ellis (02) 6205 4811 david.ellis@act.gov.au

## Corporate

### People and Capability

#### HR Advisor

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37022)**

Gazetted: 04 February 2022

Closing Date: 18 February 2022

**Details:** The People and Capability Branch is seeking a highly motivated and enthusiastic individual to fill the role of HR Advisor, within the Employee Relations and Injury Management Team. The HR Advisor plays an integral role to proactively identify and facilitate early and safe return to work opportunities. You will provide strategic HR advice and support to the directorate on all injury management matters. As the HR Advisor you will recommend best practice injury management strategies to staff across the directorate and provide case management support liaison for workers compensation claims. The role operates as part of a small team responsible for providing specialist advice and coaching for managers to ensure safe and supportive work environments. You will work closely and cooperatively with all staff within the directorate, as well as the Injury Management Team.

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

**Eligibility/Other requirements:**

Experience in Human Resources, return to work, workers' compensation, injury management, or claims management is desirable.

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

**How to apply:** Interested applicants are requested to submit an application no more than two pages addressing the Selection Criteria in the Position Description, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Peita Francis (02) 6207 2284 peita.francis@act.gov.au

## Policy and Cabinet

### Social Policy

#### **Office of LGBTIQ+ Affairs (Social Inclusion and Equality)**

#### **Director (Intersex Project)**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56612)**

Gazetted: 04 February 2022

Closing Date: 14 February 2022

**Details:** The Office of LGBTIQ+ Affairs within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Director (Intersex Project). The Office of LGBTIQ+ Affairs coordinates and supports strategic government projects and policy to promote Canberra as the most LGBTIQ+ welcoming and inclusive city in Australia. The Director (Intersex Project) leads work to develop a draft bill to provide important protections to intersex people in medical settings and support the introduction of the bill in the ACT Legislative Assembly in 2022.



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 applicant will have sound understanding and experience in delivering high-quality policy advice and analysis on complex public policy issues, in multiple areas within the Office's remit and other whole of government matters; combined with high level communication skills; and a demonstrated ability to lead strategic thinking and foster collaboration amongst stakeholders. Attached is the Position Description for the role.

**Note:** This is a temporary position available immediately until 28 February 2023 with the possibility of extension. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on written application only and is open to current ACTPS employees. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** To apply, candidates should submit a one page 'pitch' addressing the Selection Criteria and a curriculum to [david.momcilovic@act.gov.au](mailto:david.momcilovic@act.gov.au) by the closing date.

**Applications should be sent directly to the Contact Officer.**

Contact Officer: David Momcilovic (02) 6205 0743 [david.momcilovic@act.gov.au](mailto:david.momcilovic@act.gov.au)

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

#### **Customer Engagement Services Branch**

#### **ICT Emergency Services Agency**

#### **Senior Technical Systems Administrator**

#### **Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51890, several)**

Gazetted: 04 February 2022

Closing Date: 23 February 2022

Details:

Reporting directly to the Senior Director, ICT, this role is responsible for managing the ACT Emergency Services Agency (ESA) technical environment including hardware and software components through its lifecycle including definitions and specification, implementation, continuous maintenance and support and replenishment across a broad spectrum of Server, Network and Desktop products and technologies including, but not limited to:

Microsoft Windows Server, Operating systems and related infrastructure.

Microsoft Clustering and geo-clustering.

Microsoft Active Directory/Directory services/ILM/Trusts and Certification services.

Microsoft IIS Server.

Microsoft File services.

Microsoft Systems Centre Operations Manager (SCOM).

Microsoft Windows scripting using Powershell and VBS.

VMWare vSphere ESX including vCentre.

SQL Server (2012,2014,2019) Standard and Enterprise.

HPESIM and HPE Server Hardware.

End point Enterprise Security software.

Commvault back-up solutions.

2. Provide hardware, application and software services to support ESA technologies e.g. maintenance, backup and recovery, system monitoring, reporting, technical documentation, standard operating environment, operating system and firmware updates and patching, software packaging and deployment, application installation, upgrade management and participation in the ITIL processes of change, incident and problem management for the following:

Servers.

Desktops.

Onsite server rooms/data facilities.

Network connectivity (requesting rule changes and patching).

Communication Centre facilities, workstations and consoles.

ESA systems hosted on managed servers, desktops and end point devices.

3. Provide ICT technical support, advice and problem resolution for customers using Emergency Services Environments.
4. Consult, liaise and negotiate with relevant stakeholders including DDTS, ESA, External service and product providers and Project management teams to ensure that the development of infrastructure and network capability meet's ESA's project requirements.
5. Maintain an awareness of market trends, emerging tools, digital strategies, and technologies in order to advise ESA on technological risks or directional change that may impact service delivery.
6. Prioritise competing project and business as usual work tasks and allocate your time accordingly.
7. Occasional after hours support and escalations may be required at times.
8. This position does not involve direct supervision of staff.

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: To be successful, you will possess a demonstrable ability across the broad technical spectrum mentioned within the position description. The technical skills will be complimented by good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

Note: We are seeking to fill two positions:

The first position is a permanent position available immediately where the successful candidate will be engaged to support ESA's Critical Infrastructure Program and initially, will solely focus on this program of work, replacing much of ESA's aged infrastructure over a 12-month period before reverting to an ongoing support position within the embedded ICT Team supporting and maintaining ESA's ICT Infrastructure.

The second position will be engaged on a fixed term contract basis for a period of nine to 12 months with a likely commencement date in July 2022 and will assist the project primarily in supporting the implemented environment for the initial transitional period.

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

How to apply:

Your application should include the following:

A two-to-three-page response which addresses the following:

Give an example where you where you successfully undertook the technical lead in the significant refresh of technologies as described in the position description.

Give an example of when you managed the provision of technical support services including the technologies as outlined within the position description and explain your involvement in any Desktop or Server SOE development. detail how you meet all the requirements set out in the position description.

Responses should consider the requirements as described in the Position Description.

A current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

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

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

## **Policy and Cabinet**

### **Social Policy**

#### **Office of LGBTIQ+ Affairs (Social Inclusion and Equality)**

##### **Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52666)**

Gazetted: 04 February 2022

Closing Date: 14 February 2022

**Details:** The Office of LGBTIQ+ Affairs within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Assistant Director. The Assistant Director supports work to develop a draft bill to provide important protections to intersex people in medical settings and support the introduction of the bill in the ACT Legislative Assembly in 2022. The Assistant Director may support other projects within the Office as required.

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

**Eligibility/Other requirements:** The successful applicant will have sound understanding and experience in delivering high-quality policy advice and analysis on complex public policy issues, in multiple areas within the Office's remit and other whole of government matters; combined with high level communication skills; and a demonstrated ability to lead strategic thinking and foster collaboration amongst stakeholders. Attached is the Position Description for the role.

**Note:** This is a part-time temporary position available immediately until 30 June 2023 at 21.63 hours per week with the possibility of extension. The full-time salary noted above will be pro-rata. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on written application only and is open to current ACTPS employees. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** To apply, candidates should submit a one page 'pitch' addressing the Selection Criteria and a curriculum vitae to [david.momcilovic@act.gov.au](mailto:david.momcilovic@act.gov.au) by the closing date.

**Applications should be sent directly to the Contact Officer.**

Contact Officer: David Momcilovic (02) 6205 3805 [david.momcilovic@act.gov.au](mailto:david.momcilovic@act.gov.au)

## Treasury

### Budget, Procurement, Infrastructure and Finance Group

#### Infrastructure Finance and Reform

##### Project Officer

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 03694)**

Gazetted: 03 February 2022

Closing Date: 17 February 2022

Details: Infrastructure Finance and Reform are looking for a professional and diligent individual to fill the role of Project Officer on a full-time temporary basis with possibility of extension and/or permanency.

The role involves liaison with key stakeholders, both within Treasury and across Government agencies, to assist them in progressing projects through the Capital Framework. The Project Officer will also assist in the ongoing review, development and implementation of IFR's policy frameworks, including the Capital Framework.

Applicants will have excellent organisation skills, demonstrate a high degree of initiative and the ability to work in a flexible, dynamic environment. With practical experience in financial analysis and/or policy development analysis, you will assist IFR's activities and collaborate with a range of internal and external stakeholders. To be successful in the role, strong oral, written communication and liaison skills, coupled with analytical skills, are necessary to achieve positive outcomes. If you like interesting and fulfilling work, have excellent organisational skills and can manage competing priorities, then this is a great opportunity to develop your career through a challenging role in a central agency.

The successful applicant will report directly to the Director, Capital Framework to support the Capital Framework functions and more broadly the business unit of Infrastructure Finance and Reform, Treasury.

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 studies or experience in financial analysis and/or policy development is desirable.

**Note:** This is a temporary position available from February 2022 for a period of up to six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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:** Applications should provide a current curriculum vitae, two professional referees and a response addressing the selection criteria (technical and behavioural capabilities) in the form of a three page pitch (maximum).

Applications should be submitted via the Apply Now button below.

Contact Officer: Trevor Banks [02\) 6207 8424](tel:0262078424) [trevor.banks@act.gov.au](mailto:trevor.banks@act.gov.au)

## **Revenue Management**

### **Compliance**

#### **Compliance Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 33910, several)**

Gazetted: 07 February 2022

Closing Date: 23 February 2022

The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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

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

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

Contact Officer: David Ellis (02) 6205 4811 David.Ellis@act.gov.au

## **Access Canberra**

### **Licensing and Registration**

#### **Community, Industry and Trader Licensing**

##### **Licensing Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 45222)**

Gazetted: 03 February 2022

Closing Date: 17 February 2022

**Details:** The Licensing and Registrations Division is comprised of several sub-units responsible for licensing and registration types on behalf of statutory authorised and statutory officer holders. The Community, Industry and Trader Licensing (CITL) team administers a wide variety of legislation across multiple industries, including but not limited to controlled sports, security, agents, co-operatives, traders, Justices of the Peace and incorporated associations.

The successful applicant will perform the role of Licensing Officer for CITL. You will be responsible for tasks such as managing multiple types of licence and registration applications, applying risk-based approach to regulation and enforcement, analysing and interpreting legislation and providing accurate and relevant advice to internal and external stakeholders.

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

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Contact Officer: Samantha Swale (02) 6207 7046 samantha.swale@act.gov.au

## **Finance Operations**

### **Debt Management**

#### **Debt Management Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 42078)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

**Details:** The Debt Management Team collects and monitors revenue through a shared service delivery model ensuring customer outcomes are met against the partnership agreements, and in compliance with relevant public sector debt recovery policies, practices and statutory requirements.

This position is a phone-based role in actively providing specialist expertise regarding debt management matters. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

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:**

Demonstrated experience in debt management functions, confidence to make outbound calls to arrange payment plans and collect invoices in arrears. Strong written communications skills, Excellent verbal communication and strong customer service skills.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g.

Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications.

Demonstrated organisational skills and ability to exercise sound judgement and discretion when dealing with sensitive and confidential debt recovery and related issues.

Demonstrated skill in negotiating and resolving conflict, ability to provide customer-centric services for a diverse range of customers that have different operating objectives, structures, legacy systems and business needs.

**Note:** This is a temporary position available from 28 February 2022 until 24 February 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a two-page written response to the Professional/Technical Skills and Behavioural Capabilities in the Position Description, a current curriculum vitae and contact details of at least two referees, one of which is your current manager. Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Robert Miller (02) 6207 8119 robert.miller@act.gov.au

## **Community Services**

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

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

### **Children, Youth and Families**

#### **Child and Youth Protection Services**

##### **Practice and Performance**

##### **Operational Policy Audit and Compliance officer**

##### **Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 44588)**

Gazetted: 08 February 2022

Closing Date: 25 February 2022

**Details:** The Operational Policy Audit and Compliance Officer position is focussed on supporting the continuous improvement of CYPS practice and decision making. The position will, depending on operational demand, be focussed on either audit and compliance or operational policy activities. Activities include conducting case reviews; practice reviews; audits to identify gaps in policies and procedures; and development of strategies and processes to improve CYPS practice; and maintain legislative compliance.

The Operational Policy Audit and Compliance Officer activities will also be responsible for the identification, development and implementation of operational policy, procedures and practice that meets statutory requirements while improving our ability to deliver a strong client focussed service.

**Eligibility/Other Requirements:**

**Essential qualifications and experience:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. two years' experience in human service delivery.

**Desirable qualifications and experience:**

Relevant tertiary qualifications in policy, project management, change management or related discipline.

**ADDITIONAL INFORMATION**

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

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

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

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

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

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

**Children, Youth and Families**

**Child and Youth Protection Services**

**Legal Services**

**Legal Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 10948)**

Gazetted: 04 February 2022

Closing Date: 23 February 2022

Details: The functions of Child and Youth Protection Services (CYPS) Legal Services include:

Representing the Director-General in:

The ACT Children's Court on care and protection and youth justice matters

Supreme Court, Family Court (FCA), Coroner's Court and Federal Circuit Court (FCC)

Court ordered meetings and mediations

Provides specialist advice, guidance, or practical assistance on legal matters

Manages and monitors court matters

Processes Notices of Risk under the *Family Law Act 1975*

Interstate liaison functions

The Legal Officer SOGC is responsible for the provision of legal service delivery including the management of litigation, appearing in routine court matters, briefing contested matters to the ACT Government Solicitors' Office, providing training for Case Managers on legal aspects of their role, including preparation for Court.

**Eligibility/Other Requirements:**

**Essential Qualifications and experience:**

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

Admission (or eligibility for admission) as a barrister and/or solicitor of Australian Supreme Court.

**Desirable qualifications and experience:**

Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable.

**Additional Information:**

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies both permanent and temporary over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

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

Contact Officer: Anne Martens (02) 6205 8025 [anne.martens@act.gov.au](mailto:anne.martens@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Bimberi Residential Services**

#### **Family Engagement Officer (Identified)**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 07829)**

Gazetted: 07 February 2022

Closing Date: 23 February 2022

Bimberi Residential Services is seeking an experienced, committed and suitably qualified person to permanency fill the Family Engagement Officer role.

The Family Engagement Officer is designed to assist with the engagement of young people and their families and to promote Aboriginal and Torres Strait Islander practices and perspectives, in the day to day functions across Bimberi Residential Services. The role also is involved in promoting initiatives and developing innovative approaches to meeting client and program needs.

The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people, including Aboriginal and Torres Strait Islander young people. They will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client services underpinned by trauma informed best practice. The Family Engagement Officer will support the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS) (including Narrabundah House Indigenous Supported Residential Facility and Franklin House) .

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, seven days a week.

Eligibility/Other requirements:

Desirable qualifications and experience:

Qualification in the Behavioural Sciences, Social Work or related disciplines highly desirable.

Demonstrated outcomes and previous experience in this area will be highly regarded.

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

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

How to Apply:

Applications are sought from potential candidates that should include:

Supporting statement addressing each of the Selection Criteria with a limit of 400 words per criteria.

Current curriculum vitae.

Contact Officer: Kate Spencer (02) 6207 0016 [Kate.Spencer@act.gov.au](mailto:Kate.Spencer@act.gov.au)



## **Housing ACT**

### **Client Services**

#### **Gateway Services**

##### **Assistant Director Growth and Renewal and Allocations**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 37711)**

Gazetted: 07 February 2022

Closing Date: 23 February 2022

**Details:** An exciting opportunity is available to be part of the Growth and Renewal Program as the Assistant Director of the Tenant Relocation, Growth and Renewal Program. The Growth and Renewal Program supports the work of the Housing ACT Strategy and its goal to strengthen social housing assistance by increasing the supply of quality public housing to the Canberra community. It aims to deliver the right mix of homes across Canberra and create a diverse portfolio to provide more choice for those in need of housing assistance.

The occupant of this position will work closely with Tenant Relocation Officers, and support public housing tenants to relocate from identified sites. The successful applicant will need to demonstrate a knowledge and understanding of the role public housing has in the community, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Eligibility/Other Requirements:**

Current driver's licence.

Experience in using a range of Information Technology (IT) business and office applications.

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

Desirable, but not essential qualification and experience: Qualifications in Social Housing and Homelessness or relevant studies.

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

**How to Apply:** Please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours in the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Groves (02) 6207 1251 [alexandra.groves@act.gov.au](mailto:alexandra.groves@act.gov.au)

## **Cultural Facilities Corporation**

### **ACT Historic Places**

#### **Visitor Services Officer**

##### **Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: HP Casual)**

Gazetted: 07 February 2022

Closing Date: 21 February 2022

**Details:** Visitor Services Officers provide engaging interpretation for visitors and school groups through our learning and public programs, events and provide exceptional customer service and quality experiences at the three ACT Historic Places sites: Lanyon Homestead, Calthorpes' House, and Mugga-Mugga. Duties include delivering guided tours, education programs and events, museum reception and retail and answering visitor enquiries. Visitor Services Officers work on rostered shifts and are required to be available on weekdays and weekends/public holidays. This is an exciting opportunity for a front of house professional with a strong interest in historic sites, museums, and visitor programs.

**Eligibility/Other Requirements:**

1. Must possess a current driver's licence.
2. Hold an ACT Working with Vulnerable People registration, or willingness to acquire.
3. First Aid Certificate (or a willingness to acquire).

4. Be willing to work across the three ACT Historic Places properties on a roster including weekends, public holidays (penalty rates apply).

Note: This position will be offered on a casual basis (\$39.00 ph) and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants must submit a curriculum vitae and a 1–2-page pitch addressing the capabilities which form the Selection Criteria for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicky State (02) 6237 6511 [nicky.state@act.gov.au](mailto:nicky.state@act.gov.au)

### **Canberra Museum and Gallery**

#### **Assistant Director, Exhibitions and Collections**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43228)**

Gazetted: 04 February 2022

Closing Date: 3 March 2022

Details: Canberra Museum and Gallery is seeking a talented, and very capable and committed individual to manage the Exhibitions and Collections team - in the role of Assistant Director, Exhibitions and Collections. The Exhibitions and Collections team is responsible for delivering a high-quality program of exhibitions, including many original in-house curated shows, plus ensuring the collection management responsibilities of Canberra Museum and Gallery are met, at the highest level of care — for this state/territory level collection.

The Assistant Director manages this team and is one of three Assistant Director roles that reports to the CMAG Director. The successful applicant will have demonstrated experience in management of the areas of responsibility outlined, within a gallery or museum context, plus be able to demonstrate an excellent track record in all aspects of people management. A demonstrated ability to manage specialist museum tasks is key, together with strong skills in editorial and publications work, scheduling and programming. Managing staff, budgets, and competing tasks is essential, as is to be able to perform to deadlines and policy and ensure your team does too.

Eligibility/Other Requirements:

Postgraduate Tertiary qualifications in a relevant field are highly desirable, with a preference for museum studies training among your qualifications.

A current driver's licence is essential.

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Schmidt 0481 065 659 [sarah.schmidt@act.gov.au](mailto:sarah.schmidt@act.gov.au)

### **Education**

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

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

#### **System Policy and Reform**

##### **Strategic Policy**

##### **Early Childhood Policy**

##### **Policy Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48494)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

**Details:** Are you a high performing Policy Officer looking for your next rewarding challenge? Are you excited by implementing strategic reform that benefits our youngest community members? Do you have exceptional interpersonal skills, high level analytical and written skills? Then this could be the role for you!

We are seeking a great team player to join us until June 2023 to help implement the ACT Government's strategic reforms through *Set up for Success: An Early Childhood Strategy for the ACT*. Experience in early childhood is not required but experience in government policy development is highly desirable. We work collaboratively and in a fast-paced environment, so we need someone who has great organisational skills, leverages their established

professional relationships, builds connections with new stakeholders quickly, thinks strategically, and has excellent written skills.

This is a great opportunity if you are looking to expand your skills and experience in government policy, and you want to be part of a collaborative effort to support work that benefits children and families in our community. If this position interests you and you have further questions, please contact the contact officer.

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

**Note:** This is a temporary position available immediately for a period up to 12 months with the possibility of permanency. Flexible work arrangements and activity-based working (ABW) arrangements apply. Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including for the advertised role.

**How to Apply:** Please provide a statement of no more than three pages, telling us what skills and experience across the Selection Criteria you would bring to the role, and what you value in working in a team environment. Please provide a current curriculum vitae and contact details of 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 may also be asked to provide further referees.

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

Contact Officer: Sybilla Meeth (02) 6205 3619 [sybilla.meeth@act.gov.au](mailto:sybilla.meeth@act.gov.au)

#### **Office for Schools**

##### **South Weston**

##### **Mount Stromlo High School**

##### **Assistant Careers and Work Experience Coordinator**

##### **School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 46529)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

**Details:** Mount Stromlo High School is looking for a candidate who is strategic, connected and genuine. They will need to be part of a high performing Careers team that provides administrative and operational support to the whole school community. The successful applicant will manage the Work Experience Program and assist with the administration of the Careers Team. Applicants will need excellent organisational skills and experience in working with Microsoft office and Google suite. Attention to detail and strong coordination skills will be essential, as will your ability to communicate with students, parents and business's. It is critical that applicants are flexible, motivated, and capable of prioritising their work. Having the ability to form productive working relationships with colleagues of all levels should be a core professional strength. Our ideal candidate will take ownership of their work, have strong written and verbal communications skills as well as a demonstrated ability to work independently or as part of a team. They will have a passion for helping students build confidence, learn new skills and discover pathway options for their future. The ability to juggle priorities, be resilient and tactful, passionate about what they do and committed to making a difference are key traits for the ideal candidate.

#### **WHAT YOU WILL DO**

Managing the administration for the Work Experience program.

Support in the administration tasks involved with the Careers Program.

Manage relationships and negotiate with a range of businesses for Work Experience as required, liaising with various stakeholders, while maintaining high-level confidentiality and discretion.

In collaboration with the Careers Team, monitor the Career program at the school.

Respond quickly to business needs and adhere to tight timeframes.

Assist in the Management of the careers information resources to guarantee accuracy, currency and to ensure access by students, parents, staff and the school community

Working as an effective team member, sharing responsibilities, working collaboratively, and generating ideas within the Careers Team

Maintaining a detailed record of student appointments

Other duties as determined by the principal.

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

Knowledge of administrative practices and procedures and/or office management.

Knowledge of Inplace and Sentral is desired.

Career Development qualification or desire to pursue.

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

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

**How to Apply:** You are required to provide a written response and a curriculum vitae. The written application should be no more than two pages and needs to demonstrate an ability to meet the below requirements and skills:

Well-developed interpersonal oral and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders.

Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.

High level administrative skills and the ability to operate a variety of computer programs, databases, and other records management systems.

Ability to work in a team environment, use own initiative and work independently when necessary.

Ability to handle confidential and sensitive information in accordance with relevant legislative policy and principles.

Demonstrated commitment and leadership in high quality customer service principles and practice.

Ability to apply equity and diversity, workplace, health, and Safety. And participative management principles and practices.

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

Contact Officer: Sue Scott (02) 6142 3432 [sue.scott@ed.act.edu.au](mailto:sue.scott@ed.act.edu.au)

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

## **Service Design and Delivery**

### **Universal School Support**

#### **Careers and Vocational Pathways**

#### **Head Start Industry Coordinator**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 09447)**

Gazetted: 04 February 2022

Closing Date: 23 February 2022

**Details:** The Australian School-based Apprenticeships (ASbA) Industry Coordinator position supports the development, implementation and management of the Head Start pilot program. The Head Start pilot program will provide 50 senior secondary school students with the opportunity to undertake an Australian School-based Apprenticeship and have the option to take up to three years to complete their senior secondary certificate. Head Start students will be provided personalised career education and mentoring over three years, and employers will receive coaching and support to ensure students get high quality on-job learning in a safe and secure working environment. You will be required to establish and maintain effective networks and work collaboratively with businesses and industry groups to build strong and vibrant links that promote ASbAs as a career pathway for students in the ACT. You will also support the ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements and work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across business units and directorates to develop documentation and run workshops. Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

**Eligibility/Other requirements:**

**Mandatory Requirements:**

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

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

**Highly Desirable:**

Significant experience and understanding of the VET sector and local industry.

Previous experience working with and understanding the roles and responsibilities of WorkSafe ACT.

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

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

**How to apply:** Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and 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: Melissa Pinney (02) 6205 5268 [melissa.pinney@act.gov.au](mailto:melissa.pinney@act.gov.au)

**School Improvement**

**North Canberra/ Gungahlin**

**Margaret Hendry School**

**Building Service Officer**

**Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 48143)**

Gazetted: 04 February 2022

Closing Date: 18 February 2022

Details: Margaret Hendry School is a P-6 school experiencing rapid growth. Our learning neighbourhoods are all K-6 and have a small school within a big school setting with each learning community being made up of approximately 150 K-6 learners. Margaret Hendry School is innovative in its approach to learning as we bring to life the Education Directorates Future of Education Strategy. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>.

We are seeking a highly motivated, experienced Building Service Officer.

The successful applicant will support the Business Manager in managing and leading the building works undertaken at the school, maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs.

Following Directorate policies and in consultation with the Business Manager, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The position will possess excellent communication skills to provide effective building service to different stakeholders. It may also coordinate, mentor and supervise other BSOs to complete tasks.

Eligibility/other Requirements:

**MANDATORY**

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status. Applicants for this position will be required to be fully vaccinated against COVID-19;

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra;

Evidence of General Construction Induction Card (White Card); and

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

**DESIRABLE**

1. An industry recognized trade qualification or equivalent work experience; and
2. A current First Aid certificate or willingness to obtain.

Note: This is a temporary position available from 14 February 2022 with the possibility of an extension up to 12 months and permanency.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Selection Criteria, together with your curriculum vitae and contact details 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.

Contact Officer: Ann-Marie Pesticcio (02) 6142 2800 [ann-marie.pesticcio@ed.act.edu.au](mailto:ann-marie.pesticcio@ed.act.edu.au)

## **Business Services**

### **Governance**

#### **Feedback and Complaints**

##### **Assistant Director - Complaints Management**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41866)**

Gazetted: 03 February 2022

Closing Date: 10 February 2022

The Feedback and Complaints Team are looking for an experienced Complaints Manager to provide assistance and support to parents and relevant areas of the Education Directorate to resolve complaints. You will facilitate end-to-end efficient and effective liaison with internal and external stakeholders and work within the Directorate to improve policies and procedures to support Directorate interactions with its community stakeholders, particularly the parents/carers of children enrolled in ACT public schools.

You will have a high level of liaison, negotiation and interpersonal skills, including proven high level oral and written communication skills and an ability to identify and provide solutions.

You have the ability to 'wear multiple hat's' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

#### **Eligibility/other requirements:**

Desirable:

Qualifications and experience related to school education

Experience in working with the ACT government's Customer Relationship Management tool, Salesforce and TRIM Certificate four – Government Investigations

Requirements:

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

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

How to apply: Please provide a current curriculum vitae/resume, response to the Selection Criteria (maximum four pages) and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Howard (02) 6205 0079 [Melinda.Howard@act.gov.au](mailto:Melinda.Howard@act.gov.au)

## **Service Design and Delivery**

### **Student Engagement**

#### **Wellbeing and Positive Behaviour for Learning**

##### **Assistant Director - Positive Behaviour for Learning**

##### **School Leader C \$130,338, Canberra (PN: 02231)**

Gazetted: 03 February 2022

Closing Date: 15 February 2022

**Details:** The Wellbeing and Positive Behaviour for Learning Team is seeking dynamic and innovative individuals, with demonstrated leadership experience in a school-based setting, to fulfil the role of PBL External Coach and Professional Learning Officer. The successful applicant will work within a high achieving team delivering current Education Directorate Future of Education objectives

**Eligibility/Other requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognized school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is

required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

The successful applicant must also have:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification,

Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute.

Demonstrated leadership experience in a school-based setting.

demonstrated high level writing and communication skills.

Highly Desirable:

Experience and/or qualifications in Positive Behaviour Support and GROWTH coaching or similar relevant fields.

Experience and/or qualifications in inclusion, behaviour, disability, or similar relevant fields.

Contact Officer: Murray Walpole on [murray.walpole@act.gov.au](mailto:murray.walpole@act.gov.au)

**Note:** This is a temporary position available immediately for a period of two years. This position will attract office-based conditions. A merit list will be created and may be used to fill similar positions. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your curriculum vitae, Statement of Claims based on the leadership capabilities – Leading the Management of the School, Developing Self and Others and Leading Improvement, Innovation and Change. As outlined in the application package (maximum three pages) and Application Coversheet with two referees.

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

Contact Officer: Murray Walpole 0490 042 421 [murray.walpole@act.gov.au](mailto:murray.walpole@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.

## Service Design and Delivery

### Student Engagement

#### Flexible Education

#### Flexible Education Executive Teacher

#### School Leader C \$130,338, Canberra (PN: 43930)

Gazetted: 07 February 2022

Closing Date: 23 February 2022

**Details:** The Flexible Education team are looking for an exceptional school leader to lead the teaching teams at the Hospital School and Cottage program to deliver high quality and individualised learning programs using differentiated learning approaches. This Executive Teacher position will also be responsible for providing leadership and oversight of ACT Students applying for and accessing Distance Education through Finagan School of Distance Education.

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

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

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Andrew Kerr-Stevens 0422 064 641 [andrew.kerr-stevens@act.gov.au](mailto:andrew.kerr-stevens@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.



## **Environment, Planning and Sustainable Development**

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

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

### **Environment**

#### **ACT Parks and Conservation Service**

##### **Environmental Offsets**

##### **Monitoring Ecologist**

**Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 39931)**

Gazetted: 08 February 2022

Closing Date: 25 February 2022

**Details:** The Environmental Offsets team are looking for a committed and experienced Monitoring Ecologist with a high level of scientific expertise and knowledge of threatened species conservation and the management of Natural Temperate Grassland and Box Gum Woodland ecosystems in the ACT region. Under the supervision of the Environmental Offsets Assistant Director, the Monitoring Ecologist (Environmental Offsets) will manage the delivery of compliance monitoring requirements for Matters of National Environmental Significance within Environmental Offset Reserves.

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

###### **Mandatory:**

Registration under the *Working with Vulnerable People Act 2011*. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).  
A current manual driver's licence.

Bachelor-level university degree in a field of Environmental Management or Biological Science.

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

Experience in performing statistical analysis on large, long-term ecological data sets and managing and presenting spatial ecological data using Geographic Information Systems

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

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

**How to Apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria and a short statement against each mandatory/desired requirement and qualification, 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: Karen Ikin 0402248281 [Karen.Ikin@act.gov.au](mailto:Karen.Ikin@act.gov.au)

### **Corporate Services and Operations**

#### **Finance Information and Assets**

##### **Fleet Administrator**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 13111)**

Gazetted: 08 February 2022

Closing Date: 15 February 2022

**Details:** Under general direction the Fleet Administrator, will undertake administrative work as required to support the Business Service and Sustainability team to meet the day-to-day operational requirements of running a commercial fleet portfolio. In doing so the Fleet Administrator will work to meet the operational; value for money; and directorate objectives and strategies.

**Note:** This position is tied to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The current ACTPS direction is that employees who can work from home continue to do so. Maintaining working from home helps to reduce transmission in the community by limiting the number of people moving about and removes the risk of our workplaces being an exposure site when employees test positive. If there are circumstances either personal or operational that require you to attend the office you should highlight this in your application. Selection may be based on written application and referee reports only.



**How to Apply:** Please provide a written response of no more than 1,000 words (two pages) addressing the Professional / Technical Skills and Knowledge criteria and Behavioural Capabilities that are required to perform the duties and responsibilities of the position. Please provide a supporting curriculum vitae (no more than 1,000 words or two pages). There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Janet Boyd (02) 6207 0773 [Janet.Boyd@act.gov.au](mailto:Janet.Boyd@act.gov.au)

## Environment

### Visitor Information Manager

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 09877)**

Gazetted: 07 February 2022

Closing Date: 2 March 2022

**Details:** The ACT Parks and Conservation Service (PCS) manage an extensive suite of natural land tenures in the Australian Capital Territory including national parks and reserves. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity. The ACT's natural areas are highly valued and used by the regions 425,000 residents who are proud of their 'Bush Capital'.

Additionally, more than 1.4 million people visit the region each year and this is growing. The ACT is fast shaking its public service image and driving unique opportunities for nature-based tourism.

This position reports to the Director Volunteer and Visitor Experience. The Visitor Information Manager is primarily based at Stromlo Depot, with regular work at reserves and other PCS depots.

As Visitor Information Manager, you will:

Work under limited supervision to coordinate the development, updating and implementation of public information materials, in consultation with relevant stakeholders, including print, signage and online for visitors to ACT parks, forests and reserves.

Support PCS staff and Education Officer to develop educational and interpretive materials to highlight conservation and promote appropriate use of ACT parks, forests and reserves.

Liaise with the EPSDD Communications Team, Web Team and PCS staff, to coordinate content planning and production of PCS visitor information within budget and timeframes.

Manage annual Visitor Satisfaction surveying and compilation/analysis of visitor usage data as well as associated reporting and briefing requirements to internal and external audiences to inform evidence-based decision making and planning.

Assist PCS staff to implement future visitor experience opportunities according to planning frameworks including the Landscape Classification System Futures.

Manage the implementation of the PCS Style Guide and Signage Strategy to allow for a cohesive approach to the management of signage requirements across the PCS Estate.

Provide support to the Director Volunteer and Visitor Experience, and the broader Volunteer and Visitor Experience Team as required.

Eligibility/Other Requirements:

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

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

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Lisa Testoni 0422 069 693 [lisa.testoni@act.gov.au](mailto:lisa.testoni@act.gov.au)

## Environment

### Conservation and Water Policy and Planning

#### **Parks Planning and Policy**

#### **Assistant Director, Parks Planning and Policy**

#### **Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40432, several)**

Gazetted: 04 February 2022

Closing Date: 1 March 2022

**Details:** This position will work to the Director Parks Planning and Policy to:

Develop statutory management plans for reserves under the *Nature Conservation Act 2014*, and plans, strategies and policies for the management of key conservation issues in reserves, in close collaboration with the ACT Parks and Conservation Service, Conservation Research and Evaluation, and other branches of the Directorate  
Report on the implementation of management plans and prepare reviews of reserve management plans as required under the *Nature Conservation Act 2014*

Conduct community and government agency consultation and liaison

Prepare high level advice, policies, submissions, correspondence, presentations, reports and supporting documentation on natural resource management (NRM) and biodiversity conservation issues

Your suitability for any of these positions will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the relevant Position Description.

**Note:** These are temporary positions available immediately until 30 June 2022 with a possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

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

Contact Officer: Brian Prince (02) 6207 2125 [brian.prince@act.gov.au](mailto:brian.prince@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Courts and Tribunal**

##### **Corporate Services**

##### **Information and Systems/ICMS Team**

##### **Business Analyst and Support Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39428)**

Gazetted: 09 February 2022

Closing Date: 28 February 2022

**Details:** At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users. The Integrated Courts Management System (ICMS) team is seeking a positive, innovative, forward-thinking, customer-focused person for the position of Business Analyst and Support Officer to support users of ICMS and contribute to business process improvements and changes to the ICMS.

The successful applicant will have a strong focus on customer service, delivering business support solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and possess the ability to work well within and across teams. The successful applicant will have qualifications and/or experience in business analysis or a similar discipline, experience in working with complex business information systems and users, including training and assisting others to learn new business systems. A knowledge and understanding of court and tribunal practices and procedures and/or alternative dispute resolution and experience in the use of the Integrated Case Management System (ICMS) or other case management solutions would be an advantage. You will need to manage competing priorities, use initiative to assess, respond and adapt to new and changing circumstances, undertake analysis of issues, and demonstrate judgement while maintaining strong attention to detail.

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

**Note:** This is a temporary position available immediately until 14 July 2023. An order of merit will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

**How to Apply:** Applicants should submit a two-page pitch outlining their ability, experience and what they can bring to the role, providing examples of their achievements and how they relate to this position and its requirements. A current curriculum vitae and contact details of two referees should also be provided.

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

Contact Officer: Andrew Perryman (02) 6207 1415 [andrew.perryman@courts.act.gov.au](mailto:andrew.perryman@courts.act.gov.au)

#### **Public Trustee and Guardian**

##### **Wills, Estates and Trusts Unit**

##### **Executive Officer GreaterGood Foundation**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 43923)**

Gazetted: 08 February 2022

Closing Date: 25 February 2022

**Details:** The Public Trustee and Guardian is a unique organisation that provides trustee, financial management, guardianship and estate administration services to the ACT community.

We have a 12-month temporary opportunity for a motivated and well organised professional to undertake the Executive Officer role for the Capital Region Community Foundation, GreaterGood. GreaterGood is a public charitable foundation established by the Public Trustee and Guardian for the ACT. The Executive Officer role includes, but not limited to, developing and implementing promotional opportunities for GreaterGood; secretariat services to the GreaterGood Board and developing and maintaining professional relationships with relevant stakeholders and developing a working knowledge of Wills and deceased estate administration in order to understand and promote the making of charitable bequests.

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

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

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

**How to Apply:** Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

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

Contact Officer: Denise Caldwell (02) 6207 9800 [Denise.Caldwell@act.gov.au](mailto:Denise.Caldwell@act.gov.au)

#### **ACT Corrective Services**

##### **Community Corrections and Release Planning**

##### **Programs and Interventions**

##### **Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)**

##### **Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 35022)**

Gazetted: 09 February 2022

Closing Date: 25 February 2022

**Details:** ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to temporarily join the Programs and Interventions Unit, as a Supports and Interventions Clinician (HP3).

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

The successful applicant will assist in the delivery of a range of multidimensional treatment options for detainees with varied and complex needs. You will also contribute to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options, and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures.

To be successful, a high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

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:**

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position may require a Police Record Check.

A current driver's license is essential.

This position requires a pre-employment medical.

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

**Occupational Therapist – Mandatory**

Hold general registration with the Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Knowledge of trauma informed practice and how this can be applied to special populations.

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

**Social Worker – Mandatory**

Degree in Social Work

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

Knowledge of trauma informed practice and how this can be applied to special populations.

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

**Psychologist – Mandatory**

Honours Degree or equivalent In Psychology.

General registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

**Note:** This is a temporary position available for a period of up to 12 months with the possibility of extension and/or permanency.

**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, and Behavioural Capabilities having regard for the job requirements; (2) a current curriculum vitae with the name and contact details of two referees (ideally, one should be a current Supervisor/Manager); and (3) a copy of your drivers licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniella Posavec (02) 6207 3581 [Daniella.Posavec@act.gov.au](mailto:Daniella.Posavec@act.gov.au)

## **Transport Canberra Operations**

### **Bus Operations - Belconnen Depot**

#### **Depot Transport Officer**

#### **Transport Officer Grade 3 - ACTION \$107,459, Canberra (PN: A11716)**

Gazetted: 07 February 2022

Closing Date: 14 February 2022

**Details:** Depot Transport Officers are responsible for the day to day operation of bus services within Transport Canberra. Referred to as The Starters, Transport Officers are responsible for coordinating network resources including vehicle and driver allocations, preparation of daily / weekly rosters and information to the public and staff. The Starters have the responsibility to make decisions, often independently, on how to manage and resolve a wide range of incidents, situations or events that affect Transport Canberra's operational network each day.

**Eligibility/Other requirements:** Successful applicants must have demonstrated experience in the operation of HASTUS and DDAM. Successful applicants must be prepared to work overtime on a regular basis and to a programmed weekend roster.

**How to apply:** Applicants must submit a written response to the criteria listed in the "What You Require" section of the position description along with a curriculum vitae.

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

Contact Officer: Malcolm Howard (02) 6207 7640 malcolm.howard@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.

#### **ACT Corrective Services**

##### **Office of the Commissioner**

##### **Intelligence Unit**

##### **Senior Intelligence Analyst**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 19600)**

Gazetted: 04 February 2022

Closing Date: 16 February 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Intelligence Analyst (ASO6), in the Intelligence Unit. The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

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:**

Experience working in an intelligence environment is highly desirable.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

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

May be required to be registered under the *Working with Vulnerable People (Background Check) Act 2011*.

**Note:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency.

**How to apply:** To apply, applicants are required to submit two 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 including 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.**

Contact Officer: Merryn King (02) 6207 5533 merryn.king@act.gov.au

#### **ACT Emergency Services Agency**

##### **Commissioner's Office**

##### **Public Information and Engagement**

##### **Senior Engagement and Events Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44757)**

Gazetted: 04 February 2022

Closing Date: 21 February 2022

**Details:** The ACT Emergency Services Agency (ACTESA) Public Information and Engagement (PIE) team is seeking expressions of interest for a Senior Engagement and Events Officer. The Senior Engagement and Events Officer works collaboratively with key stakeholders across ACTESA, the JACS Directorate and within the ACT Government to ensure cohesive and consistent event planning and implementation.

The Senior Engagement and Events Officer provides planning, logistical, operational and management support to operational services and business units of the ACTESA for all agency events in line with established processes and Standard Operating Procedures.

The Senior Engagement and Events Officer will connect with community networks to create opportunities, activities and strategies that enable ACTESA to engage with all groups in our diverse community.

**WHAT YOU WILL DO**

Under limited direction of the Director, Public Information and Engagement, the Senior Engagement and Events Officer will:

Proactively maintain effective stakeholder relationships, professional networks, communication and consultation - in particular with the Commissioner's Office, Agency Collaboration team, ACTESA Executives, event VIPs including the Minister, and community networks;

Manage and coordinate the planning, logistics, operations and delivery of events including:

understanding the purpose of the event including any special requirements needed;

Preparing quality event documentation including concepts, briefs, invitations, attendee lists and RSVPs, and run sheets;

Assisting in planning a suitable event budget;

Handling issues and troubleshooting any emerging problems on the event day;

Collate and maintain a master ACTESA event calendar, engaging and collaborating with key representatives across the agency and ACT Government to ensure accuracy;

Manage and coordinate ACTESA community engagement activities, including:

Planning and delivering engagement activities alongside ACTESA operational services in accordance with best practice principles, legislative responsibilities and national frameworks;

Coordinating and assisting the implementation of an ACTESA Community Engagement Strategy;

Drafting and delivering clear and understandable communication materials that are accessible to all groups in the ACT community;

Participating in the on-call duty emergency media team to deliver advice to the community in times of emergency and crisis;

Contribute to the development of engagement and event management plans, strategies and policies, with consideration for diverse internal and external audiences;

Contribute relevant cultural advice and direction, including:

Supporting the PIE team to produce culturally appropriate and respectful communications products;

Strengthening ACTESA's connection with the United Ngunnawal Elders Council, the Australian and Torres Strait Islander Elected Body, and the ACT Indigenous community;

This position does not involve direct supervision of staff.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

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

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

**Professional/Technical Skills and Knowledge**

Demonstrated high-level administrative and organisational skills, including the ability to prepare event planning documentation, collate and maintain data, manage competing priorities and the expectations of others to meet deadlines.

Demonstrated high-level written and oral communication skills, including the ability to prepare quality event planning documentation including concepts, briefs, proposals and run sheets.

Demonstrated high-level project management skills, including the ability to work alongside a range of networks and groups to achieve common goals.

**Behavioural Capabilities**

Demonstrated ability to liaise, negotiate effectively and maintain relationships with a range of internal and external stakeholders such as Ministerial and Executive staff, stakeholders, contractors, and media.

Demonstrated ability to manage competing priorities and meet multiple demands, ensuring deadlines are met under limited supervision, exercise initiative in a complex and dynamic work environment.

Ability to work effectively as part of a team, and also autonomously.

**Compliance Requirements/Qualifications**

Relevant qualifications and significant experience working in communications, engagement and event management is desirable.

Driver's licence Class C is essential.

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

The ability to work flexibly with some out of hours work is required.

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

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the criteria found in the Position Description, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Fiona Amundson (02) 6207 8300 [fiona.amundson@act.gov.au](mailto:fiona.amundson@act.gov.au)

**Legislation, Policy and Programs**

**Civil and Regulatory Law**

**Liquor, Racing and Gaming**

**Senior Policy Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 38743)**

Gazetted: 03 February 2022

Closing Date: 10 February 2022

The Liquor, Racing and Gaming Policy team within the Civil and Regulatory Law Branch is seeking applications for a Senior Policy Officer (Senior Officer Grade C).

The Liquor, Racing and Gaming Policy team is responsible for providing legal policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. This includes supporting the Government's regulatory and harm reduction initiatives and the delivery of gaming related commitments made under the Parliamentary and Governing Agreement of the 10th Assembly.

The team works closely with Access Canberra, as the regulator, the community and industry stakeholders to formulate policy and legislation advice to Government and to develop and implement initiatives.

Senior Policy Officer's deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic team that makes a significant impact on the lives of Canberrans.

Eligibility/other requirements: Relevant tertiary qualifications in Law, Economics or a related field or significant study towards gaining qualifications would be highly desirable.

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

How to apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Contact Officer: Megan Sparke (02) 6207 0580 [Megan.Sparke@act.gov.au](mailto:Megan.Sparke@act.gov.au)

### **Office of the Legislative Assembly**

#### **Business Support**

#### **Human Resources and Entitlements**

#### **Work Health and Safety Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 336)**

Gazetted: 08 February 2022

Closing Date: 22 February 2022

Details: The Office of the Legislative Assembly has an exciting opportunity for an enthusiastic, motivated, and skilled Work Health and Safety professional to enhance the Office's current WHS practices and assist in building a robust Work Health Safety Management System.

Reporting to the Manager, HR and Entitlements, the Work Health and Safety Officer (WHS Officer) is responsible for the development, monitoring and application of health and safety policies, procedures and systems for the Assembly and providing high level quality client services, guidance and support to stakeholders ensuring legislative compliance.

Key responsibilities include:

Identifying WHS policies, procedures, and governance arrangements from across the ACT Public Sector and other parliamentary working environments that have the potential to improve the Assembly's WHS programs, systems, and governance arrangements.

Making recommendations to achieve compliance and to improve any practices that are identified as being substandard/not best practice (including priorities and recommended timeframes for achievement based on an assessment of risk).

Developing and maintaining a standard set of guidance material for the Clerk and each Member's office in relation to the responsibilities of a Person Conducting Business or Undertaking.

Supporting the HR and Entitlements team to deliver health and wellbeing initiatives and services across the Assembly including, coordinating training activities.

Providing secretariat support for the Assembly's Health and Safety Committee's and/or other WHS working parties.

Working with stakeholders to ensure effective implementation of new or updated policies, procedures or practices resulting from changes to legislative and/or Assembly requirements.

Assisting in health and safety audits and risk assessments including providing oversight and advice on the management and implementation of recommendations or corrective actions.

Coordinating information to ensure compliance with the WHS requirements, including recording and retaining records and files.

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Rogers (02) 6205 0150 [emma.rogers@parliament.act.gov.au](mailto:emma.rogers@parliament.act.gov.au)

### **Suburban Land Agency**

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

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

#### **Development Delivery**

#### **Urban and Commercial**

#### **Program Manager, Urban and Commercial**

#### **Infrastructure Manager/Specialist 3 \$197,474, Canberra (PN: 11260)**

Gazetted: 03 February 2022

Closing Date: 17 February 2022



Details: At the Suburban Land Agency (the Agency) our vision is to create great places where communities thrive. Through greenfield development and urban renewal, we create experiences and lifestyles that are uniquely Canberran, where everyone feels welcome and at home.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

affordable living

a safe and healthy population

social inclusion and diversity

housing choices

environmental sustainability.

The Development Delivery Branch (the Branch) is made up of two business units – Greenfields and Urban and Commercial. We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental and economic return on land development activities in the ACT. In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses. We establish project teams and manage projects from inception to completion.

This exciting and diverse leadership position is responsible for the management of Urban and Commercial business unit. Reporting directly to the Executive Director, Development Delivery, the successful candidate will be responsible for the delivery of an extensive program of sustainable and people-focussed development fronts, neighbourhoods and mixed-use areas through complex land development programs and projects from concept design through to construction completion.

This position presents an excellent opportunity to lead and manage urban, commercial and industrial projects from planning to delivery and influence positive outcomes for the Agency and broader community. To succeed, you will have strong capability to negotiate and communicate at a senior level to drive projects and priorities, working to multiple deadlines.

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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, 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: Applications are sought from potential candidates for the position of Program Manager, Urban and Commercial. Applicants should submit a supporting statement, addressing the selection criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Contact Officer: David Thornhill (02) 6207 7037 [david.thornhill@act.gov.au](mailto:david.thornhill@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Chief Operating Officer Group**

##### **People and Capability**

##### **Organisational Development**

##### **Advisor, Workforce Culture (Entry Level Programs)**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42828)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

Details: About you

You are a born people person, a great communicator, highly organised and willing to undertake training to hone your skills even further. You may be early in your career and ready to step up from an Administrative Services Officer Level 4 (ASO4) role or alternatively you have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

You'll have an amazing work ethic, be able to teach us a thing or two about Microsoft office applications, enjoy interpreting data and finding new and better ways to deliver your work. You will be at your best when collaborating with others and thrive in diverse and inclusive team environments.

Being a people person, you may not enjoy the written side of life, but you will be able to craft briefs, project plans and other documents in an efficient, clear, concise, and digestible way.

About the role

As an Advisor in Human Resources (HR), you will support the design, development, and implementation of Transport Canberra and City Services (TCCS) workforce strategies and initiatives. Principally, you will be the 'go-to' person coordinating and delivering the Directorates entry level programs, such as graduates, apprentices, trainees and other entry-level roles and initiatives.

With a keen focus on developing new entry level pathways that improve the attraction of Aboriginal and Torres Strait Islanders, people with disability, mature age workers and school leavers. You will use data to inform innovative approaches to address talent gaps and support the development of savvy recruitment campaigns.

This role will be uniquely placed to interact with our senior executives, internal stakeholders, industry, and education settings to help support the promotion of TCCS as an employer of choice.

Joining the team

We are a team of around 20 people who love what we do and who we work for. Our ideal candidate will be ready to join the team in early March up to the end of the year with the possibility of permanency.

Eligibility/Other Requirements: This position is identified and to be filled by a person with disability under the *Public Sector Management Act 1994* (Section 27 ss3) and Section 13 of the *Public Sector Management Standards 2016*. Identifying this role aims to increase the diversity of the ACTPS workforce and eliminate disadvantage in relation to public sector employment. Applicants may be asked to provide evidence to support their eligibility against this criterion.

Note: This is a temporary position available from March for eight months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 this role sounds like a good fit for you, tell us in 500 words why you are the best person for the job.

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

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

## **Chief Operating Officer Group**

### **People and Capability**

#### **Organisational Development**

##### **Inclusion Coordinator**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 27229)**

Gazetted: 09 February 2022

Closing Date: 23 February 2022

Details: About you

You're a natural people person who is passionate about diversity and inclusion in the workplace. A great communicator, you're highly organised with an amazing work ethic. This is an identified position, so you'll be eager to teach us a thing or two about what it means to be a person with a disability or Aboriginal or Torres Strait Islander in today's world. You will be at your best when collaborating with others and thrive in diverse and inclusive team environments.

Being a people person, you may not enjoy the writing that comes with the territory, but you will be able to craft briefs, project plans and other documents in a clear, concise, and digestible way.

About the role

The Inclusion Coordinator position plays an integral role in supporting Transport Canberra and City Services (TCCS) to become a diverse and inclusive workforce. The role needs someone with the skills to effectively develop and translate strategies that can be implemented within TCCS business areas.

In this role you will undertake research, coordinate events, write promotional and strategic materials, and engage with a range of stakeholders. Your broad focus will be on diversity and inclusion, but your transferrable skills will mean that you are an asset to the other teams in People and Capability

This role will be uniquely placed to interact with our senior executives, internal stakeholders, industry, and education settings to help support the promotion of TCCS as an employer of choice.

#### Joining the team

We are a team of around 20 people who love what we do and who we work for. Our ideal candidate will be ready to join the team in early March up to the end of the year with the possibility of permanency.

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

This position is identified to be filled by a person with disability under the Public Sector Management Act 1994 (Section 27 ss3) and Section 13 of the Public Sector Management Standards 2016. Identifying this role aims to increase the diversity of the ACTPS workforce and eliminate disadvantage in relation to public sector employment. Applicants may be asked to provide evidence to support their eligibility against this criterion.

Note: This is a temporary position available immediately for 11 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 this role sounds like a good fit for you, tell us in 500 words why you are the best person for the job.

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

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

## Transport Canberra

### Executive

#### Business Manager

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42200)**

Gazetted: 08 February 2022

Closing Date: 24 February 2022

The Business Manager holds a key coordination role within the Transport Canberra team. The focus of the role is to support, build and implement the governance and business processes required to delivery effective high-profile projects and business critical operational tasks.

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 value-based leadership style.

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

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

Notes: This is a temporary position available immediately with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please submit a current curriculum vitae and a two page 'pitch' addressing the following criteria: Extensive experience in prioritising, coordinating and managing arrangements for the effective and efficient functioning of a fast-paced Group.

Well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels.

Well-developed management, organisational and problem-solving skills with a demonstrated ability be proactive, flexible and manage competing priorities.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.  
Contact Officer: ShelleyA Kennedy (02) 6207 6787 ShelleyA.Kennedy@act.gov.au

### **Transport Canberra**

#### **Strategic Policy and Customer**

##### **Assistant Director**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39352, several)**

Gazetted: 03 February 2022

Closing Date: 10 February 2022

**Details:** Are you passionate about solving the challenges posed by a growing city and a changing climate? Do you have an interest in active travel and transport? Do you enjoy working with a motivated team to develop evidence-based policy and strategic planning? If so, then the Strategic Transport Policy and Active Travel team within Transport Canberra City Services has opportunities that may interest you.

An ideal candidate will have skills and experience in the following areas:

Transport policy and planning

Public policy development and implementation

Project and program management

The Strategic Transport Policy and Active Travel team delivers strategic transport and active travel policy, advice and projects for the ACT Government. The team takes a collaborative and evidence-based approach to policy problems. Recent projects include the ACT Transport Strategy 2020. Current projects include developing decision-making frameworks for Movement and Place, Safe Systems, active travel and transport investment, a design guide for walking and cycling, and strategic planning for the cycling network, micro-mobility and Park and Ride. The team also provides national policy support for the ACT in the Infrastructure and Transport Ministers Meetings. This role will manage policy and planning projects and supervise as well as undertake a diverse range of tasks including, but not limited to, providing evidence-based active travel and transport policy advice, writing briefs, reports and correspondence. The role may include supervision of one - two staff.

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

**Note:** There is one temporary position available immediately for a period of six months with a possibility of extension up to 12 months and one permanent position. The workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and a typical schedule will include both remote and office-based working. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** Applications should be submitted via the Apply Now button below. Applications must include:

- A written response no more than two pages in length to the criteria listed in the 'What you require' section of the Position Description.
- A current curriculum vitae.
- Details of at least two referees.

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

Contact Officer: Meghana Pachika (02) 6207 4022 meghana.pachika@act.gov.au

### **Worksafe ACT**

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

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

### **Strategy and Occupational Hygiene**

#### **Research and Data Analyst**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50369, several)**

Gazetted: 04 February 2022

Closing Date: 17 February 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence. We have two temporary positions available for filling for a period of up to 6 months (with possibility of extension). We are seeking motivated and highly organised professionals to fill the role of Research and Data Analyst within our Strategy and Occupational Hygiene team. This role would be suited to individuals who possess excellent communication skills and the ability to work in a dynamic environment. In this role you will research, analyse and interpret complex data from various sources and prepare high quality reports, including regularly report on the effectiveness of WorkSafe ACT's compliance and enforcement activities.

The successful candidate will have well-developed problem-solving skills and will play an important role in contributing to the effectiveness of WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: Selection may be based on referee reports and written application only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the position description. Applicants should also provide a curriculum vitae and two referee reports.

Contact Officer: Jonathan Heard (02) 6207 0164 [Jonathan.Heard@worksafe.act.gov.au](mailto:Jonathan.Heard@worksafe.act.gov.au)

## **WorkSafe ACT**

### **Strategy and Occupational Hygiene**

#### **Digital Communications Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56357)**

Gazetted: 03 February 2022

Closing Date: 17 February 2022

**Details:** WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence. We have a permanent vacancy for a motivated and creative professional to fill the role of Digital Communications Officer within our Strategy and Occupational Hygiene team. The Digital Communications Officer is responsible for maintaining and updating the WorkSafe ACT website and will assist in developing and delivering the internal communications strategy and stakeholder engagement strategy.

The successful candidate will have well-developed communication skills and will play an important role in supporting the communications of the Work Health and Safety Commissioner, the Deputy WHS Commissioner, Senior Leadership Team and broader inspectorate.

If you believe you have the experience, passion and skills necessary to succeed in this role, we encourage you to apply.

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

**How to apply:** Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: Fiona Marsh (02) 6207 7858 [fiona.marsh@worksafe.act.gov.au](mailto:fiona.marsh@worksafe.act.gov.au)

## APPOINTMENTS

### ACT Long Service Leave Authority

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466**

Navdeep Kumar Section 68(1), 8 February 2022

### Canberra Health Services

#### **Health Professional Level 2 \$69,738 - \$95,736**

Muna Al-Asfi, Section 68(1), 28 January 2022

#### **Registered Midwife Level 1 \$71,730 - \$95,818**

Emma Bryden-Brown, Section 68(1), 10 February 2022

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

Ryan De Kieft, Section 68(1), 7 February 2022

#### **Infrastructure Officer 2 \$89,008 - \$102,403**

Pranayan Giri, Section 68(1), 7 February 2022

#### **Registered Midwife Level 1 \$71,730 - \$95,818**

Lianne Halling, Section 68(1), 10 February 2022

#### **Enrolled Nurse Level 1 \$65,056 - \$69,505**

Gurkirat Handa, Section 68(1), 27 January 2022

#### **Registered Midwife Level 1 \$71,730 - \$95,818**

Katharina Inveen, Section 68(1), 10 February 2022

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

Damarelle Jacobs, Section 68(1), 7 February 2022

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

Nicole Johnson, Section 68(1), 09 February 2022

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

Gagan Malla, Section 68(1), 7 February 2022

#### **Registered Midwife Level 1 \$71,730 - \$95,818**

Rachel O'Donnell, Section 68(1), 8 February 2022

#### **Registered Midwife Level 1 \$71,730 - \$95,818**

Alice Pocock, Section 68(1), 10 February 2022

#### **Enrolled Nurse Level 1 \$65,056 - \$69,505**

Grace Webb, Section 68(1), 7 February 2022

#### **Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Nuttaya Chavalertsakul: 85342973, Section 68(1), 07 February 2022

#### **Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Brooke Denyer: 87302553, Section 68(1), 03 February 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Jackie Kai-Ching Leung: 87578779, Section 68(1), 28 February 2022

**Chief Minister, Treasury and Economic Development**

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

Alinta Bronotte, Section 68(1), 3 February 2022

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

Rupinder Chahal, Section 68(1), 7 February 2022

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

Yingqi Guo, Section 68(1), 14 February 2022

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

Gaurav Kumar, Section 68(1), 7 February 2022

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

XIAOLU LI, Section 68(1), 7 February 2022

**Senior Officer Grade A \$155,107**

Itzhak Mizrahi, Section 68(1), 7 February 2022

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

Hitesh Rajput, Section 68(1), 7 February 2022

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

Amanda-Rose Smith, Section 68(1), 7 February 2022

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

Nicole Tong, Section 68(1), 7 February 2022

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

Matthew Trpkovski, Section 68(1), 3 February 2022

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

Xiaomiao Zhang, Section 68(1), 3 February 2022

**Community Services**

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

Marica Barac, Section 68(1), 8 February 2022

**Education**

**School Assistant 2/3 \$50,861 - \$62,020**

Kirsten Aitchison, Section 68(1), 4 February 2022

**Building Service Officer 2 \$62,023 - \$64,843**

Mark Carn, Section 68(1), 9 February 2022

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

Elisabeth Judd, Section 68(1), 7 February 2022

**School Assistant 4 \$69,095 - \$74,817**

Luke McKay, Section 68(1), 4 February 2022

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

Faisal Nazir, Section 68(1), 9 February 2022

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

Robert Whyte, Section 68(1), 3 February 2022

**Environment, Planning and Sustainable Development**

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

Gayle Garrett, Section 68(1), 31 January 2022

**Justice and Community Safety**

**FB1 (FF 4th Class in Training) \$78,222**

Kurt Anderson, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

James Barrington-Smith, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Marcus Broers, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Alec Bruce, Section 68(1), 31 January 2022

**Senior Officer Grade A \$155,107**

Fiona Chapman, Section 68(1), 7 February 2022

**FB1 (FF 4th Class in Training) \$78,222**

Brendan Dunn, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Beau Gordon, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Nathan Heckenberg, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Jeremy Hegarty, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Thomas Hile, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Cameron McAlister, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Blake Murray, Section 68(1), 31 January 2022

**Correctional Officer Class 1 \$68,508 - \$81,694**



Antony Parkin, Section 68(1), 25 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Thomas Read, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Christopher Richardson, Section 68(1), 31 January 2022

**Correctional Officer Class 1 \$68,508 - \$81,694**

Ashley Sutton, Section 68(1), 25 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Benjamin Telford, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Joshua Turk, Section 68(1), 31 January 2022

**FB1 (FF 4th Class in Training) \$78,222**

Jackson Walkear, Section 68(1), 31 January 2022

**Correctional Officer Class 1 \$68,508 - \$81,694**

Brendan Walsh, Section 68(1), 25 January 2022

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

Adam Wielemborek, Section 68(1), 4 February 2022

**FB1 (FF 4th Class in Training) \$78,222**

Robert Wiseman, Section 68(1), 31 January 2022

**Suburban Land Agency**

**Infrastructure Manager/Specialist 1 \$172,791**

Nicolas Morgan, Section 68(1), 27 January 2022

**Transport Canberra and City Services**

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

Angela Challis, Section 68(1), 7 February 2022

**Administrative Services Officer Class 1 \$53,150 - \$58,469**

Gillian Francesca Evans, Section 68(1), 3 February 2022

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

Mirofia Hitchick, Section 68(1), 7 February 2022

**Infrastructure Officer 4 \$134,705 - \$153,043**

Quang Hua, Section 68(1), 3 February 2022

**Infrastructure Officer 3 \$113,659 - \$124,766**

Nivad Nafisi, Section 68(1), 4 February 2022

**Professional Officer Class 1 \$63,614 - \$88,207**

Anne Page, Section 68(1), 7 February 2022

**General Service Officer Level 3/4 \$53,149 - \$58,041**

Shannon Purcell, Section 68(1), 9 February 2022

**Professional Officer Class 1 \$63,614 - \$88,207**

Elizabeth Siemon, Section 68(1), 3 February 2022

**Infrastructure Manager/Specialist 2 \$185,133**

Nicholas Taylor, Section 68(1), 3 February 2022

**EGSO4.2 - EGSO4.4 - Workshop Staff \$72,670 - \$74,501**

Thomas Thomas, Section 68(1), 3 February 2022

**General Service Officer Level 5/6 \$58,918 - \$64,843**

Connor Walker, Section 68(1), 9 February 2022

**TRANSFERS**

**Canberra Health Services**

**Suju Ghimire**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28473) (Gazetted 29 November 2021)

**Nicole Jones De Rooy**

From: Senior Officer Grade B \$133,552

ACT Health

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

Canberra Health Services, Canberra (PN. 54086) (Gazetted 10 November 2021)

**Paul Varghese**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 03374) (Gazetted )

**Elise Webb**

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. 09919) (Gazetted 16 December 2021)

**Chief Minister, Treasury and Economic Development**

**Panayiota Eliopoulos**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42495) (Gazetted 22 November 2021)

**Jane Overton**

From: \$113,659 - \$124,766

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development, Canberra (PN. 54413) (Gazetted 8 December 2021)

### **Education**

#### **Leanne MacLaughlan**

From: Senior Officer Grade A \$155,107  
Worksafe ACT  
To: Senior Officer Grade A \$155,107  
Education, Canberra (PN. 52881) (Gazetted 9 November 2021)

### **Environment, Planning and Sustainable Development**

#### **Trent Mylrea**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development, Canberra (PN. 48021) (Gazetted 28 June 2021)

## **PROMOTIONS**

### **ACT Health**

#### **Health System Planning and Evaluation**

##### **Branch Operations**

##### **Community Sector Contracts and Grants Unit**

#### **Jessica O'Connor**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Worksafe ACT  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
ACT Health, Canberra (PN. 52732) (Gazetted 17 November 2021)

### **Canberra Health Services**

#### **Andrea Boon**

From: Health Professional Level 2 **\$69,738 - \$95,736**  
Canberra Health Services  
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 20241) (Gazetted 12 November 2021)

#### **Christopher Burton**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Canberra Health Services  
To: †Health Professional Level 4 \$113,397 - \$122,062  
Canberra Health Services, Canberra (PN. 50096) (Gazetted 12 October 2021)

#### **Simone Clarke**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services  
To: †Health Professional Level 4 \$113,397 - \$122,062  
Canberra Health Services, Canberra (PN. 25282) (Gazetted 2 December 2021)

**Elizabeth de Koeijer**

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22385) (Gazetted 28 July 2021)

**Alison Egan**

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

Canberra Health Services

To: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 45731) (Gazetted 22 November 2021)

**Samantha Follet**

From: Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)

Canberra Health Services

To: Administrative Services Officer Class 2 \$59,813 - \$66,047

Canberra Health Services, Canberra (PN. 31480) (Gazetted 7 January 2022)

**David Kaylock**

From: Technical Officer Level 1 \$61,765 - \$64,757

Canberra Health Services

To: Technical Officer Level 2 \$66,857 - \$76,559

Canberra Health Services, Canberra (PN. 49690) (Gazetted 20 July 2021 )

**Martin Seng**

From: Radiation Therapist Level 4.1 \$130,106 - \$134,410

Canberra Health Services

To: †Radiation Therapist Level 6 \$168,002 - \$175,901

Canberra Health Services, Canberra (PN. 28988) (Gazetted 22 November 2021)

**Chief Minister, Treasury and Economic Development**

**Whole of Government Communication**

**Kathleen Fitzgibbon**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14936) (Gazetted 30 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.

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Utilities Technical Regulation**

**Simon Grice**

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. 19753) (Gazetted 1 December 2021)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Joshua Kelly**

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. 30518) (Gazetted 25 March 2021)

**Access Canberra**

**Licensing and Registrations**

**William Oldmeadow**

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. 46787) (Gazetted 24 September 2021)

**Digital Data and Technology Services**

**Technology Services Branch**

**ICT Security**

**Julian Valtas**

From: Senior Information Technology 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. 54410) (Gazetted 13 December 2021)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Leanne Graham**

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

Community Services

To: †Child and Youth Protection Professional Level 4 \$121,730 - \$130,613

Community Services, Canberra (PN. 20100) (Gazetted 10 June 2021)

**Education**

**Service Design and Delivery**

**Chloe Farrow**

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

Education

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

Education, Canberra (PN. 54344) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

**Service Design and Delivery**

**Amanda Kalyvas**

From: School Leader A 1 \$173,364

Education

To: †Director School Improvement \$208,986

Education, Canberra (PN. 42422) (Gazetted 24 November 2021)

**Business Services Division**

**Communications Engagement and Government Support**

**Ministerial and Corporate Reporting**

**Georgia Nott**

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

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Education, Canberra (PN. 35230) (Gazetted 28 September 2021)

**School Perform and Improve  
North and Gungahlin Network  
Kuzi Riley-Brown**

From: School Assistant 2 \$50,861 - \$56,161

Education

To: †School Assistant 2/3 \$50,861 - \$62,020

Education, Canberra (PN. 50259) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

**Justice and Community Safety**

**ACT Courts and Tribunal  
Registrar's Office (ACAT)  
ACAT Operations  
Samara Carroll**

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. 55784) (Gazetted 25 June 2021)

**ACT Emergency Services Agency  
Capability, Coordination and Support  
Fleet and Workshops  
Anthony Mallia**

From: ESA Mechanical Technician Level 3 \$113,397 - \$122,062

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 53605) (Gazetted 15 October 2021)

**ACT Government Solicitor  
Naomi Stenhouse**

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. 10302) (Gazetted 26 November 2021)

**ACT Corrective Services  
Christopher Watkins**

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 38315) (Gazetted 1 July 2021)

**Major Projects Canberra**

**Light Rail  
Construction  
Michael Liu**

From: Graduate Administrative Assistant \$75,239 - \$77,544

Major Projects Canberra

To: †Infrastructure Officer 1 \$74,782 - \$88,358

Major Projects Canberra, Canberra (PN. 53806) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

#### **Infrastructure Delivery Partners**

##### **Civil Project Management**

###### **John Oost**

From: Graduate Administrative Assistant \$75,239 - \$77,544

Major Projects Canberra

To: †Infrastructure Officer 1 \$74,782 - \$88,358

Major Projects Canberra, Canberra (PN. 53804) (Gazetted )

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

#### **Transport Canberra and City Services**

##### **City Services**

###### **Development Coordination**

###### **City Operations**

###### **Wannaku Abeysekera**

From: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services, Canberra (PN. 49700) (Gazetted 20 November 2020)

##### **City Services**

###### **ACT NoWaste**

###### **Strategic Coordination and Planning**

###### **Nadia Chowdhury**

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

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$134,705 - \$153,043

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

##### **Infrastructure Delivery and Waste**

###### **ACT NoWaste**

###### **Waste Education and Partnerships**

###### **Tanzil Hossain**

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

Transport Canberra and City Services, Canberra (PN. 38655) (Gazetted 25 November 2021)

##### **Transport Canberra and Business Services**

###### **Territory and Business Services**

###### **Capital Linen Service**

###### **Waylan Morgan**

From: General Service Officer Level 3/4 \$53,149 - \$58,041

Transport Canberra and City Services

To: †Capital Linen Service Band 3 \$60,230 - \$66,277

Transport Canberra and City Services, Canberra (PN. 27172) (Gazetted 26 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**

**Development Coordination**

**Design Review and Asset Acceptance**

**Jotish Roy**

From: Technical Officer Level 2 \$66,857 - \$76,559

Transport Canberra and City Services

To: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services, Canberra (PN. 27727) (Gazetted 8 June 2021)

**Worksafe ACT**

**WorkSafe ACT**

**Labour Hire Licensing and General**

**Anthony Sanna**

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

Chief Minister, Treasury and Economic Development

To: ORS Inspector 6 \$90,099 - \$103,117

Worksafe ACT, Canberra (PN. 50316) (Gazetted 17 September 2021)

**CORRIGENDA**

**Canberra Health Services**

Permanent appointment for Gurkirt Handa Gazetted 09/12/2021, date of effect should be 27/01/2022.

Permanent appointment for Annebelle Graham gazetted 03/02/2022, position number should be 38813.