



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 28 April 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

##### Senior Digital Records Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 32723)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

Do you have experience with Objective and in digital records management? Are you looking for your next exciting challenge?

The Digital Solutions Division within ACT Health is looking for a motivated Senior Digital Records Officer, to play a pivotal role in our transition to digital records management.

The successful candidate will lead the implementation of Objective, including all project management tasks associated with the implementation. The successful candidate will have high level communication, negotiation, interpersonal, liaison and representational skills and a proven ability to produce quality outcomes in tight deadlines.

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:** It is essential that you have experience working with Objective and/ or in digital records management.

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

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: KellyM Brown (02) 5124 9624 [KellyM.Brown@act.gov.au](mailto:KellyM.Brown@act.gov.au)

#### Digital Solutions Division

##### Assistant Director

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57200)**

Gazetted: 28 April 2022

Closing Date: 16 May 2022

**Details:** Are you a strong leader who has extensive experience managing a busy executive office? Do you enjoy resolving issues and problems through proactive engagement?

The Office of the Chief Information Officer is seeking a highly motivated and enthusiastic leader to fill the role of Assistant Director, Executive Support. The successful applicant will be responsible for the governance functions and coordination activities for a division of over 400 staff and on top of that, will manage the very busy office of the Chief Information Officer.

It is critical that the successful applicant can put pen to paper, producing a quality outcomes and juggle multiple tasks in a high paced environment.

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.

**Notes:** 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. 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

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

#### **Health System Planning and Evaluation**

##### **Assistant Director Health Service Planning**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40340)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers and consumers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a team member who can develop innovative solutions to complex service planning issues and has strong project management skills. To be successful you will have highly developed negotiation and liaison skills, including the ability to develop effective and ongoing relationships with a range of stakeholder groups. You will have excellent written skills and the ability to produce complex reports and high-level documents. You might be an experienced health service planner or a clinician looking to broaden your skills and knowledge. Or you could be working in academia, policy or epidemiology and want to try something new. If you are proactive, talented and work well in a positive team environment then we invite you to come and work with

Notes: This is a temporary position available immediately for 12 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Dufty 0408 792 025 Tania.Dufty@act.gov.au

### **Population Health Protection and Regulation**

#### **Health Protection Service**

##### **Pharmaceutical Services Section**

##### **Chief Pharmacist**

##### **Pharmacist Level 6 \$166,614, Canberra (PN: 27948)**

Gazetted: 03 May 2022

Closing Date: 20 May 2022

Details: ACT Health is seeking a dynamic policy and medicines professional to fill the role of the Chief Pharmacist for the ACT. Under limited direction, the Chief Pharmacist undertakes high-level project, program and policy development and leads the Pharmaceutical Services Section of the Health Protection Service. The Chief Pharmacist provides advice to the Chief Health Officer and the Executive on medicines and poisons policy matters and responds to emerging and novel policy issues.

The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community, administers Canberra Script, a clinical tool which provides real-time monitored medicines prescription information for prescribers and pharmacists, to support safer clinical decision making and reduce harm and preventable deaths in the ACT community, issuing of licences and conducting inspections of premises that deal with medicines and poisons in the ACT and acts as the Territory Recall Coordinator for TGA recalled medicines and medical devices.

Eligibility/Other Requirements: To hold this position you must be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

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

How to Apply: Please provide a written response addressing the Selection Criteria, with an updated curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victor Martin (02) 5124 9262 Victor.Martin@act.gov.au

## **Digital Solutions Division**

### **Office of the Chief Information Officer**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 48941, several)**

Gazetted: 03 May 2022

Closing Date: 20 May 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy

Management of technology services and projects

Management of the relationship and services delivery by technology vendors

Development, implementation and maintenance of technology policies and procedures

Information management and protective security

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

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

## **Population Health Division**

### **Epidemiology**

#### **Project Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54931)**

Gazetted: 03 May 2022

Closing Date: 10 May 2022

Details: An exciting opportunity exists for an enthusiastic and dedicated Project Officer to work in the Epidemiology team within the ACT Health Directorate.

**Eligibility/Other Requirements:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. Part time / job share arrangements will be considered for this position. Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mirka Smith (02) 5124 9473 Mirka.Smith@act.gov.au

#### **Digital Solutions Division**

##### **ICT Infrastructure Project Manager**

**Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51087)**

Gazetted: 02 May 2022

Closing Date: 19 May 2022

**Details:** Are you an ICT Infrastructure Professional with Project Management experience working in a healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience managing ICT infrastructure projects? Do you want to work with a team responsible for building and maintaining ACT Health's and Canberra Health Service's critical systems and ICT infrastructure? Are you committed to developing your existing skills and experience and apply them in an ever changing and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for ACT Health Directorate, Canberra Health Services (CHS) and Calvary Public Hospital Bruce.

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

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures,
- information management and information security, and
- delivery of ICT infrastructure for new and refurbished health facilities.

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

**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: Grant Clark (02) 5124 9028 Grant.Clark@act.gov.au

#### **Digital Solutions Division**

##### **ICT Infrastructure Project Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 46929)**

Gazetted: 02 May 2022

Closing Date: 18 May 2022

**Details:** Are you an ICT Professional with experience working in a healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience supporting ICT infrastructure projects? Do you want to work with a team responsible for building and maintaining ACT Health's and Canberra Health Service's critical systems and ICT infrastructure?

Are you committed to developing your existing skills and experience and apply them in an ever changing and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for ACT Health Directorate, Canberra Health Services (CHS) and Calvary Public Hospital Bruce.

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

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,  
management of technology services and projects,  
management of the relationship and services delivery by technology vendors,  
development, implementation and maintenance of technology policies and procedures,  
information management and protective security, and  
delivery of ICT infrastructure for new and refurbished health facilities.

**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:** 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: Grant Clark (02) 5124 9028 [Grant.Clark@act.gov.au](mailto:Grant.Clark@act.gov.au)

## Digital Solutions Division

### Technology Operations

#### Critical Systems and Infrastructure Hub

#### Cabling Technician

#### Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 52668)

Gazetted: 02 May 2022

Closing Date: 19 May 2022

**Details:** Are you a registered cabler with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience supporting ICT infrastructure and a range of projects? Do you want to work with a team of ICT professionals responsible for supporting and maintaining ACT Health's broad range of systems that support the ACT public health system?

The Digital Solutions Division, ACT Health is looking to hire an energetic individual as a dedicated Cabling Technician in the Technology Operations Branch. The Cabling Technician will provide operational and project support of assigned system(s) and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce.

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

This position will be required to provide technical support outside of the usual business hours for emergency or urgent issues with on-call or emergency overtime arrangements.

**Note:** This is a permanent position. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Nicole Wang (02) 6205 2392 Nicole.Wang@act.gov.au

#### **Digital Solutions Division**

##### **Office of the Chief Information Officer**

##### **Senior Administrative Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 17457)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting a Senior Administrative Officer to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

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

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position available immediately until 2 November 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**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

#### **Digital Solutions Division**

##### **Technology Operations**

##### **Critical Systems and Infrastructure Hub**

##### **Senior Cabling Technician**

##### **Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 48011)**

Gazetted: 29 April 2022

Closing Date: 18 May 2022

Are you a registered cabler with at least five years of experience working in the cabling industry? Are you up for a challenge? Do you have experience supporting ICT infrastructure and a range of projects? Do you want to work with a team of ICT professionals responsible for supporting and maintaining ACT Health's broad range of systems that support the ACT public health system?

The Digital Solutions Division, ACT Health is looking to hire an energetic individual as a dedicated Senior Cabling Technician in the Technology Operations Branch. The Senior Cabling Technician will provide operational and project support of assigned system(s) and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce.

**Eligibility/Other Requirements:** This role requires you to be able to obtain and maintain an Australian Government NV1 security clearance sponsored by the ACT Health Directorate. To be eligible for an NV1 security

clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed. This position will be required to provide technical support outside of the usual business hours for emergency or urgent issues with on-call or emergency overtime arrangements.

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

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

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

Contact Officer: Nicole Wang [Nicole.Wang@act.gov.au](mailto:Nicole.Wang@act.gov.au) [Nicole.Wang@act.gov.au](mailto:Nicole.Wang@act.gov.au)

## Digital Solutions Division

### Future Capability

### Digital Health Record Technical Hub

### End User Device Lead

### Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52353)

Gazetted: 29 April 2022

Closing Date: 17 May 2022

**Details:** The Digital Health Record Program has an opening for an End User Device Lead within the Technical team. In this role you will be responsible for inventory, gap analysis, procurement, deployment and testing of all end user devices required to successfully implement the Epic Electronic Medical Record (EMR) solution. There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

**Note:** This is a temporary position available immediately until 24 March 2023 with the possibility of extension up to 12 months and/or permanency. It is important that you can commit to this full period. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager

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

Contact Officer: Patricia Sanchez (02) 5124 9949 [Patricia.Sanchez@act.gov.au](mailto:Patricia.Sanchez@act.gov.au)

## Calvary Public Hospital Bruce

### Calvary Public Hospital Bruce

### Registered Nurse Level 3 - Surgical Liaison Nurse

### Registered Nurse Level 3 \$114,201 - \$118,901, Canberra (LP8263)

Gazette Date: 27 April 2022

Closing Date: 03 May 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 492373

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Jenni Cain (02) 6201 6892 [jennifer.cain@calvary-act.com.au](mailto:jennifer.cain@calvary-act.com.au)



**Calvary Public Hospital Bruce**

**Patient Flow Unit**

**Ward Services Officer**

**Health Service Officer Level 4 \$56,388 - \$58,546, Canberra (LP8176)**

Gazette Date: 28 April 2022

Closing Date: 11 May 2022

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 492368

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Kerry Foley (02) 6264 7080 [kerry.foley@calvary-act.com.au](mailto:kerry.foley@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Supply Department**

**Purchasing Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (LP8942)**

Gazette Date: 02 May 2022

Closing Date: 08 May 2022

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 492375

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Cobus Wentzel (02) 6201 6132 [gert.wentzel@calvary-act.com.au](mailto:gert.wentzel@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)**

**Cancer and Ambulatory Support**

**Immunology**

**Immunology**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29904 - 022BS)**

Gazetted: 02 May 2022

Closing Date: 16 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Immunology Department is part of the Division Cancer and Ambulatory Support (CAS) and runs adult and paediatric services throughout the Canberra Hospital. It is a tertiary referral service for patients within the ACT and regional areas who require medical intervention in relation to immune-mediated diseases. This encompasses autoimmune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies, and allergies. The Immunology nursing service operates five days a week from 8:30am till 5pm, Monday to Friday.

The Immunology Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care to our Immunology patients. In this position, you will be working predominantly in the outpatient setting.

#### 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. Good leadership skills
2. Supportive of less experienced staff
3. Good communication skills.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.

#### Position Requirements/Qualifications:

- Relevant working experience in Immunology is preferred.
- Registered or eligible for registration as a Nurse with the Australian Practitioner Regulation Health Agency
- 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 from 17 May 2022 until 02 September 2022. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Liset De Koeijer (02) 5124 8457 [liset.dekoeijer@act.gov.au](mailto:liset.dekoeijer@act.gov.au)

## People and Culture

### Executive Office

#### Director, Human Resources Reform and Development

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53893 -022AT)**

Gazetted: 02 May 2022

Closing Date: 19 May 2022

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The role of the Director Human Resources Reform and Development will be to work closely with other CHS Division's to deliver strategically aligned workforce solutions in areas including change management, industrial and employee relations, pay and benefits, and implementation of workforce reforms and development.

The Director Human Resources Reform and Development will report to the Senior Director, Business Partnerships with a dotted line of reporting to the executive director of any division that they are assisting with reformation and development functions. This is a newly created role aimed at ensuring our healthcare teams are designed to provide exceptional healthcare in an efficient and effective manner.

#### 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 high degree of drive
2. Experience in being an effective team collaborator and contributing to a successful team dynamic.
3. Be a proactive and self-motivated professional
4. Ability to communicate with influence.

**Position Requirements/Qualifications:**

Qualification in related field with strong IR experience and knowledge of complex health workforce.

Strong project Management skills are also required.

- 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sally Green 0466 862 978 Sally.Green@act.gov.au

**Nursing**

**Rehabilitation Aged and Community Services**

**Registered Nurse**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 25475, several - 022ES)**

Gazetted: 02 May 2022

Closing Date: 19 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

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

Position Requirements/Qualifications:

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

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

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: These are temporary positions available for Six months with possibility of extension and/or permanency. The successful candidates may be selected based on application and referee report only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

For more information on this position and how to apply "[click here](#)"

Contact Officer: Dona Dolphus (02) 5124 2624 [dona.dolphus@act.gov.au](mailto:dona.dolphus@act.gov.au)

## Medicine

### Cardiology

#### Cardiac and heart Function Rehabilitation Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 28473 - 0221Y)**

Gazetted: 02 May 2022

Closing Date: 19 May 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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#### 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

#### ABOUT YOU

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#### Behavioural Capabilities

1. Knowledge of cardiovascular disease and anatomy
2. Adaptative and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Organisational and leadership skills with a high degree of drive.

#### Position Requirements/Qualifications:

- Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.
- A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or
- A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.
- The position is full time, Monday to Friday with varied shift commencement times including 0700, 0800 and 0830hrs.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Contact Officer: Michelle Lander (02) 5124 7216 [michelle.lander@act.gov.au](mailto:michelle.lander@act.gov.au)

#### Medicine

##### Gastroenterology and Hepatology (GEHU)

##### Office Manager

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 12121 - 022LO)**

Gazetted: 02 May 2022

Closing Date: 16 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides day to day support to the Gastroenterology and Hepatology Unit (GEHU) and its Director.

Duties include, but will not be limited to, diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies, administrative and office support

including booking appointments, back up to Reception and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, Division of Medicine and Clinical Director, Gastroenterology and Hepatology.

#### **About You**

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#### **Behavioural Capabilities**

- Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships
- Dedicated - adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive
- Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

#### **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 ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential.

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

Undergo a pre-employment National Police Check.

Contact Officer: Sharon Brew 5124 2195 Sharon.Brew@act.gov.au

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

#### **Clozapine Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 33949 - 022FU)**

Gazetted: 02 May 2022

Closing Date: 18 May 2022

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Mental Health Justice Health and Drug and Alcohol Services (MHJHADS) Division provides quality health care to people in inpatient, community and forensic settings. The Clozapine co-ordinator role will work across the MHJHADS Division, providing clinical services and senior support as it is required.

#### **About You**

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#### **Behavioural Capabilities**

Excellent communication skills

Leadership skills



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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Mental Health Justice Health and Drug and Alcohol Services (MHJHADS) Division provides quality health care to people in inpatient, community and forensic settings. The Clozapine co-ordinator role will work across the MHJHADS Division, providing clinical services and senior support as it is required.

#### About You

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#### Behavioural Capabilities

Excellent communication skills

Leadership skills

Strong attention to detail with ability to produce quality work with a minimum of supervision

#### Position Requirements/Qualifications:

- Relevant Post graduate Mental Health Nursing qualifications or equivalent is desirable
- Minimum of five years' full-time experience working professionally in a mental health related area and minimum of twelve months work experience relevant to clozapine is preferred.
- The successful applicant will work fulltime during business hours and be available for occasional weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- 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.
- Provide evidence of a current driver's licence

Contact Officer: Susan Jacques 5124 0220 [Susan.Jacques@act.gov.au](mailto:Susan.Jacques@act.gov.au)

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

##### New Graduate Social Worker

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 57148 - 022CE)**

Gazetted: 03 May 2022

Closing Date: 19 May 2022

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

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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Exciting opportunities to work as a new graduate social worker in several teams across inpatient, outpatient and community settings.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The successful applicants will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. Social workers promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

The successful applicants will be employed as a full-time Health Professional Level 1 Social Worker in one of our multidisciplinary teams for 12 months.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Displays critical thinking skills and forms 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.

Commitment to achieving positive outcomes.

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

##### **Mandatory:**

Tertiary qualification in Social Work.

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

Current Passenger Vehicles Driver's licence.

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

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

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

- Undergo a pre-employment National Police Check.

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.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Depending on the team and the position, some new graduate social workers may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

Contact Officer: Charmaine Nicoll 51241785 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)



## **Women Youth and Children's Community Health Programs**

### **Administration Service Officer**

#### **Team Leader**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 48680, several - 0229M)**

Gazetted: 03 May 2022

Closing Date: 17 May 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position co-ordinates the daily workflows and program objectives within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a strong work ethic.

Good communication and interpersonal skills.

Able to work and collaborate with others in a team.

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

Relevant experience in Microsoft applications; in particular Excel, Word and Outlook. Experience or knowledge using the Canberra Health Services rostering program ProAct or Spok On-call and the ability to type with speed and efficiency within guidelines.

You must hold a current driver's license.

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:** There are two positions available, one Permanent full time and one Temporary full time position available for a period of six months with the possibility of extension and/or permanency.

Contact Officer: Danielle Treloggen 51242776 [Danielle.Treloggen@act.gov.au](mailto:Danielle.Treloggen@act.gov.au)

## Cancer Ambulatory Services

### Immunology

#### Genomics Clinic Technical Officer

**Technical Officer Level 2 \$66,857 - \$76,559, Canberra (PN: 19189 - 02279)**

Gazetted: 03 May 2022

Closing Date: 18 May 2022

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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Immunology Department within Canberra Health Services invites applications for a Technical Officer to support the Medical Genomics Clinic. The successful applicant would be well organised, have well developed interpersonal skills and have appropriate laboratory experience, encompassing molecular biology and sequencing. In addition, the successful applicant will be competent with data management using spreadsheets and have some understanding of the principles of database access and entry. Previous experience with and some understanding of the principles of next generation sequencing would be an advantage but is not essential. The Medical Genomics initiative develops strategies for implementation of next generation sequencing in the clinic. This is an initiative of Canberra Health Services, and supports the activities of the Centre for Personalised Immunology, which is an NHMRC Centre for Research Excellence <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>, <http://www.jcsmr.anu.edu.au/research/centres/cpi> and <https://cpi.org.au>.

#### 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 personal drive.

Attention to detail.

Capacity for self-directed learning.

#### Position Requirements/Qualifications:

Relevant tertiary qualifications and experience with isolating PBMCs from tissue/blood samples; PCR and DNA extraction and sequencing.

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.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

**Note:** This is a permanent part-time position available at 18.37 per week. The full time salary noted above will be paid pro rata.

Contact Officer: Anna Maria Benc 02 5124 5586 [annamaria.benc@act.gov.au](mailto:annamaria.benc@act.gov.au)

## **Women, Youth and Children**

### **Clinical Support and Projects**

#### **Access and Operations Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 42275 - 022NO)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

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#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/ Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC.

The role operates seven days per week, morning and evening shifts.

Reporting to the Clinical Support Manager and Assistant Director of Nursing Neonatology and Clinical Support, the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

#### **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 the successful candidate will have the following attributes:

Be proactive, enthusiastic and a strong communicator with strong organisational skills

High level interpersonal and leadership skills with the ability to apply critical thinking

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

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

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

Relevant Post graduate qualification in a relevant nursing or midwifery field

Holding or working towards a higher degree in a relevant field.

The successful applicant will be required to work both morning and evening shifts, seven days per week, as per a rotating shift work roster.

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

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

**Note:** This is a temporary part-time position available for eleven months for four days per week and involved shift work (morning and evenings) and weekends, the full-time salary noted will be paid pro-rata.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Chelsey Helliwell (02) 0422 189 893 [chelsey.helliwell@act.gov.au](mailto:chelsey.helliwell@act.gov.au)

## **People and Culture**

### **Business Partnerships**

#### **HR Business Partner**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42191 - 022FM)**

Gazetted: 02 May 2022

Closing Date: 9 May 2022

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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 be fully vaccinated against COVID-19. 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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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**

1. Enjoy working in the grey and not taking the one size fits all approach
2. Sound judgement, analytical skills and the ability to think and act strategically.
3. Strong coaching and mentoring to facilitate the development of team members and internal clients.
4. 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

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

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.

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

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

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

#### **Clinical Manager**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 37046 - 022KN)**

Gazetted: 02 May 2022

Closing Date: 19 May 2022

Our Vision: creating exceptional health care together

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

CAMHS is seeking a dynamic and experienced Health Professional level 3 to undertake the role of the duty officer. Under the direction of the Clinical Team Manager, the HP3 will provide expertise in referral management and mental health assessment, referral management including risk assessments and provide support to HP1 and HP2 clinicians.

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.

In this role there is the option to work part-time hours to include rotating Saturdays, Sundays and public holidays, from 8:30am to 16:51pm.

Psychologists employed by Mental Health, Justice Health, Alcohol and Drugs Services may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

#### **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:

- Ability to work within a multi-disciplinary team and adapt quickly to a 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 all disciplines:**

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.
- A current driver's licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

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

Highly Desirable for Psychology:

- Approved or eligible for approval as a Psychology Board of Australia Supervisor.
- Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Highly desirable for all disciplines:

- 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 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: An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across CAMHS within a 12-month period. Selection may be based on application and referee reports only.

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: Simone Clarke (02) 5124 1407 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

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

### **Justice Health Services**

#### **Assistant Director of Nursing, Custodial Health Primary Health**

#### **Registered Nurse Level 4.2 \$138,255, Canberra (PN: 28555 - 022EC)**

Gazetted: 29 April 2022

Closing Date: 18 May 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 be fully vaccinated against COVID-19.

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Custodial Health Team is a part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division which is a contemporary evidence-based service providing high quality physical and mental health care, within Canberra's custodial environments. The service aims to provide collaborative, equitable, comprehensive holistic health care that involves the patient and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Custodial Health team. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost-effective and high quality health care services.



## ABOUT YOU

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### Behavioural Capabilities

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Demonstrated leadership and management skills

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

### Position Requirements/Qualifications:

#### Mandatory:

Tertiary qualifications in Nursing and hold unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of five years post qualification experience.

Minimum 12 months leadership/management experience.

Current driver's licence.

#### Desirable:

Extensive experience managing teams within a health setting.

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

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 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.

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

Contact Officer: Jaime Locke (02) 5124 1811 [Jaime.Locke@act.gov.au](mailto:Jaime.Locke@act.gov.au)

## Rehabilitation Aged and Community Services

### Equipment Services

**Health Service Officer, Equipment Loan Service.**

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166), Canberra (PN: 16627 - 022J4)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

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### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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, Community Health Centres, Village Creek Centre in Kambah, Independent Living

Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

This is permanent Part time position Hours of work will be between 8:00am – 12:00 midday Saturday and Sunday (eight hours every weekend only). Applicants will also be required to work some public holidays.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

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

Hold a current driver's license.

A high level of fitness and ability to perform all duties

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

#### **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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Carmen Connellan (02) 5124 1065 [Carmen.Connellan@act.gov.au](mailto:Carmen.Connellan@act.gov.au)

### **Acute Allied Health Service**

#### **Nutrition Department**

##### **Senior Dietitian**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 22028 - 022KK)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.



Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students.

The Senior Dietitian role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

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

##### **Mandatory:**

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a current Driver's Licence.

##### **Other:**

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

Have an understanding of how the National 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.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Andrew Slattery 02 51245135 [Andrew.Slattery@act.gov.au](mailto:Andrew.Slattery@act.gov.au)

#### **ACT Pathology**

##### **Microbiology**

##### **Scientist Microbiology**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 29099 - 021UB)**

Gazetted: 29 April 2022

Closing Date: 17 May 2022

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

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**POSITION OVERVIEW**

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ACT Pathology is a division of the Canberra Health Services 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 successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, read culture plates in order to distinguish between normal flora and pathogenic organisms, perform bacterial identification, and set up and interpret susceptibility results. The laboratory operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster.

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**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

**Position Requirements/Qualifications:**

**Mandatory:**

A Medical Laboratory Science Degree or equivalent relevant qualification.

**Desirable:**

Minimum of five years' experience working professionally in a Pathology Microbiology Laboratory.

**Position Requirements**

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Susan Bradbury 51242510 Susan.Bradbury@act.gov.au

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

### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 36784 - 022FS)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

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### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the broad direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the ADON and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The CNC is required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as provide leadership and supervision of all nursing staff. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Allied Health Assistants, Peer Workers, Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

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### **Behavioural Capabilities**

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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

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

Able to effectively liaise with key stakeholders.

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

#### **Mandatory:**

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

Three years equivalent fulltime experience in mental health nursing.

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**

Significant experience providing clinical leadership within a mental health setting.

Current Driver's licence.

Post Graduate Qualifications in Mental Health Nursing.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Susan Jacques (02) 5124 0220 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

**Rehabilitation, Aged and Community Services**

**Occupational Therapy**

**Occupational Therapist**

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 40151 - 02262)**

Gazetted: 02 May 2022

Closing Date: 19 May 2022

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

**POSITION OVERVIEW**

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

Occupational Therapists within Rehabilitation, Aged and Community Services (RACS) provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including therapy to promote recovery, rehabilitation and reablement and support for maximising safe and sustainable discharges back into the community. Areas of work include The Canberra Hospital, University of Canberra Hospital, and community-based services.

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

Exciting opportunities exist for new graduate Occupational Therapists to join CHS Occupational Therapy services in the Division of Rehabilitation, Aged and Community Services. The successful applicants will be employed as a full-time Health Professional Level 1 for 12 months. New graduate positions are designed to maximise clinical and professional skills growth and development with access to professional development opportunities; high levels of clinical supervision; support from wider multidisciplinary teams, clinical educators, and the occupational therapy professional group. These positions are rotational with the potential to work in our community-based service and inpatients and ambulatory services at the University of Canberra Hospital.

**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

A willingness to actively engage in a team environment

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health

Practitioner Regulation Agency (AHPRA),

Hold a current driver's licence.

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

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

Note: This is a temporary position available for a period of 11.9 months. A merit list will be established from this selection process and may be used to fill similar positions over the next 12 months.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

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

## **Medicine**

### **Gastroenterology and Hepatology**

#### **Booking and Scheduling Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 48705, several - 022B5)**

Gazetted: 28 April 2022

Closing Date: 17 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases
- Consulting service
- Endoscopic procedures
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit with duties including booking appointments, referral management, screening telephone calls long with general reception

duties. This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal.

#### 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. Professional
2. Dedicated
3. Conscientious

#### 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 temporary positions available for eight months with the possibility of extension.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sharon Brew (02) 5124 2195 [sharon.brew@act.gov.au](mailto:sharon.brew@act.gov.au)

### COVID- 19 Vaccination and Testing Centres

#### Cancer and Ambulatory Services

#### Registered Nurse Level 2

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 52751, several - 022A4)**

Gazetted: 28 April 2022

Closing Date: 12 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

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The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

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

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

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

Registered Nurse's (Level two) provide senior clinical and leadership skills to junior staff, including Registered Nurses, Enrolled Nurses, Undergraduate Student Nurses and Assistant in Nurses. This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading they work cooperatively with team leaders for security and administration.

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

Please

note: Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

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### **Behavioural Capabilities**

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

Good, calm leadership skills

Good communication skills

Good team working skills

Be adaptable and flexible to changes

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

#### **Mandatory:**

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

**Note:** These are temporary positions available for three 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.

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

Contact Officer: Brendan Higgins (+61) 048 146 5176 [Brendan.Higgins@act.gov.au](mailto:Brendan.Higgins@act.gov.au)

### **Canberra Health Services**

#### **Women, Youth and Children**

#### **Foetal Medicine Unit**

**Sonography Manager Health Medical Imaging Level 5 \$133,552 - \$150,347 , Canberra (PN: 57348 - 022HK)**

Closing Date: 13 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The CHS Foetal Medicine Unit is seeking an appropriately qualified, experienced sonographer to provide high level leadership for the Sonography team. The successful applicant must have obstetric and gynaecological imaging



experience, strong leadership skills, excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and the ability to bring about cultural change.

This position will carry a 0.5FTE management load and 0.5FTE clinical load. The position holder will report operationally to the Director of the Foetal Medicine Unit and professionally to the Director of Allied Health, WYC. These reporting lines are subject to change.

#### **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:

1. Strong organisational skills with a high degree of drive.
2. Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.
3. Highly conscientious and professional in all aspects of work.

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

**Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.**

##### **Mandatory:**

- Be registered with the Australian Sonographer Accreditation Registry (ASAR).
- Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.
- Be registered under the Working for Vulnerable People Act.
- Certification in the 11-14 week (Nuchal Translucency certification), or completion of the theoretical course in working towards certification.

##### **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.

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

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

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

Contact Officer: Natalie De Cure 5124 7591 [natalie.decure@act.gov.au](mailto:natalie.decure@act.gov.au)

#### **Canberra Health Services**

##### **ACT Pathology**

##### **Chemical Pathology**

##### **Medical Scientist - Chemical Pathology**

**Health Professional Level 2 \$69,738 - \$95,736 , Canberra (PN: 21863 - 02240)**

Closing Date: 18 May 2022

Weeks to Close: 2

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 be fully vaccinated against COVID-19.

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:



[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will primarily be based in the Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing, Special Chemistry, and the Calvary laboratory as required. Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Chemical Pathology laboratories at Canberra and Calvary Hospitals.

The successful applicant will be required to work 24/7 shifts including nights and weekends.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to communicate effectively with a diverse group of stakeholders
- Ability to work as part of a team

Position Requirements/Qualifications:

Mandatory:

4. A science degree or equivalent relevant qualifications.
5. Applicants must have a minimum of 12 months paid work experience in a Diagnostic laboratory service
6. Experience of the quality requirements of a Clinical laboratory Desirable:
7. Experience of working with IT systems for the management of Pathology devices/instrumentation
8. Experience working in a Chemical Pathology laboratory
9. Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
10. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
11. 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 possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Simon Newton (02) 5124 2843 [simon.newton@act.gov.au](mailto:simon.newton@act.gov.au)

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

##### **Sterilising Services**

##### **Sterilising Services Team Leader**

**Sterilising Services Technical Officer Level 2 \$66,857 - \$76,559, Canberra (PN: 29382 - 022EY)**

Gazetted: 28 April 2022

Closing Date: 16 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong leadership and people management skills with a high degree of drive.

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

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

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

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

Certificate III in Sterilising (HLT37015) and Certificate IV in Sterilising (HTL47015), *or* Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215), is highly desirable

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience

A sound knowledge of AS/NZS4187:2014 is essential

A current driver's license

Experience in leading and mentoring teams is preferred

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

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.

**Note:** This is a temporary position available for a period of eight months with the possibility of extension and/or permanency. This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital).

Contact Officer: Sandra Wheeler 51242283 [Sandra.Wheeler@act.gov.au](mailto:Sandra.Wheeler@act.gov.au)

## **Cancer and Ambulatory Services**

### **COVID- 19 Services**

#### **Nurse Manager**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 52392 - 022A3)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

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#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The COVID 19 Testing and Vaccination Services are a part of the CHS COVID 19 response which includes COVID 19 Vaccination, testing, Hotel Quarantine in reach, Respiratory Assessment Clinics and Medihotel services.

COVID 19 Vaccination: Registered Nurses work within a multidisciplinary team to provide a dynamic and expanding vaccination service.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites.

The Covid Vaccination and Testing Services, Nurse Manager is responsible for the HR management, recruitment and rostering of staff across the service. This role works in a team with the COVID testing Clinical Nurse Consultants (CNC) and may work at various sites as required.

The COVID Vaccination and Testing centres operate 7 days a week and have varying shift times. The Nurse Manager role is Monday-Friday.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Good Leadership skills

Ability to communicate well with all stakeholders

Ability to prioritise and respond to a dynamic workplace and situation

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

Mandatory:

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

Desirable:

Hold a current driver's license

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.

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

Contact Officer: Regina Ginich 0466338771 [Regina.Ginich@act.gov.au](mailto:Regina.Ginich@act.gov.au)

## **Cancer and Ambulatory Support**

### **Central Health Intake**

#### **Administration Officer**

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 27589, several - 022HN)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

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#### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

CHS Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access CHS community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, the Central Outpatient's Intake and Central Outpatient Reception. These services are co-located under a single management structure of Central Health Intake.

You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception support including bookings, wait list management, data entry, billing, coordination of clinical records management and phone duties in a busy contact centre environment. As part of the team you will actively contribute to the achievement of key performance indicators.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Attention to detail

Adaptability and flexibility to accommodate change and provide a responsive service

Commitment to the provision of high-quality customer service

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

The successful applicant may be required to work at different Community Health Centres or Canberra Hospital as operational needs dictate

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 permanent full-time positions and a temporary position available for eight months with the possibility of extension or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

#### **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: Bernadette Armati (02)6205 2339 [bernadette.armati@act.gov.au](mailto:bernadette.armati@act.gov.au)

## **ACT Pathology**

### **CHS Chief Executive Officer**

### **Technical Officer Microbiology**

**Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 50885 - 0228A)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

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### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven 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 successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, temperature monitoring, stock control and maintain clean work areas. The laboratory operates an extended hour service seven days a week and the successful applicant will be required to participate in the out of hours roster.

### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work autonomously and in a team environment with a high level of attention to detail.

Self-motivated, reliable, and punctual.

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

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

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters including public holidays, and overtime as required. Applicants should contact the laboratory for the details of current shifts.

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

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:**

Experience in a Microbiology Laboratory would be advantageous

An Associate Diploma or degree in Medical Laboratory Science or equivalent

**Note:** An order of merit list may be established to fill future vacancies at level over the next 12 months. Applicants will be shortlisted on the basis of written application and referees' reports. Shortlisted applicants may be required to attend a further assessment.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Susan Bradbury 5124 2510 Susan.Bradbury@act.gov.au

### **Strategy, Policy and Planning**

#### **Project Management Office**

#### **Director, Project Support office**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50600 - 022FJ)**

Gazetted: 28 April 2022

Closing Date: 12 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Project Support Office (PSO) and the role of Director Project Management supports the successful delivery of organisational projects, assists to define, implement and promote CHS' project management methodology and develop templates and other project management materials.

The Project Support Office (PSO) and the role of Director Project Management assists to:

- Facilitate the delivery of successful organisational projects
- Define, implement and promote CHS' project management methodology
- Ensure CHS projects align with strategic plans
- Provide transparency to the Project Control Committee to support effective decision-making
- Develop templates and other project management materials

#### **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. Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.
2. Strong organisational skills with a high degree of drive.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

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

- Relevant tertiary qualifications in project management and a minimum of five years' experience working professionally in project management is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kate Schorsch (02) 5124 2728 Kate.schorsch@act.gov.au



## Medical Services

### Medical Imaging

#### Booking Clerk

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 36940, several, expected vacancy - 02281)**

Gazetted: 03 May 2022

Closing Date: 30 May 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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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.
3. Ability to work in a team environment.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

#### Position Requirements/Qualifications:

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

- Have an understanding of how the National 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 full-time permanent, expected vacancy's available.

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: Charlotte Crutchley (02) 5124 4340 [Charlotte.Crutchley@act.gov.au](mailto:Charlotte.Crutchley@act.gov.au)



## **Finance and Business Intelligence**

### **Health Information Services**

#### **Scanning Supervisor**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 25114 - 022CZ)**

Gazetted: 28 April 2022

Closing Date: 12 May 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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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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, for providing strong operational finance and performance reporting analysis across the health service, and the management of clinical records. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services. Health Information Services provides a range of functions including scanning and health record management, clinical coding and case mix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes.

This position works under limited direction from the Scanning Manager and is responsible for the supervision of a small to Medium sized scanning team responsible for processing and scanning clinical records, processing incoming mail and assisting with reception. The Scanning Supervisor is responsible for the co-ordination of workflow and distribution of work for the team. This work entails performing the functions of documentation preparation, scanning, verification, and processing any incoming mail.

#### **ABOUT YOU**

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#### **Behavioural Capabilities:**

1. Ability to work independently under limited direction, prioritise and coordinate activities to achieve outcomes within tight deadlines.
2. Strong organisational skills with a high degree of drive.
3. Flexibility to accommodate change and provide responsive services to meet operational and client needs.

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

- Relevant supervisory experience in a hospital clinical record department, medical practice or similar health environment is preferred.
- The successful applicant will need to be available for occasional weekend and after-hours work, with limited access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Jade Ngata (02) 5124 3663 [jade.Ngata@act.gov.au](mailto:jade.Ngata@act.gov.au)

## **Health and Infrastructure Support Services**

### **Food Services - Operations**

#### **Production Manager**

**Health Service Officer Level 10 \$90,099 - \$103,117, Canberra (PN: 21567 - 0222P)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

Details: Our Vision: creating exceptional health care together

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising Services and Food Services for Canberra Health Services. Under limited direction the Production Manager of Food Services is responsible for the overall leadership and management of the production area, ensuring compliance with national food safety standards, including team management, recruitment, financial accountability, change management, customer relations ensuring a patient focused quality

product and service are delivered. This role is for Production, Preparation and Stores Area. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
- Meal Plating and Rethermalisation
- Meal deliveries to patients
- Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong communication and interpersonal skills and passionate about high quality customer service.
2. Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.
3. Strong organisational, coordination and planning skills and a focus on outcomes.
4. High degree of self-drive and initiative.

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

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

- Minimum five years relevant food service or similar work experience highly desired.

- Relevant experience in Microsoft Office 365 applications
- Relevant food service IT systems experience
- Current class C driver's licence
- Certificate 4 in Hospitality

The successful applicant will need to be available for weekday Monday to Friday business hours.

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

Note: This is a temporary position available for 12 months. This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata. Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, Short Term temporary identical positions over the next 12 months.

Selection may be based on written application, supported by referee reports.

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: Sanjay Prasad (02) 5124 2177 [Sanjay.Prasad@act.gov.au](mailto:Sanjay.Prasad@act.gov.au)

## **Medicine**

### **Rheumatology**

#### **Administration Service Officer**

#### **Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 57279, several - 022DF)**

Gazetted: 04 May 2022

Closing Date: 23 May 2022

Our Vision: creating exceptional health care together

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Rheumatology Department, Canberra Health Services, is a Department within the Division of Medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder).

The department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching, and research activities

This position provides day-to-day support to the Director of the Rheumatology Department. Duties will include but will not be limited to bookings and scheduling of patient appointments and providing a high level of customer service to the Rheumatology department. The position reports to the Administration Manager, and Clinical Director of Rheumatology.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Attention to detail
2. Adaptability

3. Ability to prioritise competing demands

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Ruby Fleming (02) 5124 2329 [Ruby.Fleming@act.gov.au](mailto:Ruby.Fleming@act.gov.au)

**Medicine**

**Diabetes Service**

**Dietitian**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 28311 - 022M0)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

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**POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The CHS Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Under the direction of Senior Diabetes Dietitian and as a member of the ACT Diabetes Service Nutrition team, the Diabetes Dietitian is responsible for the provision of clinical assessment, treatment, supervision and evaluation of nutrition care to patients and outpatients at risk of, or who have diabetes. This involves providing individual and group nutrition appointments, collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes.

**ABOUT YOU**

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**Behavioural Capabilities**

1. Strong organisational skills and work ethic;
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs;
3. Good communication and interpersonal skills.
4. Able to work with others in a multidisciplinary team

Position Requirements/Qualifications:

- Relevant Tertiary qualifications (or equivalent) in Nutrition and Dietetics and a minimum of two years post-graduate experience years' experience is preferred.
- Obtain (or eligible to obtain) Accredited Practising Dietitian status with the Dietitians Association of Australia
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- 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.
- 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Contact Officer: Maree Glynn 0435 337 574 [maree.glynn@act.gov.au](mailto:maree.glynn@act.gov.au)

## Medicine

### Renal

#### Renal Administration Officer

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 14501 - 022M8)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

#### 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:

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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.

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.
4. Self-Directed and a high level of emotional intelligence.

#### Position Requirements/Qualifications:

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: Kylie Farrell (02) 5124 2821 [kylie.farrell@act.gov.au](mailto:kylie.farrell@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.

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

### **Oral Health Services**

#### **Senior Dental Therapist**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 28351 - 021ZJ)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

Details: Our Vision: creating exceptional health care together

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

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Oral Health Services provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Compassion
- Able to establish rapport with clients
- Able to carry out precise and detailed work.

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

##### **Mandatory:**

- Unconditional registration as a Dental Therapist/Oral Health Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Desirable:**

- Minimum 12 months leadership or management experience
- Strong understanding of public dentistry
- Current driver's licence with ability to travel between OHS locations as required

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.



- 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: Kireet Taneja 0481 475 568 kireet.taneja@act.gov.au

## **Infrastructure and Health Support Services**

### **Contract Management**

#### **Admin Support**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57347)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

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The primary role of the position is to:

Under limited direction of the Assistant Director, you will perform internal audits, assist with contemporary waste management and sustainability initiatives and provide Secretariat support to various Contract and stakeholder meetings.

Conduct regular audits and ensure compliance with the DES annual audit schedule.

Maintain and update quantities data to support Domestic and Environmental Services Contract, waste management and linen services across ACT Health.

Manage correspondences that includes the drafting, disseminating and filing of various documents such as performance report, audits, minutes of meetings.

Undertake tasks and initiate action to ensure the timely response to requests for information.

#### **POSITION OVERVIEW**

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) 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) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Contracts Management is a branch of IHSS, responsible for the management and administration of various support services contracts for Canberra Health Services.

The IHSS Contracts Management Team (CMT) will employ best practice contract management principles across all CHS facilities in the ACT during the operational phases of our commercial contracts and agreements. All contract management activity undertaken by the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' strategic priorities.

The Contracts Management team based at the University of Canberra Hospital manages both the outsourced FM contract and some residual in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided under the UCH FM Contract, delivering a people-centred, safe environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

The Contracts Management team based at the Canberra Hospital (the Domestic and Environmental Services (DES) team) is the IHSS section that manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites. Together

#### **ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

A high level of personal integrity and discretion.

Committed to professional development, setting personal goals and conducting self-reflective evaluations on progress.

**Position Requirements/Qualifications:**

A current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position available for a period of six months with possibility of extension. Selection may be based on written responses to the Selection Criteria and referee reports only.

Contact Officer: Julie Wood 51240344 [Julie.Wood@act.gov.au](mailto:Julie.Wood@act.gov.au)

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

**Adult Acute Mental Health Service**

**AAMHS Access Coordinator**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 21886 - 021SQ)**

Gazetted: 04 May 2022

Closing Date: 20 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

The ACT Wide Mental Health Access Coordinator (Access Coordinator) has the role of the patient flow coordination for Adult Acute Mental Health Services (AAMHS), providing timely access to mental health beds, ensuring that the right person gets the right bed at the right time.

The position provides a central point of contact for information and access to mental health beds in AAMHS during business hours and has strong links with the Calvary Public Hospital Bruce and University of Canberra Hospital inpatient mental health units, to effectively coordinate patient flow across the service. The Access Coordinator provides a liaison role with MHJHADS Adult Community Mental Health teams to coordinate and plan direct

admissions and/or ED diversion by identifying mental health risk and optimising a therapeutic transition for people who require a mental health admission.

The core responsibilities of the Access Coordinator are:

To be aware of current capacity and demand within mental health services during business hours.

Promote effective coordination of bed movement Service.

Provide operational and strategic advice to MHJHADS executive members with regards to significant predicted or actual reduction in patient flow, which may cause significant risk to the operation of the service.

To be the initial point of contact and escalation point for the Mental Health Capacity Escalation Plan.

#### **About You**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

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

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

##### **Mandatory:**

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

Have a minimum of three years' experience in either community or inpatient mental health services

##### **Desirable:**

Holds or is working towards a tertiary management and/or nursing qualification.

Holds a current class C driving licence.

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

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

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

**Note:** The Successful candidate maybe selected based on written application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

Contact Officer: Shaun Bayliss 02 51245406 [Shaun.Bayliss@act.gov.au](mailto:Shaun.Bayliss@act.gov.au)

#### **Women, Youth and Children**

##### **Community Health Programs**

##### **Maternal and Child Health Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22698, several - 022KF)**

Gazetted: 04 May 2022

Closing Date: 23 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](https://www.canberrahealthservices.act.gov.au)

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling,

assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

#### ABOUT YOU

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

#### Behavioural Capabilities

- Strong organisational skills with a high degree of drive and able to contribute positively to team culture
- Strong communication and interpersonal skills.
- Demonstrates kindness to colleagues and clients
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

Relevant post graduate Qualifications in Child and Family health nursing.

- Be eligible for nurse's registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's licence
- Post graduate qualifications in Child and Family Health or equivalent

#### Desirable:

- Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education, Family Partnership Model Training (or commitment to complete training, Circle of security Training, International Board-Certified Lactation Consultant
- 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: Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- 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.
- Provide the names of 2 referees, one the current manager

Contact Officer: Linda McDonald (02) 5124 2264 Linda.Mcdonald@act.gov.au

#### Medical Services

##### Pharmacy

##### Pharmacist – Operations

**Pharmacist Level 1 \$74,225 - \$85,685, Canberra (PN: 45091, several - 021UU)**

Gazetted: 28 April 2022

Closing Date: 17 May 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 be fully vaccinated against COVID-19.

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

#### ABOUT YOU

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 high degree of personal drive
2. Strong leadership skills and high degree of self-motivation
3. High level customer service skills
4. Ability to maintain high work standards and accuracy

#### Position Requirements/Qualifications:

- Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.
- Hospital pharmacy experience is desirable.
- The successful applicant will need to be available for weekend, public holiday 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: There are several temporary positions available for six 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Contact Officer: Keat Gan (02) 5124 2118 [Keat.Gan@act.gov.au](mailto:Keat.Gan@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**

**Education and Training Services Management**

**Senior Director Education Reform**

**Senior Education Leader \$186,841, Canberra (PN: 32241)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

Details: This position provides an opportunity to help lead and shape the future of training through the Canberra Institute of Technology (CIT). CIT is reforming how it delivers training to meet the future needs and challenges of industry and students. This position will play a pivotal role in the development and implementation of strategies for the reform by working across all areas of the Institute.

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 until Friday 16 December 2022. Selection may be based on application and referee reports only.

How to Apply: An application against the position's context, responsibilities and professional and personal characteristics outlining why you are the best fit for the role and the contribution you believe you can make to CIT's objectives within the Strategic Compass during this period of up to two pages, as well as a current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Whale (02) 6207 8960 [Andrew.Whale@cit.edu.au](mailto:Andrew.Whale@cit.edu.au)

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

**Education and Training Services**

**Pathways College**

**Student Support**

**Psychologist/Social Worker**

**Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 54348)**

Gazetted: 03 May 2022

Closing Date: 20 May 2022

Details: A dynamic Psychologist/Social Worker is needed to work as a student counsellor with Canberra Institute of Technology. You will be consulted by a range of students with a broad variety of clinical issues. Counsellor's work within the Student Support team and consult to teaching staff in relation to student matters. Significant experience in therapeutic counselling is required as well as an understanding of issues in the Vocational Education and Training sector.

Eligibility/Other Requirements: Tertiary qualifications in Psychology/Social work.

For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia).

For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW) 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Notes: This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria of no more than three pages. A curriculum vitae, two referees and if a Social Worker evidence of WWVP registration.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maeve Castles (02) 6207 3289 [Maeve.Castles@cit.edu.au](mailto:Maeve.Castles@cit.edu.au)

**Education and Training Services**

**CIT Health, Community and Science College**

## **CIT Science**

### **Administration Team Leader**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49661)**

Gazetted: 04 May 2022

Closing Date: 11 May 2022

**Details:** Canberra Institute Technology Science is seeking an enthusiastic Administration Team Leader with a passion for customer service and a keen eye for detail.

The Science Department delivers a range of programs in diverse disciplines such as Animal Studies, Laboratory Skills, Forensic Science, Biometrics and Environmental monitoring and technologies. VET training programs are offered from Certificate II through to Advanced Diploma and Bachelor degree. CIT Science manages authentic and simulated learning environments including the CIT Dog Day Care program, CIT Veterinary Clinic and CIT Crime Scene House.

The primary focus of the Administration Officer level five position is to, under the general direction of the CIT Science Head of Department, supervise and support the administration team to provide high level customer service and fulfill administrative functions of the CIT Science department.

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 experience in administration of a teaching department is desirable.

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

**How to apply:** To apply, please submit a maximum two page pitch addressing the Selection Criteria, providing evidence of the capabilities outlined and explaining why you are the best person for this position. You will also need to supply the names and contact details of two referees. Referee reports may be required later.

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

Contact Officer: Michelle Flatt (02) 62051911 [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, Workforce Strategy, Business Support and Information Governance**

**Temporary Vacancy (9 June 2022 to 9 August 2022 inclusive)**

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

**Corporate**

**Position: E889**

**(Remuneration equivalent to Executive Level 1.3)**

Date circulated: 29 April 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Workforce Strategy, Business Support and Information Governance.

The Workforce Strategy, Business Support and Information Governance branch provides a range of services across CMTEDD, including advice and support for executive and non-executive recruitment and labour hire engagement, organisational change management, information management and governance, ministerial and ACT Executives and budget services, diversity and inclusion support and workforce planning and succession planning advice.

The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills with a strong background in leading complex and diverse workforce.

The successful applicant will have sound understanding and experience in the delivery of contemporary HR functions and must have strong communication and leadership capabilities.

For further information please see the Executive Capabilities attached.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to [al.mclean@act.gov.au](mailto:al.mclean@act.gov.au) by Friday 13 May 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 \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

Contact Officer: Mr Al McLean, telephone (02) 6207 2260 or via email [al.mclean@act.gov.au](mailto:al.mclean@act.gov.au)

**Executive Group Manager, Property and Shared Services**

**Temporary Vacancy (17 June to 18 July 2022)**

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

**Property and Shared Services**

**Position: E583**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 3 May 2022

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

The Executive Group Manager, Property and Shared Services has overall responsibility for the ACT Property and Shared Services Groups, with the key to Shared Services success being a customer focused, responsive and innovative organisation that can be relied upon to deliver.

The successful candidate will require strong strategic and operational leadership capabilities, with the ability to engage and work across all ACT Government Directorates. The candidate should be able to demonstrate a proven record of achievement within a customer focused environment, sound judgement, exceptional interpersonal, communication and representation capabilities with the capacity to work calmly in a complex and fast paced environment being essential.

**To apply:** Candidates are requested to submit a two page maximum Expression of Interest addressing the selection criteria and a curriculum vitae to Stephen Miners via email, [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au) by COB Tuesday 17 May 2022.

**Remuneration:** The position attracts a remuneration package ranging from \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

Contact Officer: Stephen Miners (02) 6207 5071 [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au)

**Workforce Capability and Governance**

**ACTPS Centre for Leadership and Innovation**

**Innovation Work Practice**

**Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55503)**

Gazetted: 28 April 2022

Closing Date: 5 May 2022

Details: Do you want to be a part of the dynamic team that is helping to shape the ACTPS for the Service of the future?

The Innovative Work Practice Section is seeking an energetic officer with strategic workforce skills to help deliver projects designed to shape the workforce of tomorrow. We are looking for someone who can turn their mind to a range of workforce matters, who can unravel workforce issues and propose innovative solutions – all while ensuring outcomes are human centric, business useable and sustainable.

The successful candidates must be able to manage workforce related projects and deliver on the ACTPS workforce vision, maintain effective relationships, communicate a complex topic in a simple but user focus manner and be strategically minded.

The successful candidate will be an effective communicator with experience in workforce strategy. They will also have an understanding of practices including project management, evaluation, change management and human centred design.

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



**Eligibility/Other Requirements:** Relevant formal higher education qualifications such as in Project Management, Workforce Management or Business Management or other relevant field is preferable with demonstrated experience in project management and change management. You should also possess strong communication skills. 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 has access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City).

**How to Apply:** Please submit a two-page pitch addressing the professional and behavioural capabilities, 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: Paula Naughton (02) 6207 4980 [paula.naughton@act.gov.au](mailto:paula.naughton@act.gov.au)

## Shared Services

### Partnership Services Group

#### Digital Records Officer

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 51572, several)

Gazetted: 29 April 2022

Closing Date: 8 May 2022

**Details:** Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment? We would love to hear from you.

The Digital Records Support team are looking for a motivated, and enthusiastic Digital Records Officer to provide first level support for the ACT Government's Electronic Document Records Management Systems (EDRMS). The primary duty of the role is to perform the Service Desk function engaging with users across the ACT Government to assist with EDRMS issues, access and configuration.

If you are a positive, dedicated person and enjoy working in a dynamic team, then you are encouraged to apply. 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 Objective or Content Manager (or similar system) would be advantageous. An ACT Government CMTEDD Baseline clearance will be required for this position.

**Note:** There are two positions available, one permanent and one up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide a written application up to two pages directly addressing each of the 'What You Require' Technical and Behavioural capabilities along with current curriculum vitae and the contact details of two referees.

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

Contact Officer: Matthew Davis (02) 6207 9719 [matthew.davis@act.gov.au](mailto:matthew.davis@act.gov.au)

## Access Canberra

### Fair Trading and Compliance

#### Investigations

#### Senior Investigator

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42695)

Gazetted: 29 April 2022

Closing Date: 20 May 2022

**Details:** We are seeking an enthusiastic and self-motivated Senior Investigator to assist our Investigations team with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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:**

**Suitability for this position will be assessed across three key areas:**

**Skills:** The skills you have to fulfil the duties/responsibilities of the role.

**Knowledge:** The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

**Behaviour:** How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

**How to Apply:** To apply for this role please provide your curriculum vitae and a two-page pitch setting out your greatest achievements in the last five years and how they relate to this position and its duties, and why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Contact Officer: Damien Kelly (02) 62054467 [Damien.Kelly@act.gov.au](mailto:Damien.Kelly@act.gov.au)

Applications should be submitted via the Apply Now button below.

**Revenue Management**

**Operations**

**Customer Service Supervisor**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 02110, several, expected vacancy)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

Details: The Revenue Management Operations Team is seeking applications to fill the role of Customer Service Supervisors. As a Customer Service Supervisor you will be part of a highly productive, agile, resilient and cohesive team.

You will report directly to the Customer Service Team Manager and will supervise team members and monitor individual and collective workflows. You will delegate and prioritise those workflows and provide updates to the Team Manager.

You will provide support in a business as usual capacity as well as contributing to the supervision and development of staff.

This is a unique opportunity to work in a fast paced and engaging environment. The successful applicants will gain exposure to a wide variety of subject matter.

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.

How to Apply: Applicant should submit a two-page pitch outlining your suitability to the position based on the information contained in the attached Position Description. A current resume and contact details for two referees are also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernada McDonald (02) 6205 1601 [bernada.mcdonald@act.gov.au](mailto:bernada.mcdonald@act.gov.au)

**Access Canberra**

**Licensing and Registration Branch**

**Senior Director**

**Senior Officer Grade A \$155,107, Canberra (PN: 41143)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

Details: Are Access Canberra's vision is for "a safe and liveable city" by exercising sound administrative and regulatory decisions.

We support the local community by delivering regulatory services that reflect community values and support business, community groups and individuals. We are accountable for our actions and continuously look to improve on how we can do things better.

Inwardly, we look after each other, exercise good wellbeing practices and encourage skills development. We utilise our diverse workforce, innovate with our partners and effectively use data and resources to accomplish business goals.

You will be at the front end of an Access Canberra team. You will see direct and immediate impacts of the decisions you make and will have a chance to make long lasting improvements for the ACT community. You will be responsible for leading and supporting a busy team with diverse functions within the Licensing and Registrations Branch or another Access Canberra Branch.

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

Note: This is a temporary position available for three months with the possibility of extension. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. With the easing of COVID-19 restrictions, our workforce is transitioning to a gradual and safe return to the workplace through flexible hybrid working arrangements: this may include working from home on occasions, where agreed. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please submit a maximum two-page pitch highlighting how your skills, knowledge and behaviours are suitable for this role as outlined in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joshua Kelly (04) 3125 0009 [joshua.kelly@act.gov.au](mailto:joshua.kelly@act.gov.au)

## **Access Canberra**

### **Licensing and Registrations**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49545)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice?

Access Canberra, is looking for an Executive Assistant extraordinaire who can perform magic and amaze others by their skills and actions and do it over and over again each day.

In this important position, you will play a vital role to support two Executive Branch Managers to perform remarkable feats and conjure amazing outcomes in support of the ACT community.

If you're a person who likes to help make things happen quickly and efficiently and amaze others with your executive support skills, we want you to join our team in Access Canberra.

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 may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. With the easing of COVID-19 restrictions, our workforce is transitioning to a gradual and safe return to the workplace through flexible hybrid working arrangements: this may include working from home on occasions, where agreed. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please provide a pitch of no more than two pages outlining your experience and/or abilities against the Knowledge, Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Derise Cubin (02) 6205 3732 [derise.cubin@act.gov.au](mailto:derise.cubin@act.gov.au)

## **Economic Development**

### **Venues Canberra**

#### **Commercial Sales and Marketing Coordinator**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 35320)**

Gazetted: 29 April 2022

Closing Date: 31 May 2022

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval.

These are Canberra's leading sporting, event and function venues.

We are currently seeking an experienced Commercial Sales and Marketing Coordinator to join our Commercial team. Reporting to the Director of Commercial and Venues, it is expected that the successful applicant will have exceptional communication and stakeholder management skills and the ability to contribute marketing strategies in a team focused environment.

The position contributes to generating revenue from functions, events and corporate hospitality for Venues Canberra.

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 within the events, functions or venue management industry and demonstrated ability to develop, produce and write content for various media will be highly regarded.

How to Apply: Please address the Selection Criteria, attach a current curriculum vitae and include referee contact details.

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

Contact Officer: Milton Obrien (02) 6256 6716 Milton.O'Brien@act.gov.au

**Shared Services**

**Partnership Services**

**Recruitment Services**

**Recruitment Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 08105)**

Gazetted: 03 May 2022

Closing Date: 10 May 2022

**Details:** The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

**The Recruitment Officer is responsible for:**

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation; and

Review and process recruitment requests.

Recruitment related administration.

Relationship management of directorate customers and their employees.

**To be successful in this role you will have:**

Demonstrated experience in a customer focused, administrative position.

Demonstrated resilience in working within a fast paced environment with competing priorities.

Competence in using a variety of business applications.

Attention to detail.

Excellent relationship management skills.

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

**Note:** This is a temporary full time position available immediately for four months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Applicants are asked to please submit a maximum two page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

***Applications should be submitted to the Contact Officer.***

Contact Officer: Sara Howell (02) 6207 8391 Sara.Howell@act.gov.au

**Economic Development**

**Skills Canberra**

**ACT Migration Program**

**Director, ACT Migration Program**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 55295)**

Gazetted: 04 May 2022

Closing Date: 11 May 2022

Details: Skills Canberra is seeking a motivated and highly-capable officer to lead the ACT Migration Program for three months, with the possibility of extension up to six months. This position provides strategic leadership to deliver the full suite of ACT skilled migration services and programs.

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

Note: This is a temporary position available from 18 May 2022 to 12 August 2022 with the possibility of extension up to six months.

How to Apply: Applicants should submit a two-page expression of interest, curriculum vitae and the names and contact details of two referees.

Applications should be sent to the Contact Officer.

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

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Delivery Office**

**Project Coordinator**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 28188)**

Gazetted: 02 May 2022

Closing Date: 26 May 2022

Details: Reporting to the Project Manager within the Portfolio Delivery Office, your key focus is to assist with improving organisation capability and delivery by coordinating allocated projects/initiatives/work packages, as agreed; ensuring allocated projects follow the agreed project methodology and frameworks; assisting with reporting through to the Program Management Office on the status of projects; assisting with maintaining and monitoring project plans, project schedules, work hours, change variations, budgets and expenditures; organise the preparation and documentation of actions and minutes of key stakeholder meetings; provide administrative support as needed; undertake scheduled and ad-hoc project tasks as required; assist with documenting project risks and issues and provide solutions where applicable; and collaborating with and supporting the broader Strategic Business Branch in the pursuit of excellence. This position does not have any direct reports, though may involve the supervision and coord

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

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. A Merit Pool may be established from this selection process and used to fill identical vacancies over the next 12 months. The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

How to Apply:

In two pages or less tell us:

Why you want the role

What you would bring to the role

What you would get out of it

About an achievement that you are most proud of

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

Applications should be submitted via the Apply Now button below.

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

#### **Access Canberra**

##### **Customer Coordination**

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

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 42569, several)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register.

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

Notes: These are temporary position's available for a period of six weeks with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Address the Selection Criteria in the Position Description and limit your written response to a maximum of two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Shaw (02) 6205 4803 Jack.Shaw@act.gov.au

#### **Economic and Financial Group**

##### **Insurance Branch**

##### **Assistant Director**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 34277)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries Scheme and the Lifetime Care and Support Scheme. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles –Policy Officer, Assistant Director and Director. You can look at each of these roles on Jobs ACT to find one that complements or matches your particular skills set. Information is included under “What You Will Do” in the position description document.

To be successful, you will be highly motivated, have effective research capabilities and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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

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

The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk.

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

How to Apply: Applicants are asked to carefully read the Position Description, including the section, "What you Require" and provide a response to each of the listed capabilities. Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Clark (02) 6207 1189 nicola.clark@act.gov.au

## **Access Canberra**

### **Licensing and Registration**

#### **Transport Licensing**

##### **Assistant Director, Licensing and Registration**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 04683)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment.

In this role you will need to:

Provide leadership and sound judgement in the delivery of high quality customer service within a regulatory environment.

Ensure good governance for risk and evidence-based decision making within limited timeframes.

Lead a work culture where work achievements are recognised and celebrated.

Contribute to the delivery of significant projects within Transport Licensing including implementing business and regulatory reforms.

Build and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities, to drive positive outcomes.

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 require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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

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

#### **How to Apply:**

Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the selection criteria in the attached position description.

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

Selection may be based on application alone.

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

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

## **Revenue Management**

### **Business Systems**

#### **Test Analyst**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57393, several)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

Details: The ACT Revenue Office is looking for two energetic people to join the Business Systems branch as Test Analysts. These people 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. They will get to exercise their quality assurance abilities across various existing systems and be heavily involved with new development efforts.

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

Eligibility/Other Requirements: Extensive experience in a wide range of testing activities. National Police check.

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

How to Apply: Please provide a current curriculum vitae and a two page pitch outlining your experience against the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: AndrewJ Watson (02) 6207 3860 AndrewJ.Watson@act.gov.au

## **Property and Shared Services**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Director, Strategic Estate Management and Asset Initiatives (SEMAI)**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57244)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient, and cost-effective accommodation solutions and property services.

Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

The person in this role leads the Strategic Estate Management and Asset Initiative teams, ensuring expert asset and estate planning is in place and projects are being delivered for the property and aquatics portfolios that ACT Property Group is custodian of. Key functions of the role include building a comprehensive strategic asset management plan, developing lifecycle plans for asset classes and establishing prioritised and evidence-based capital and operational work programs. The role also undertakes planning, scoping, overseeing delivery and reporting for upgrades and capital works. You will need a strong understanding of strategic asset management, capital works programming, project delivery planning, contract management and budget management. You will work closely with Director of Operational Estate Management and Aquatics, whose team undertakes the property management, inspection, and assurance services for the Section, focussing on capturing the condition, maintenance needs of the properties and manage

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

Eligibility/Other Requirements:

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

Hold a current driver's licence (car)

Relevant industry or tertiary qualification/s is highly desirable.

Holding or having the ability to obtain membership of a relevant professional organisation is desirable.

Note: Selection may be based on application and referee reports 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 is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Spring (02) 6205 3679 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Economic and Financial Group**

### **Insurance Branch**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57357)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries Scheme and the Lifetime Care and Support Scheme. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles –Policy Officer, Assistant Director and Director. You can look at each of these roles on Jobs ACT to find one that complements or matches your particular skills set. Information is included under “What You Will Do” in the position description document.

To be successful, you will be highly motivated, have effective research capabilities and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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

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

The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to carefully read the Position Description, including the section, “What you Require” and provide a response to each of the listed capabilities. Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alessandra Gallo (02) 6205 5343 [alessandra.gallo@act.gov.au](mailto:alessandra.gallo@act.gov.au)

## **Economic Development**

### **VisitCanberra**

#### **Senior Web Developer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 43456)**

Gazetted: 28 April 2022

Closing Date: 24 May 2022

VisitCanberra is looking to fill the role of Senior Web Developer. The successful candidate will be responsible for leading the design, development and ongoing maintenance Visit Canberra’s and Brand Canberra’s websites including [canberra.com.au](http://canberra.com.au), [visitcanberra.com.au](http://visitcanberra.com.au) and [tourism.act.gov.au](http://tourism.act.gov.au).

If you love to write high quality code, if you have an appetite for learning new skills and strive to keep up to date with the latest web development tools and practices, then this role might be for you.

**Eligibility/Other Requirements:**

**Professional / Technical Skills and Knowledge**

Demonstrated experience in the development mobile first, business critical websites using a variety of front-end and back-end tools, languages and frameworks such as PHP, Javascript and SASS.

Demonstrated experience in applying best practice User Experience (UX) and User Interface (UI) design principals along with an ability to create pixel-perfect websites that exactly match supplied designs.

Experience with developing websites which meet Web Content Accessibility Guidelines (WCAG) 2.0 AA or above standards for User Interface (UI).

Demonstrated strong analytical, troubleshooting and problem-solving skills in relation to web development technology.

Demonstrated ability to balance competing priorities, work under pressure and meet deadlines in a fast-paced work environment.

**Behavioural Capabilities**

An appetite to continually learn new skills and technologies in relation to modern web development practices.

A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.

A record of proactive contribution to improving business results through innovative approaches.

Success in participating in a workplace where people are encouraged to improve business results through enhanced organisational culture.

Desirable

Experience in configuring and administering Linux based servers in a web hosting environment.

An understanding of basic graphic design principals along with experience in using the Adobe Creative Cloud suite of applications.

Current Australian driver's 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.

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

**How to apply:** To apply for this role, please address the Professional/Technical Skills, Knowledge and Behavioural Capabilities in the Position Description, outlining what skills and experience you have that will enable you to perform the duties of this role. Please limit your response to two pages and include your curriculum vitae with two referee details.

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

Contact Officer: Peter Dean 0433384419 Peter.Dean@act.gov.au

**Economic and Financial Group**

**Insurance Branch**

**Director**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 44512)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries Scheme and the Lifetime Care and Support Scheme. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles –Policy Officer, Assistant Director and Director. You can look at each of these roles on Jobs ACT to find one that

complements or matches your particular skills set. Information is included under “What You Will Do” in the position description document.

To be successful, you will be highly motivated, have effective research capabilities and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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

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

The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to carefully read the Position Description, including the section, “What you Require” and provide a response to each of the listed capabilities. Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Clark (02) 6207 1189 [nicola.clark@act.gov.au](mailto:nicola.clark@act.gov.au)

## **Economic Development**

### **Skills Canberra**

#### **Vocational Education and Training (VET) Program Operations**

##### **Team Leader – Client Services**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57034)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: Do you have great customer service skills? Are you an organised person who can prioritise effectively to keep on top of things? Have you demonstrated strong administration skills and attention to detail in past roles? Are you looking to join a supportive, hard-working team? Do you want to contribute to programs that help young people and adults earn a new qualification so they too can land their dream job? If this is what you are looking for, we may have the perfect role for you!

What will you do?

You will work as part of a small but passionate team in Skills Canberra called the Vocational Education and Training (VET) Program Operations team. As Team Leader-Client Services you will manage pay runs for multiple VET initiatives. You will liaise with clients and stakeholders, providing timely and accurate oral and written advice about a wide a range of issues relating to VET programs. You will interpret legislation, policies and program guidelines to inform sound decisions.

What you require?

You will have strong communication, administration and stakeholder liaison skills. You will bring your aptitude for developing efficient work practices to assisting Skills Canberra meet stakeholder and business needs. Your excellent attention to detail and record management abilities will set you apart from the rest.

About Skills Canberra

Skills Canberra is the Territory Training Authority responsible for the administration of vocational education and training (VET) programs and regulation of Australian Apprenticeships in the ACT. Skills Canberra also manages ACT and Australian Government funding directed to VET programs in the ACT.

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: 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Note: This is a temporary position available from 23 May 2022 until 30 June 2023 with the possibility of permanency.

Applications may be decided based on applications and referee reports only. A merit pool will be established from this recruitment round and may be used to fill similar vacancies over the next 12 months.

This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Working from home — unless required to attend the office for a specific purpose — is supported and the successful candidate will be provided information on how to work from home safely and effectively.

How to Apply:

To enable us to assess your merit, your application should include your:

Curriculum vitae

Provide a current curriculum vitae. This is your introduction to the Selection Committee.

Address each selection criteria

Using the 'position overview' information and 'what you require' criteria in the Position Description, provide a supporting statement, of no more than 2000 words, providing evidence of your suitability for the role. Address each selection criteria separately and include examples clearly demonstrating your relevant skills, knowledge, attitudes, values and behavioural capabilities.

Two referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure at least one of the referees is your current or immediate past supervisor/manager. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra (02) 6205 7092 [anita.dolstra@act.gov.au](mailto:anita.dolstra@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Director, Property Upgrades**

#### **Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 54378)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

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

This role leads the Property Upgrades team responsible for providing property upgrade services for ACT Government Directorates. This is a dynamic job where no day is ever the same. You would be both a manager and a leader of the team providing professional guidance and direction, programming work responsibilities, liaising and problem solving with clients, ensuring HR matters are addressed and setting the strategic agenda with the team. The successful person will have professional skills, experience and qualifications and be experienced in managing large teams.

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

Eligibility/Other Requirements:

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

Hold a relevant building degree, or

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

In addition, applicants must:

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV).

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Property and shared Service**

### **ACT Property Group**

#### **Estate and Procurement Management**

##### **Assistant Director, Asset Initiatives**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36046)**

Gazetted: 28 April 2022

Closing Date: 17 May 2022

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

The person in this role leads the Asset Initiative (AI) team, and is responsible for owner-side project management, driving project delivery of both large- and small-scale projects. They will work closely with our delivery partners (Major Projects Canberra and ACT Property Group), to ensure that capital works align to portfolio needs, projects meet key milestones and progress is tracked and reported against budgets and schedules. Projects include upgrades, updates and improvements to government buildings, community facilities and the six public pools. The role undertakes scoping, extensive delivery consultation, and reporting for upgrades and capital works. You will need a strong understanding of strategic asset management, capital works and project delivery planning, relationship and budget management. This team is also responsible for ensuring appropriate project documentation is provided to the Strategic Estate Management Team at project closures, to enable the ongoing good governance of the property portfolio. The role reports to the Director Strategic Estate Management and Asset Initiatives (SEMAI). The position will work closely with the Assistant Director of Strategic Estate Management, whose team undertakes strategic asset management and prepares the capital works program annually.

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

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

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

Hold a current driver's licence (car)

Relevant industry or tertiary qualification/s is highly desirable.

Holding or having the ability to obtain membership of a relevant professional organisation is desirable.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Harriet Spring (02) 6205 3679 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Economic and Financial Group**

### **Assistant Director**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55085)**

Gazetted: 28 April 2022

Closing Date: 16 May 2022

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex tax, revenue and concession policy issues head on?

We are looking for an enthusiastic and motivated person with strong skillset to join our Revenue and Concessions Policy team in Treasury. As an Assistant Director of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including concessions, ACT tax reform agenda and housing affordability.

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 following qualifications are highly desirable:

- economics or a relevant tertiary degree qualification in a similar field; and
- experience in R or similar statistical software.

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

How to Apply: Interested applicants are asked to submit three items:

1. an application cover sheet (is part of the online application form);
2. a two-page pitch (maximum) outlining their suitability for the position addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and
3. a current curriculum vitae with names and contact details of at least two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wong (02) 6207 0275 [Nicole.Wong@act.gov.au](mailto:Nicole.Wong@act.gov.au)

## **Access Canberra**

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

#### **Utilities Technical Regulation**

#### **Technical Legislation Officer**

#### **Senior Professional Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57239)**



Gazetted: 04 May 2022

Closing Date: 11 May 2022

Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available at

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2203/~utilities-technical-regulation](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation).

Development and adjustment of regulatory settings for UTR requires changes to a suite of legal instruments. This provides a part time opportunity for a technical legislation officer within UTR on a temporary basis. The work programs (Light Rail Stage two, Big Batteries, Gas Transition) requiring support are at least three years in duration. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** You should be admitted to or eligible to practice as legal practitioner in the ACT. Experience in utility regulation or energy policy would be an advantage.

**Note:** This is a temporary position available from 26 May 2022 until 26 May 2025. The position may be selected on application and referee reports only.

**How to apply:** A two-page pitch addressing responses to Selection Criteria and curriculum vitae are sought from people who can provide advice on legal instruments developed for the next stage of the light rail. There is also an opportunity to support engineers and regulatory officers working on a range of other regulated utilities.

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

Contact Officer: Heath Chester (02) 6207 5728 [heath.chester@act.gov.au](mailto:heath.chester@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)

### **Quality, Complaints and Regulation**

#### **Senior Investigator**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07469)**

Gazetted: 03 May 2022

Closing Date: 10 May 2022

Details: Quality, Complaints and Regulation (QCR) branch is seeking an enthusiastic, professional and organised person who works flexibly, shows initiative and manages a range of priorities.

The Senior Investigator will, under limited direction, provide administrative and professional support in the resolution of complaints about Community Services Directorate (CSD) and where required, regulated human services. The position undertakes strategic policy development as part of quality improvement.

The Senior Investigator role includes oversight of internal complex complaints for the Directorate and reporting related to the whole-of-Directorate Complaints Handling and Management Platform (CHAMP).

The Senior Investigator works closely with Senior Regulatory Assessors to build capabilities and confidence within the branch and collaborates on complex regulatory investigations.

The position requires a person who can contribute significantly to the leadership of the team and can work as a part of a small team. The successful applicant will be involved in a change program both internal and external to the branch.

Applicants will be expected to show:

- A high degree of initiative and personal responsibility for achieving agreed outcomes
- A high degree of autonomy
- Interpersonal skills that will facilitate close co-operation with individuals and other areas of the ACT Government, other State and Territory Governments and the Commonwealth.
- A high degree of sensitivity and confidentiality
- A flexible approach in responding to tight deadlines.

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:

Essential qualifications:

Certificate IV in Govt Investigations or similar

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au)) Desirable qualifications and experience, but not essential:

Experience in leading investigations into compliance with service standards; and/or

Experience in the delivery of human services

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

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

How to Apply: Please provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Michelle Waterford (02) 6205 9104 [Michelle.Waterford@act.gov.au](mailto:Michelle.Waterford@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.

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Infrastructure Delivery**

##### **Senior Director, Construction Delivery**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 57383)**

Gazetted: 03 May 2022

Closing Date: 10 May 2022

Details: The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Senior Director to join our busy Infrastructure Delivery team.

The Senior Director leads the Housing ACT team to deliver capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing (GaRPH) program. This position reports to the Program Director, Growing and Renewing.

Under broad direction, the primary responsibilities for this position are to:

Lead, coach and mentor a large team of professional staff to deliver the capital works program, within the required timeframes, budget and quality. Show leadership by modelling and fostering professionalism, accountability and ethical behaviour. Manage all operational aspects of the team including the coordination and management of workflow, resource management, development and implementation of systems and processes to ensure transparency, accountability, innovation and improved efficiency.

Provide leadership, assist to manage all project assignments within the team, and maintain and manage all business standards and documentation, coordinating with the Program Director, Executive Branch Managers and other senior staff.

Prepare high quality reports, briefings, responses to Ministerials and detailed correspondence for the Program Director, Executive and the Minister's Office.

Contribute to business planning and budget development processes, including input into business cases.

Review, develop, interpret and apply policy and procedures that support capital works delivery including the exercise of delegations.

Represent Housing ACT in a range of ACT Government and community forums including developing and maintaining collaborative working relationships with key stakeholders.

More information can be found in the position description in the position description.

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

How to Apply: Applications should be submitted as if writing to an expression of interest, no more than two A4 pages and provide a current curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 [skye.roland@act.gov.au](mailto:skye.roland@act.gov.au)

## **Cultural Facilities Corporation**

### **Historic Places**

#### **Visitor Services Supervisor**

##### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 9026)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: ACT Historic Places is seeking an enthusiastic and self-motivated front-of-house officer for three of the ACTs most significant cultural heritage sites – Lanyon Homestead, Calthorpe’s House, and Mugga Mugga Cottage. The Visitor Services Supervisor role sits with the Visitor Experience and Interpretation Team and is responsible for ensuring excellent customer service and visitor experiences through the delivery, supervision, and administration of museum tours, learning and public programs, events, retail, and front of house services to a diverse public. This role is also responsible for the Visitor Services Officers and Volunteers, including rostering and training. The Visitor Services Supervisor reports to the Visitor and Commercial Services Coordinator and is expected to work collaboratively with all members of ACT Historic Places teams as required.

This is an exceptional opportunity to contribute to the ACT’s rich cultural tourism offerings

Note: This is a temporary part-time position available for six months at 28 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: To apply please provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0438 445 141 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

### **Historic Places**

#### **Public Programs Producer**

##### **Curatorial, Collections and Education Officer Class 1 \$71,963 - \$87,331, Canberra (PN: 9012)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

Details: ACT Historic Places is seeking an enthusiastic and self-motivated Public Programs Producer as part of the Visitor Engagement and Interpretation team. The team is responsible for delivering innovative exhibitions, learning and public programs, and visitor and commercial services across Lanyon Homestead, Calthorpe’s House, and Mugga Mugga Cottage – three of Canberra’s most significant cultural sites and museums. This role is responsible for planning and delivering innovative public programs and events to in-house, online and outreach audiences to increase access and understanding of each cultural site, their collections, landscapes, people, stories, and values. Programs will range from small, specialised workshops, to online programs, through to large scale multi-day events. This is an exciting opportunity to be part of Canberra’s growth in cultural tourism and education.

Eligibility/Other Requirements:

Marketing, sales and/or event management qualifications is desirable.

Education qualifications or experience is essential.

Must possess a current driver’s licence.

First Aid Certificate and *Working with Vulnerable People (Background Checking) Act 2011* essential (or willingness to obtain these). For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Be able to work weekends, public holidays across three independent sites in the ACT if required.

Note: This is a part-time permanent position available at 22.30 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: To apply please provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0438 445 141 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

## **Historic Places**

### **Visitor Commercial Services Coordinator**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 8525)**

Gazetted: 02 May 2022

Closing Date: 9 May 2022

Details: ACT Historic Places is looking for a highly motivated self-starter to fill the Visitor and Commercial Services Coordinator position. This role is the central link in our visitor engagement and commercial services team and manages the visitor services operations and front-of-house staff at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House ensuring exceptional customer service through our tours, learning and public programs, marketing, and commercial operations. This position also manages venue hire, weddings and functions, retail, and hospitality. Central to the role is digital communication with our audiences and visitors.

Further information about this role is outlined in the attached Job Description, including the Selection Criteria and the range of skills and experiences we are looking for.

Eligibility/Other Requirements:

Role is based at Lanyon with travel to Mugga Mugga Cottage and Calthorpes House as required.

Note: This is a temporary part-time position available immediately for three months, 4 days per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants are to submit a one-page pitch outlining how your skills, experiences and interests are perfect for this role, with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0438 445 141 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

## **Historic Places**

### **Curator Exhibitions and Research**

#### **Curatorial, Collections and Education Officer Class 1 \$71,963 - \$87,331, Canberra (PN: 9023)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: ACT Historic Places is seeking an enthusiastic and self-motivated Curator to work with the Visitor Engagement and Interpretation Team to interpret and make accessible the heritage values and stories of Lanyon Homestead, Mugga Mugga Cottage, and Calthorpes' House – three of Canberra's most significant heritage sites. This is an exceptional opportunity to reimagine the cultural, social, and ecological history of these cultural places and how they contribute and represent Canberra's regional history and contemporary values.

We require a heritage/museum professional who will help position ACT Historic Places as a leader in the cultural heritage and cultural tourism sectors through excellence and innovation of approach and delivery.

Eligibility/Other Requirements:

Tertiary qualifications in Australian History, or Museum Studies or equivalent relevant industry experience are essential.

High digital literacy with demonstrated ability to use the Microsoft Office Suite (Word, Excel, Outlook, teams etc) social media and software including websites and survey software.

An interest in and understanding of Aboriginal and Torres Strait Islander history and cultural heritage.

Must possess a current driver's licence.

First Aid Certificate and Working with Vulnerable People (Background Checking) Act 2011 essential (or willingness to obtain these). For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Be able to work occasional weekends and public holidays across three independent sites in the ACT if required (flex time will apply for weekend and public holidays).

Note: This is a part-time permanent position available at 28 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: To apply please provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0438 445 141 [anne.brake@act.gov.au](mailto:anne.brake@act.gov.au)

### **Director of Public Prosecutions**

**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)**

#### **Crown Prosecutor**

**Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1107)**

Gazetted: 02 May 2022

Closing Date: 23 May 2022

#### **Primary Responsibilities**

This position reports to the Deputy Director and provides the necessary leadership and support in both representing the Director and the Office, and effectively managing the Office's caseload.

The position's main accountabilities include:

Appear as leading counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law;

Institute and respond appeals in the ACT Court of Appeal and the High Court of Australia;

Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue serious criminal charges;

Act as the Deputy Director, as required and represent both the Director and the Office outside the courts;

Exercise leadership in managing human and financial resources and enhancing staff professional development; and

Provide high level advice to the AFP and other investigative agencies.

The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, demonstrated high level of skill and ability to communicate persuasively as an advocate with judges and juries in criminal proceedings of great complexity, and a proven commitment and ability to contribute to the professional development of legal and paralegal 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.

The successful applicant will also be admitted as a legal practitioner of an Australian State or Territory.

#### **Terms and Conditions**

**Remuneration:** The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

**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.

Information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>.

**How to Apply:** Please provide a curriculum vitae, contact details of two referees and statements addressing the selection criteria taking into account the Executive Capabilities.

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

Contact Officer: Anthony Williamson (02) 6207 7354 [anthony.williamson@act.gov.au](mailto:anthony.williamson@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)**

#### **University of Canberra High School Kaleen**

**Executive Teacher for the Arts and Technology and Cultural Integrity**

**School Leader C \$130,338, Canberra (PN: 02151)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

**Details:** University of Canberra High School Kaleen is a 7- 10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the executive team.

As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school action plan.

Lead and manage the Art and Technology Professional Learning Team (PLT) / faculty with a focus on high levels of learning for all students, collaboration and results driven practice.

Lead and manage student centred and innovative Cultural Integrity programs across the school, in collaboration with community and Directorate Cultural Integrity and Community Engagement Officers.

Support student social and emotional learning within a Restorative Practices framework and a PBL approach.

Undertake an appropriate teaching load and other duties as determined by the Principal.

**Eligibility/Other Requirements:**

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

**How to Apply:** Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for two referees.

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

Contact Officer: Daniel Mowbray 02 61420490 Daniel.Mowbray@ed.act.edu.au

**Business Services**

**Governance**

**Risk, Security and Emergency Management**

**Risk and Insurance Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 00426)**

Gazetted: 04 May 2022

Closing Date: 25 May 2022

**Details:** The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Risk, Security and Emergency Management (RSEM) section within the Governance Branch, is seeking suitable individuals to apply for the Risk and Insurance Officer, Risk, Security and Emergency Management position. The Risk and Insurance Officer is an active member of the RSEM team, undertaking a range of functions in support of schools and the Directorate. The successful applicant will be a highly motivated member of the team, required to multi-task and actively engage in range of situations where problem-solving and managing complex and sensitive issues with discretion and confidence is required. They will also be an active contributor to the incident management response and planning capability.

The Directorate is committed to building a culturally diverse workforce and 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 be competent in assisting in the development of program delivery, confident in providing advice to schools and the broader Directorate on risk and insurance matters and supporting the RSEM team and Branch projects. Working in a fast-paced environment the Risk and Insurance Officer is an effective communicator with strong interpersonal oral and written communication skills, networking with key internal and external partners.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Experience in the areas of risk, emergency management or protective security will be highly regarded.  
Experience in electronic management system such as TRIM, Wire or Objective will be an advantage.  
Driver's licence is desirable.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** To demonstrate your ability to undertake the requirements outlined in the Position Description applicants must submit:

1. A written supporting statement of no more than two pages addressing the Professional/Technical skills and Knowledge, Behavioural Capabilities within the context of the position description.
2. A current curriculum vitae, that includes, two referees with a thorough knowledge of your work performance. Please ensure one of your referees is your current or immediate past supervisor.

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

Contact Officer: Tracey Allen (02) 62077007 Tracey.Allen@act.gov.au

### **System Policy and Reform**

#### **ACT Board of Senior Secondary Studies**

#### **Office of the Board of Senior Secondary Studies**

#### **Senior Secondary Education Officer**

#### **School Leader C \$130,338, Canberra (PN: 02160, 12033)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the curriculum, assessment, and certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory.

The successful applicant will have knowledge, skills, and understanding in the context of ACT Senior Secondary Certificate and will be a motivated and dynamic school leader seeking to join the Office of the Board of Senior Secondary Studies to work within a culture of high performance, collaboration, and innovation.

Each Senior Secondary Education Officer must demonstrate expert skills across one or more of certification, assessment, curriculum, moderation, the ACT Scaling test, and quality assurance.

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: 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 (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 201 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).

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

Note: These are temporary positions available for up until 23 December 2022 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 vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.



How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. All applications must complete the ACT Government Job Application form.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristofer Feodoroff (02) 6205 7181 [kristofer.feodoroff@act.gov.au](mailto:kristofer.feodoroff@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.

## **Business Services**

### **People and Performance**

#### **Assistant Director – HR Business Partner**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42213)**

Gazetted: 04 May 2022

Closing Date: 11 May 2022

Details: We are seeking an Assistant Director, Human Resource Business Partner to join our fast paced team. The Business Partnering team provide high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce.

The Business Partner is required to provide advice and assistance to managers and senior executives on a broad range of strategic Human Resource (HR) management activities in accordance with relevant legislation, policies and guidelines.

We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team. The successful candidate will be an experienced HR Professional in a large and complex working environment and will have a genuine passion for all things HR.

You will be outcomes focussed, agile with the ability to work well in a fast paced environment, be open and adaptable to change and be able to hit the ground running. If this sounds like you, we would love to see your one page pitch.

Eligibility/Other Requirements:

Desirable relevant tertiary qualifications or extensive experience in a similar role would be advantageous. Recent similar experience in an education setting would be advantageous.

Note: This is a temporary position available from 23 May 2022 until 4 July 2022. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a one page pitch addressing the Selection Criteria and a curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Anthony Goodwin (02) 6205 4539 [anthony.goodwin@act.gov.au](mailto:anthony.goodwin@act.gov.au)

## **Service Design and Delivery**

### **Student Engagement**

#### **School Psychologist**

#### **School Psychologist \$86,155 - \$123,643, Canberra (PN: 32189)**

Gazetted: 03 May 2022

Closing Date: 27 May 2022

Details: Are you a Psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several temporary School Psychologist positions. We have positions available now for the 2022 school year with the possibility of extension or permanency. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

Conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

Identify and assess mental health issues and provide follow up support or refer to other mental health services

Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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:

Current full general registration as a psychologist with the Psychology Board of Australia.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months. These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2021-2022 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees.

How to Apply: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6205 9555 [EDUClinicalPractice@act.gov.au](mailto:EDUClinicalPractice@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**

#### **Clinical Practice**

##### **School Psychologist – Jervis Bay Primary School**

**School Psychologist \$86,155 - \$123,643, Canberra (PN: 34980)**

Gazetted: 03 May 2022

Closing Date: 20 May 2022

Details: Are you a psychologist who is passionate about seeing children and young people thrive in the beautiful region of Jervis Bay? ACT Education is seeking applicants for the Jervis Bay School Psychologist position commencing immediately.

This School Psychologist works with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

Build rapport with students, families and the community and learn the local culture, historical context and customs

Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

Conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

Identify and assess mental health issues and provide follow up support or refer to other mental health services

Assist in the design and evaluation of culturally sensitive prevention, early intervention and support programs for individuals, groups and school populations

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:

Current full general registration as a psychologist with the Psychology Board of Australia.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

Notes: This position is part-time at 14:42 (2 days) hours per week and the full-time salary noted above will be pro-rata. A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. Selection may be based on application and referee reports only. These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2021-2022 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2021-2022.

How to Apply: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tej Kaur (02) 6205 9780 [Tej.Kaur@act.gov.au](mailto:Tej.Kaur@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.

## **System Policy and Reform**

### **Analytics and Evaluation**

#### **NAPLAN and NAPLAN Online**

##### **Performance Analyst**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38182)**

Gazetted: 29 April 2022

Closing Date: 6 May 2022

Details: The Performance Analyst, Analytics and Evaluation, NAPLAN and NAPLAN Online is an officer in the Analytics and Evaluation, NAPLAN and NAPLAN Online team. The team coordinates and manages participation of ACT schools in local, national and international assessments including current and future testing under the National Assessment Program.

The successful applicant will be mainly responsible for supporting the 2022 NAPLAN assessment program in ACT schools and supporting the BASE project. The successful applicant will also have a role in managing data quality, reporting at the system level, jurisdiction and national level. To achieve this effectively the successful applicants must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

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 29 July 2022. Selection may be based on application and referee reports 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 is available to ACT Government officers and employees only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years. High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: If you are interested in applying for this position, please email your application directly to the Contact Officer by the closing date.

Applications should be submitted to the Contact Officer.

Contact Officer: Ken Gordon (02) 6205 9498 [Ken.Gordon@act.gov.au](mailto:Ken.Gordon@act.gov.au)

### **School Improvement**

#### **South/Weston**

#### **Hughes Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57033)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

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

Hughes Primary School, located in the South Weston Network of Canberra, has an enrolment of 503 students preschool to year six. We are a vibrant, inclusive, community orientated school with a diverse range of student needs. This includes our Introductory English Centre (IEC) which draws students from all over Canberra. We currently have a workforce of 47 staff, including a number of support staff

The Business Manager role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

**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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

#### **Desirables:**

Experience in a business-related role.

Financial qualification or relevant experience.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction,

including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year six schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

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

Contact Officer: Nina McCabe (02) 61420730 [Nina.McCabe@ed.act.edu.au](mailto:Nina.McCabe@ed.act.edu.au)

### **Environment, Planning and Sustainable Development**

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

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

#### **Corporate Services and Operations**

#### **Governance, Compliance and Legal**

#### **Government Services**

#### **Coordination and Support Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 44984)**

Gazetted: 28 April 2022

Closing Date: 12 May 2022

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

An exciting opportunity is available for a highly motivated applicant to undertake the role of Coordination and Support Officer, Government Services team. To perform this role successfully, you will:

be informed – you support the processes and frameworks and can support our EPSDD colleagues on Cabinet, Assembly business and Government Business.

be connected - you will support collegiate and trusted engagement with all stakeholders within the directorate and across other agencies.

be innovative – you will contribute to a desire to succeed among team members with a customer-oriented approach.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding.

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

Note: This is a temporary position available immediately for six months with the possible of extension up to 12 months. Selection may be based on application and referee reports 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 is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience). This must be accompanied by a current curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 [dorena.morris@act.gov.au](mailto:dorena.morris@act.gov.au)

**Suburban Land Agency**

**Program Solutions**

**Sales and Client Services**

**Sales Administration Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 33034)**

Gazetted: 28 April 2022

Closing Date: 5 May 2022

Details: Are you a self-driven person who is passionate about sales of land or property? Do you have a great attention to details and love helping with administration?

As part of a great team, the responsibility of the Sales Administration Officer will be to provide support to the sales team and provide high level customer services to our clients and stakeholders.

You will have the ability to communicate effectively with influence, work under pressure, on multiple projects and within tight timeframes. You will have efficient data entry skills and be able to support the team members in Sales and Client Services.

We are seeking a person with a “can do” attitude who has an enthusiastic and client focussed approach. This would be supported by your strong administration skills and ability to maintain and manipulate data for reporting purposes.

Eligibility/Other Requirements:

Highly Desirable

Client services experience particularly in a land sales environment

Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land / property development market, particularly in terms of marketing and sales.

Experience with Information Technology, online marketing and data management.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Driver's licence.

Note: This is a temporary position available immediately for four months with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two 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.

Applications should be sent to the Contact Officer.

Contact Officer: Kathy Torcasio (02) 6205 3020 [kathy.torcasio@act.gov.au](mailto:kathy.torcasio@act.gov.au)

**City Renewal Authority**

**Development Delivery**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57361)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

Details: The City Renewal Authority (the Authority) is established under section 7 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act) and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), s. 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA).

The objectives of the Authority are set out in section 8 of the Act and include:

The encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal.

The encouragement and promotion of social and environmental sustainability.

Operational effectiveness, delivering value for money using sound risk practices.

#### **BUSINESS UNIT OVERVIEW**

The team is responsible for the implementation of the City Renewal Authority's Development and delivery program as defined in the Precinct Renewal Program and the Authority's Statement of Operational Intent.

#### **RESPONSIBILITIES**

This role will initially provide business unit support through administration, project management and delivery of the Canberra Civic and Culture District which includes community and stakeholder consultation, land development, master planning and design, construction, approvals, and the realisation of a cultural vision. The position may also include future roles in future construction, civil and public infrastructure projects from conception through to completion, incorporating all aspects of urban renewal.

The position will provide effective support and advice to the Project Director and Executive Branch Manager, Development Delivery, the Authority Executive and the Authority Board on a range of highly complex, multi-disciplinary development projects to coordinate and deliver major activation programs, civil and public infrastructure projects, and land sales for the City Renewal Authority.

#### **The position requires the understanding, experience, or evidence of:**

contract management and procurement.

project management skills.

stakeholder management.

construction, civil or major infrastructure projects.

work, health, and safety.

planning, development and/or land sales.

business case development or project funding.

The successful occupant will need to demonstrate through examples their knowledge and experience in projects including contract management, administration, procurement, planning, design, or construction processes.

#### **The duties for the position include, but are not limited to:**

Administer, support, and contribute to the project management of initiatives, policies, projects, and programs including project scoping, planning, scheduling and tracking, procurement and contract management, consultant management, work, health and safety and financial management and reporting.

Support the Project Director to ensure that projects are well planned, sustainable, and responsive to the Territory's population with a focus on the city centre including engagement, land release, infrastructure planning, design, and delivery.

Prepare and provide support in the preparation of briefs, speeches, reports, submissions, discussion papers, communications materials and Ministerial.

Contribute to the planning and delivery of community and stakeholder engagement activities.

Contribute to a positive and collaborative working relationships with other teams within the division, ESPDD, ACT Government directorates and Commonwealth departments so that work and projects are effectively coordinated and integrated across government.

Maintain records in accordance with the Territory Records Act 2002.

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

**Eligibility/Other Requirements:** Relevant tertiary qualifications, or experience deemed equivalent is highly desirable. Demonstrated experience in supporting or delivering complex projects.

**Notes** 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 is a temporary position available for up to 12 months with the possibility of permanency.

**How to Apply:** A maximum of three A4 pages explaining your skills, knowledge and experience against the Selection Criteria using relevant examples from your professional career.

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

Contact Officer: John Pooley (02) 6205 7073 John.Pooley@act.gov.au

#### **Environment**

##### **ACT Parks and Conservation Service**

##### **Park Ranger 2**

**Park Ranger 2 \$75,239 - \$81,466, Canberra (PN: 51022, several)**

Gazetted: 04 May 2022



Closing Date: 20 May 2022

Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands.

The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

Rangers at this level act largely autonomously and are involved in the planning and delivery of annual work programs. It requires an excellent knowledge of conservation and natural resource management and demonstrated practical skills. Physical conditions may include working in the heat and cold and climbing steep slopes and rough terrain. General direction will be given by supervisors and your performance monitored with feedback regularly provided.

Eligibility/ Other Requirements:

Mandatory:

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)
- be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations;
- be prepared to work a shift roster, weekends, public holidays or evening shifts. Environment, Planning and Sustainable Development (EPSDD) is committed to providing reasonable adjustment, where operationally possible, to ensure all individuals have equal opportunities in the workplace.
- Possess a manual Australian drivers' licence
- be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

Highly Desirable:

- A relevant tertiary qualification or substantial relevant work experience.
- A current Advanced First Aid Certificate or capacity to obtain one.

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: Simon Stratford 0419 746 981 [Simon.Stratford@act.gov.au](mailto:Simon.Stratford@act.gov.au)

### Office of the Director General

**Executive Officer to the Deputy Director-General Environment, Water and Emissions Reduction**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39350)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

Details: Be part of the high performing Executive Support team in the Office of the Director-General Environment, Water and Emissions Reduction. Where you will be part of a fast pace and ever-changing team that enables you to see the impact you have on the Canberra community.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to spin many plates. We are curious and always ask "who else needs to know?"

You will be known for your excellent interpersonal skills, your ability to multi-task and your eye for detail. An enjoyment for writing and editing is helpful, and a willingness to make a difference to high-level documentation during the clearance process. You thrive in a team setting and are committed EPSDD's vision of shaping Canberra's future, with our aim to be Informed, Connected and Innovative in all that we do.

Eligibility/Other Requirements: The ideal candidate will be a recent graduate who is looking to expand and grow their skill set in a fast pace and ever-changing office environment. The role will allow personal and professional growth in the exciting space of the environment, water and emissions reduction policy.

Note: This is a temporary position available from 26 June 2022 until 23 June 2023. 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: Applicants should submit a covering pitch for the role (maximum two pages), identifying how you can fulfil the role requirements and your successful achievements against the selection criteria. Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Niall (02) 6207 9603 sarah.niall@act.gov.au

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

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

#### **Executive Officer to Deputy Director General - Planning and Sustainable Development**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35944)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

**Details:** The position is part of the high performing Executive Support team, reporting to the Senior Director, Office of the Director-General. The position provides support predominantly to the Deputy Director-General (DDG) Planning and Sustainable Development, however the team provide support amongst the group to a number of high-level Executives within the Directorate as needed.

As an Executive Officer you will need to work with a high degree of independence and under broad direction to ensure that the office of the DDG runs smoothly.

The position required an energetic person who is able to provide strategic advice and high-level administrative support to the DDG. This involves researching, preparing, managing and reviewing briefs, speeches, reports, speaking notes and other strategic communication and correspondence to ensure the comprehensiveness, accuracy, and timeliness of information.

As the principal point of contact for the Office of the DDG, excellent interpersonal skills are required and the capacity to be able to act promptly and respond to deadlines.

**Eligibility/Other Requirements:** The panel will be looking for evidence from past roles that you have demonstrated ability to critically research and analyse work which informs policy development, especially relating to an ability to make sound judgements on sensitive and complex issues.

**Note:** This is a temporary position available from 26 June 2022 until 26 June 2023. 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: Applicants should submit a covering pitch for the role (maximum two pages), identifying how you can fulfil the role requirements and your successful achievements against the duties and responsibilities.

Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Niall (02) 6207 9603 sarah.niall@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, Heritage and Water**

#### **Parks and Conservation Service**

##### **Parks and Partnerships - Urban Reserves North**

##### **Urban Wildlife Officer**

##### **Park Ranger 2 \$75,239 - \$81,466, Canberra (PN: 12813)**

Gazetted: 03 May 2022

Closing Date: 24 May 2022

**Details:** This position forms part of a small team tasked to deliver the Parks and Conservation Service Urban Wildlife Program. This position will work largely autonomously to attend to injured, sick or deceased wildlife callouts across the ACT.

The occupant will be trained and mentored in dealing with injured, sick and orphaned wildlife, in accordance with relevant codes of practice and legislation. This will include training and mentoring to safely and humanely euthanise injured and sick wildlife. Most callouts are to euthanise kangaroos injured in vehicle collisions. PCS attends more than 2000 kangaroo collisions each year across the ACT.

**The role regularly involves:**

Receiving phone calls from Access Canberra, members of the public and other relevant stakeholder groups; primarily concerning injured, sick, trapped, or deceased native wildlife; injured or straying livestock; and swooping birds.

Planning, triaging/prioritising, and attending callouts.

Liaising and collaborating with other relevant stakeholder groups and organisations, such as ACT Wildlife and ACT Policing.

Safely and humanely euthanising injured animals and manually handling diseased animal carcasses.

Working in accordance with codes of practice, legislation, PCS policy, training and supervisor support/direction; in highly visible public spaces and environments.

The role will require the capacity to work safely on roadsides and off road.

At times the role will require having conversations with distressed members of the public.

At times the role will require delivering public messaging and community education.

**To achieve the outcomes required by this position the occupant must:**

Have excellent customer service skills and an ability to communicate with members of the public, often in difficult circumstances.

Have good problem-solving capabilities, specifically relating to managing sick or injured wildlife in a range of situations and in accordance with the *Animal Welfare Act 1992*.

Demonstrate a personal commitment and willingness to maintaining physical and psychological wellbeing, in order to safely undertake the duties of the role.

Have safe driving and manual handling skills and experience.

Be physically able to frequently work outside, under hot and cold conditions, and in steep and rough terrain.

Be willing to work an afterhours shift as part of a fortnightly roster.

The occupant will also be required to undertake general land management activities within the PCS estate as part of the broader team.

**The occupant may also be called upon to:**

Assist in situations where stock handling is required and as part of biosecurity responses.

Perform other duties as directed by Senior Managers.

**Eligibility/Other Requirements:** It is essential for the occupant of this position to be:

Eligible to obtain an ACT Firearms Licence and pass all relevant training – use firearms to humanely destroy animals competency, Firearms Safety Course and relevant AFP background checks.

Wear a uniform and work a rostered shift that would normally require regular weekend, public holidays work across multiple depots in urban Canberra

have current or must be able to obtain ACT *Working with Vulnerable People (WWVP) Registration*.

<https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview>

Competent with the use of technology including mobile devices in order to log jobs and record data.

Possess a current First Aid Certificate or capacity to obtain one.

Possess a Class C Manual Driver Licence

**Notes:** Salary: \$75,239-\$81,466 plus superannuation, leave loading and applicable penalties

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

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

**ABW:** Please note officers may not have a designated workstation/desk.

**How to Apply:** Applicants must provide a written response to each of the Selection Criteria listed in the 'Selection Criteria' section of the Position Description.

Responses should be limited to 350 words per criteria. Please also provide a Curriculum Vitae with the names and contact details of two referees.

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

Contact Officer: Nic Jario 0466 396 120 [Nic.Jario@act.gov.au](mailto:Nic.Jario@act.gov.au)

Suburban Land Agency

Development Delivery

Greenfields - Gungahlin

Project Administrative Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40737)

Gazetted: 03 May 2022

Closing Date: 24 May 2022

**Details:** Do you have a passion for sustainable urban development and creating great places where communities thrive? Are you looking for a role that will contribute to the future development of the Canberra region?

The Development Delivery Branch of the Agency is primarily responsible for the planning, design and delivery of projects that optimise the Territory's social, environmental, and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-urban uses.

The Greenfield Program team within the Development Delivery Branch is responsible for the delivery of major residential greenfield projects and programs in line with the ILRP. The projects are managed from planning and design to delivery on the ground and post construction activities as part of a community development program.

The Greenfield Program team seeks a highly organised and motivated Project Administration Officer to assist the Agency's Development Managers and Directors in the planning, design, and delivery of projects in Gungahlin that optimise the Territory's social, environmental and economic return on land development activities in the ACT.

As a Project Administration Officer, you will assist the team in the delivery 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.

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:**

Highly Desirable

Experience in providing high level administrative support.

Experience of the ACT Government procurement, planning, development, and construction processes.

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

**How to Apply:** Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Griffith (02) 6207 8724 [andrew.griffith@act.gov.au](mailto:andrew.griffith@act.gov.au)

## **Statutory Planning**

### **Merit Assessment and Deed Management, Impact Assessment, Leasing Services**

#### **Development Assessment Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42881, several)**

Gazetted: 02 May 2022

Closing Date: 16 May 2022

**Details:** The Statutory Planning Division is responsible for assessing and determining development applications, environmental impact assessment processes relating to impact track development applications, administering the ACT leasehold system, coordinating reporting on strategic assessments, assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions and providing advice to the community and industry on development matters.

As an officer within the Statutory Planning Division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service.

You will provide advice, information and recommendations to senior officers to assist in decision making and prepare input for Ministerial briefs and correspondence.

You must be a team player, with the ability to work independently, identify solutions to problems and contribute to a positive team culture.

Further information about the positions is outlined in the attached position description.

**Eligibility/Other requirements:** Experience or qualifications in local and regional planning, urban planning, architecture, natural resource management, environmental sciences, environmental law or government administration would be desirable/an advantage.

**Note:** This selection process will be used to fill a permanent ASO5 development assessment officer position in the merit assessment team and two temporary ASO5 positions in the impact assessment team. A Merit Pool will be

established from this selection process and will be used to fill vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are to write a statement of no more than two pages responding to the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Benjamin Huttner-Koros (02) 6207 9397 Benjamin.Huttner-Koros@act.gov.au

## **Environment, Heritage and Water**

### **Conservation, Policy and Planning**

#### **Biosecurity and Agricultural Policy**

##### **Chief Veterinary Officer**

##### **Veterinary Officer Level 3 \$143,328 - \$147,083, Canberra (PN: 02426)**

Gazetted: 02 May 2022

Closing Date: 18 May 2022

**Details:** The Conservation, Biosecurity and Water Policy and Planning Branch develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and industry. The Branch is responsible for legislation relating to nature conservation, fisheries, biosecurity and water.

The Branch provides secretariat support for the work of the ACT Scientific Committee, ACT and Region Catchment Management Coordination Group and Grassy Woodlands Stakeholder Group, and policy support for several environment and primary industries inter-jurisdictional fora.

We regularly collaborate with a diverse group of stakeholders, both within and outside the ACT Government, including the Parks and Conservation Service, Resilient Landscapes Branch, Conservation Research Branch, Transport Canberra and City Services Directorate, ACT Woodlands and Wetlands Trust, Conservation Council and many others.

The Biosecurity and Agriculture Policy Section develops and reviews ACT policies, strategies, plans and legislation relating to invasive species, animal health, plant health and the primary industries. Key strategies include the ACT Biosecurity Strategy 2016-2026, ACT Weeds Strategy 2009-2019 (under review) and ACT Pest Animal Management Strategy 2012-2022.

The Section also develops and coordinates whole-of-government policy advice for input to the Agriculture Ministers' Meeting (AMM) and its subordinate committees and convenes ACT Government biosecurity committees for Environment, Planning and Sustainable Development Directorate. The ACT Chief Veterinary Officer, located within the Section, develops animal health policy and provides oversight of veterinary services and animal health matters in the ACT.

We are looking for a motivated and qualified vet to take on the rewarding and challenging role as the ACT's Chief Veterinary Officer. In this role you will work within the ACT's policy team responsible for Biosecurity and you will be the ACT's representative on National Animal biosecurity issues. You will also play a leading role in ACT animal biosecurity response and animal welfare issues.

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

**Eligibility/Other Requirements:** Tertiary qualifications as a veterinarian.

**Notes:** This is a temporary position available from 23 May 2022 up to August 2022. Selection may be based on application and referee reports only.

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

**Applications should be submitted to the Contact Officer.**

Contact Officer: Bruce Hancocks (02) 62054322 Bruce.Hancocks@act.gov.au

## **Climate Change and Energy**

### **Director**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 45704)**

Gazetted: 02 May 2022

Closing Date: 18 May 2022

**Details:** Be a part of delivering the ACT's world-leading target to reach net zero greenhouse gas emissions by 2045. The Climate Change and Energy Division is looking for a Director to join our team.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

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

**Eligibility/Other Requirements:** Tertiary qualifications in climate change would be highly regarded, but not essential. Successful candidates may come from a range of backgrounds.

**Notes:** This position operates with activity-based working (ABW) and with working from home arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. The team currently work one day from the Dickson Office and four days from home per week.

The position is available as full-time permanent, however part-time will be considered for the right candidate. Some weekend and after hours work will be required.

**Merit Pool:** 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 read the Position Description for further details about the role. The position description document sets out the selection criteria that will be used to assess candidates' suitability for the role.

Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

**Applications must be submitted via the Apply Now button below. Applications sent directly to the contact officer will not be considered.**

Contact Officer: Fiona Wright (02) 62079780 [Fiona.Wright@act.gov.au](mailto:Fiona.Wright@act.gov.au)

## Corporate Services and Operations

### Finance, Information and Assets

#### Strategic Finance

#### Systems Accountant

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43288)**

Gazetted: 29 April 2022

Closing Date: 18 May 2022

The position of Systems Accountant is a vital role within the Strategic Finance Team at Environment, Planning and Strategic Development Directorate. Within this role you are responsible for development and maintenance of reports and other solutions within a TM1 environment. You will work closely with other financial professionals and stakeholders within the directorate to develop reports and present information to allow for easy decision making. The role also involves ensuring that information is captured within TM1 accurately and correctly. The role requires critical thinking, good communication skills and the ability to analyse data.

**Eligibility/Other Requirements:** The ability to think critically, with a strong understanding of accounting is required for the role. Good computer skills with strong skills within Microsoft Excel is required.

Experience within a similar role developing reporting using TM1 and maintaining a TM1 database is highly desirable.

**Note:** Although the position is advertised as full time, applicants that wish to work part time will also be considered. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** To apply please complete a pitch which is maximum of two pages addressing the skills and experiences that you will bring to the position. Please also include a copy of your curriculum vitae.

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

Contact Officer: Stuart Wall (02) 6205 0760 [Stuart.Wall@act.gov.au](mailto:Stuart.Wall@act.gov.au)

## **Climate Change and Energy**

### **Programs**

#### **Government, Schools and Community**

##### **Program Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49767)**

Gazetted: 29 April 2022

Closing Date: 13 May 2022

Details: Climate Change and Energy Division is seeking to employ a Program Officer to fill a temporary position in the Actsmart Schools team.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste, and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, schools, community, and households, and contribute to Canberra's growth as a dynamic, sustainable, and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing, and unprecedented action. It provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

We currently have a vacancy in the Actsmart Schools team. However, this process will be used to create a merit pool for program officers' positions within the Division and may be used to fill temporary and permanent positions in the Division over the next twelve months.

Eligibility/Other Requirements:

Occasional after hours and/or weekend work may be required.

Valid driver's licence is preferred.

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Note: This is a temporary position available immediately until 12 May 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be 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 and should include:

Two-page pitch supporting statement addressing Selection Criteria found in the Position Description

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below

Contact Officer: Angela Crompton (02) 6205 9845 [angela.crompton@act.gov.au](mailto:angela.crompton@act.gov.au)

## **Environment**

### **Parks Conservation Service**

#### **Projects, Planning and Capital Works**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41886)**

Gazetted: 03 May 2022

Closing Date: 17 May 2022

**Details:** The Parks and Conservation Service's (PCS) Projects, Planning and Capital Works team sits within the Environment, Water and Heritage Division of Environment Planning and Sustainable Development Directorate. 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.

The team has specific responsibility for delivery of capital works of varying scale and complexity across the Parks and Conservation Service's national parks, nature reserves and commercial forestry lands. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive

projects from conception through to delivery. We believe in supporting each member of our team to grow their own skills and knowledge which they share with the team.

As a Project Officer the work you undertake will help to improve the functionality and safety of park facilities and amenities. Including recreational infrastructure such as nature playgrounds, contaminated site remediation, park signage, establishment of environmental offset sites, and development of tracks and trails. Our work contributes to the broader work of PCS conserving the natural, cultural and heritage values of the ACT, increasing community wellbeing through active living, and creating connection to nature and culture.

**Eligibility/Other Requirements:** Qualifications in environmental science, natural resource management, landscape architecture, project management or similar relevant field is highly desirable. The successful candidate must have a drivers licence.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk, and must have capacity to work from home.

**How to Apply:** Please submit a written response of no more than two pages, individually addressing each criteria by numbering and using headings in the same order as the Position Description's list. Please also attach a current curriculum vitae.

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

Contact Officer: Rebecca Blundell 0419966287 [Rebecca.Blundell@act.gov.au](mailto:Rebecca.Blundell@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 Emergency Service Agency**

#### **ACT Rural Fire Service and ACT State Emergency Services**

#### **Volunteer Management Team**

#### **Learning and Development Co-Ordinator Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 51202)**

Gazetted: 03 May 2022

Closing Date: 27 May 2022

Details: Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe? Would you like to be part of supporting the awesome volunteers of the ACT Rural Fire Service and ACT State Emergency Services?

Your role will be to develop, deliver and co-ordinate learning and development programs including skills acquisition, skills maintenance, and professional development to our volunteers. You will work closely with the Membership and Operations Teams to build and support an effective and collaborative, operational Emergency Services. Your excellent communication and negotiation skills will develop and maintain positive and productive working relationships across the teams and membership as well as the broader ACTESA.

You will need to have experience in design, co-ordination and delivery of adult education and an understanding of the Vocational Education and Training (VET) sector. You will be a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative, and sound judgement, and display integrity and professionalism at all times.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how a volunteer based Emergency Service and broader ESA provide a collaborative approach to protecting the ACT community.

**Eligibility/Other Requirements:**

Certificate IV in Training and Assessment or demonstrated equivalent experience is highly desirable.

An understanding of Emergency Management is desirable.

An understanding of a volunteer workforce is desirable.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))



Background and Security clearance checks will be conducted including National Police check.

A minimum of a C class drivers' licence.

A fitness test may be required if performing fireground activities.

Notes: It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

Proof of driver's licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trish Malone (02) 6207 7289 Trish.Malone@act.gov.au

## **Emergency Services Agency**

### **ESA Executive**

#### **Assistant Director, Agency Collaboration**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57390)**

Gazetted: 03 May 2022

Closing Date: 17 May 2022

Details: The Emergency Services Agency (ESA) Commissioner's Office is seeking applications for the role of Assistant Director, Agency Collaboration. The Commissioner's Office plays a key liaison and coordination role within the ESA and the broader Justice and Community Safety Directorate, as well as with the Minister's Office, other ACT Government Directorates, and key stakeholders.

The Assistant Director, Agency Collaboration position will manage and lead the honours, awards, and recognition program to ensure our staff and volunteers are suitably recognised for their valuable contribution to the ACT community. Additionally, you will provide high quality reporting, advice and guidance; and ensure associated collaborative engagement with key internal and external stakeholders is effective.

Further, the position will assist in managing and coordinating the ESA's ministerial services. This includes drafting high quality, evidence based Ministerial briefs and correspondence, Parliamentary questions, documents for submission to Cabinet and the Legislative Assembly, and other briefing material as required.

This position will also assist the Senior Director, Agency Collaboration to manage a small high performing team which provides pivotal services to achieve ESA and subsequent ACT Government objectives.

Further information can be found in the position description attached.

Eligibility/Other Requirements: Knowledge and understanding of Cabinet, Ministerial, parliamentary and machinery of Government process is highly desirable. This position requires 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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

How to Apply: Applicants should submit a written application of no more than two pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Marando (02) 6207 0367 Frank.MarandoESA@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Programs and Interventions**

#### **Clinician**

#### **Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 36906, Several)**

Gazetted: 02 May 2022

Closing Date: 19 May 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for suitably qualified people with demonstrated clinical experience, personal integrity, self-confidence and exceptional

communication skills to become Clinicians (HP3, Social Worker/Occupational Therapist, Psychologist), within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicants will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC), contributing to reducing recidivism through the provision of interventions for offenders.

In addition, you will deliver a range of multidimensional treatment options for detainees with varied and complex needs and provide advice related 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 in accordance with leading practice guidelines, participate in the ongoing review and evaluation of work practices and contribute to the development of policies and procedures.

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:

For Occupational Therapy:

Registration with Australian Health Practitioner Regulation Agency (AHPRA)

For Psychology:

Unconditionally registration with Australian Health Practitioner Regulation Agency (AHPRA).

For Social Work:

Four year degree in Social Work or qualifying masters with relevant undergraduate degree.

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

All disciplines require:

A minimum of three years post qualification paid work experience in a related clinical field

A National Police Check

A current driver's licence

A pre-employment medical

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Notes: There is one permanent and temporary position available up to March 2023 with the possibility of extension up to 12 months.

How 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 names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three 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)

## **Legislation, Policy and Programs**

### **Justice Reform Branch**

#### **Senior Policy Program Officer**

#### **Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41358, several)**

Gazetted: 02 May 2022

Closing Date: 18 May 2022

**Details:** The Justice Reform Branch is seeking applications for a number of Senior Policy/Program Officers. The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers a range of initiatives related to community safety and improving outcomes for people in contact with the justice system, with a priority focus on Aboriginal and Torres Strait Islander people. It also runs the Restorative Justice Unit; manages the ACT Policing arrangements; and coordinates the implementation of the ACT Government Aboriginal and Torres Strait Islander Agreement Justice Action Plan.

Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives, currently related to:

Managing funding arrangements for justice programs and services

Canberra as a Restorative City initiative

Victims of crime policy

Progressing the raising the minimum age of criminal responsibility reforms

Reducing Recidivism 25 percent by 2025

ACT Policing Arrangement and Purchase Agreement

Criminology research and evaluation

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

**Eligibility/Other Requirements:** Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

**Notes:** There is one temporary 12 month role with the possibility of permanency and a number of expected short term vacancies up to 12 months, with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical 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 are the best person for the role addressing the skills, knowledge and behaviour capabilities outlined in the Position Description.

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

Contact Officer: Kym Coperman (02)62053749 Kym.Coperman@act.gov.au

## **Security and Emergency Management**

### **Emergency Management**

#### **Director, Resilience and Recovery**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57379)**

Gazetted: 02 May 2022

Closing Date: 23 May 2022

Details: **Details:** The Security and Emergency Management Division within the Justice and Community Safety Directorate is seeking a motivated and professional Director, Resilience and Recovery.

The Security and Emergency Management Division is responsible for providing whole of government strategic advice, policy development and implementation in relation to security and emergency management matters.

The Director, Resilience and Recovery will be located within the Emergency Management Branch and interact across the Security and Governance Branches within the Division as well as with other ACT Government stakeholders.

#### **About the position**

The Director, Resilience and Recovery drives the development of policies and projects to strengthen the ACT's whole of government capability in building resilience and recovering from disasters. The Director has direct responsibility for driving, designing, implementing and delivering specific projects and programs which support the functions of the Directorate with existing and emerging initiatives in disaster resilience and recovery. They will be required to maintain a high level understanding of contemporary recovery and emergency management concepts, government policy, stakeholder's interests and priorities and remain across current and emerging issues.

The Director will establish and sustain positive and collaborative long-term relationships with a diverse range of stakeholders within the ACT public sector, private sector stakeholders, the ACT community and nationally. The Director is also responsible for development and delivery of briefings and strategic advice to Senior Officials and the ACT Executive on resilience and recovery matters.

Under the limited direction of the Senior Director and Executive Branch Manager, the Director manages priorities and work practices to achieve goals and output in line with the Directorates' objectives related to building and strengthening ACT Government and ACT community disaster resilience and recovery management. This will require well developed written and verbal communication and time management skills and ability to liaise and negotiate with a diverse range of stakeholders. Additionally, the position requires sound decision making and project management skills as well as ability to respond effectively to business needs and meet tight time frames.

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, veterans, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Proven experience in managing development and implementation of programs or projects  
Sound knowledge of territory emergency management legislation, arrangements and practices  
Ability to manage self and staff in high pressure environments  
Ability to work outside of normal business hours including weekends to support the emergency management arrangements of the ACT.

**Compliance Requirements/Qualifications:**

The successful candidate will be required to have, or ability to obtain, a Negative Vetting 1 security clearance

**Desirable:**

Well-developed skills in writing government briefs and papers.

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in recovery and/or emergency management.

Note: This is a temporary position available from 01 July 2022 until 30 June 2023. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

The position is required to work remotely or in hybrid arrangement (home and office). The office is an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications must include:

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

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you believe you are suitable for the position.

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dianne Gordon (02) 6205 3133 [dianne.gordon@act.gov.au](mailto:dianne.gordon@act.gov.au)

**ACT Corrective Services**

**Custodial Operations**

**Detainee Services**

**Manager, Catering Services**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 13605)**

Gazetted: 29 April 2022

Closing Date: 20 May 2022

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, experienced person to join Detainee Services as the Manager, Catering Services (SOGC). The Manager, Catering Services will lead a dynamic, high paced team that provides the catering and food services to the Alexander Maconochie Centre (AMC), overseeing the entire catering operations for the AMC including the Kitchen, Bakery and Staff Cafe.

The successful applicant will be responsible for planning and overseeing the production of meals and bakery items for the AMC, ensuring the highest level of food quality and variety is achieved and maintained at all times. This also includes ensuring a nutritionally approved, balanced and culturally appropriate menu is always offered. In addition, you will lead and supervise staff and detainees employed in the AMC kitchen and Bakery, including maintaining a Catering staff rostering system and ensure kitchen and Bakery operations meet the requirements for training Detainees in accredited hospitality courses. Further to this, you will maintain a safe, efficient work environment, where work health and safety requirements are strictly adhered to, and ensure food is stored, prepared and served under Hazard Analysis and Critical Control Point (HACCP) guidelines and other relevant food handling legislation.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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:

- Trade Qualifications in commercial catering or similar field with five years post trade experience are highly desirable.
- Certificate IV in Training and Assessing or relevant tertiary qualification (Business, Management or Leadership) are highly desirable.
- Eligible candidates will be required to undergo a criminal history check.
- Applicants may be required to undertake psychological aptitude testing as part of the assessment process.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

How to Apply: Applicants are required to submit the following 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; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Watling (02) 6205 1094 [Cameron.Watling@act.gov.au](mailto:Cameron.Watling@act.gov.au)

### **ACT Corrective Services**

#### **Office of the Commissioner**

#### **Intelligence Unit**

#### **Director, Intelligence**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 36808)**

Gazetted: 29 April 2022

Closing Date: 18 May 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Director, Intelligence (SOGB), within the Office of the Commissioner. The successful applicant will lead the development and implementation of a holistic intelligence model across the broad spectrum of Corrective Services including Custodial Operations, Community Corrections and Corporate functions, in line with best practice, to maximise the intelligence analysis and develop the department's capabilities.

In addition, you will be required to work extensively with other stakeholders, particularly law enforcement agencies and other intelligence agencies such as ASIO, ACT Policing and other external agencies as necessary, while ensuring appropriate levels of security are applied to information storage and dissemination.

Further to this, you will be responsible for developing and delivering intelligence specific briefings and training to staff, as required.

To be successful, you will have the ability to lead and exercise sound judgement to manage in an operationally demanding environment, with high level interpersonal and communication skills. In addition, you will demonstrate the ability to provide high standard analytical reports and risk assessments.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or equivalent experience are desirable

The successful candidate will be required to undergo a criminal history check

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://act.gov.au)

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 security clearance upon commencement to the position as a condition of employment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruno Aloisi (02) 6205 0547 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

## Legal

### Crown Chambers

#### Prosecutor Grade 5 Senior Advocate

**Prosecutor Grade 5 \$179,976 - \$190,819, Canberra (PN: 34367)**

Gazetted: 29 April 2022

Closing Date: 20 May 2022

Details: The Director of Public Prosecutions (DPP) is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior Advocates also have a key role in mentoring and training junior prosecutors and contributing to criminal justice issues.

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: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. Please limit your response to no more than one page per criteria. Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Williamson (02) 6207 7354 [Anthony.Williamson@act.gov.au](mailto:Anthony.Williamson@act.gov.au)

## Corporate Services

### Chief Information Officer

Executive Assistant

**Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 12587)**

Closing Date: 12 May 2022

**Details:** Are you a digital juggler? The JACS CIO is looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support in a digital environment. Including tracking of priorities, secretariat duties and have a level of proficiency in Microsoft 365, Microsoft Office Suite including OneNote and TRIM / Records Management System. The successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

#### Eligibility/Other Requirements:

##### Desirable:

Ability to use digital tools to organise, prioritise and track all actions and deadlines using Microsoft OneNote and Teams and prepare files for meetings using Adobe Professional.

Experience in the use of a Records Management Systems such as TRIM.

Driver's licence may be required.

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

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

**How to Apply:** Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided.

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

Contact Officer: Serena Perinovic (02) 6205 0542 [serena.perinovic@act.gov.au](mailto:serena.perinovic@act.gov.au)

## Major Projects Canberra

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

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

**Project Development and Support  
Contracts and Prequalification**

**Senior Director, Contracts**

**Senior Officer Grade A \$155,107, Canberra (PN: 57336)**

Gazetted: 28 April 2022

Closing Date: 24 May 2022

**Details:** Are you our new Senior Director, Contracts?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Senior Director, Contracts will lead the provision of advice on commercial law matters as well as supporting interpretation of some administrative and legislative legal matters, the role also manages the Contracts and Prequalification Team. The Contracts and Prequalification Team is part of the Project Management Office Branch within the Project Development and Support Division. The Prequalification team administers both the ACT Government's scheme as well as the National Prequalification Scheme Civil Road and Bridge and Commercial contracts with a value greater than \$50 million. The Contracts team prepares and drafts the various agreements and contracts used in the delivery of the Territory's capital works program and maintains a suite of contemporary contracts for this purpose.

As a senior leader within Major Projects Canberra, this role requires a person who can inspire, energise and positively influence teams and individual outcomes.

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:** Highly Desirable:

A degree or diploma in a relevant technical field of Business Administration, Contract Management, Project Management, Construction Management or Law or a related discipline (copy to be provided with application) - or demonstrated equivalent experience.

Experience in the commercial and legal aspects of delivering significant infrastructure projects for Government.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Executive Branch Support Assistant**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 33946)**

Gazetted: 04 May 2022

Closing Date: 18 May 2022

**Details:** Are you our new Executive Branch Support Assistant?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Commercial Management Branch delivers capital works and infrastructure projects across the ACT Government portfolios, undertaking tendering, risk management, contract management and project management activities. Their remit includes education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venues. The Commercial Infrastructure branch also develops and implements innovative procurement and construction techniques for new approaches to project delivery.

The Executive Branch Support Assistant is responsible for providing high level executive support to the Executive Branch Manager (EBM) Infrastructure Delivery Partners Commercial Project Management, and administrative support to the broader team. Working closely, under limited supervision, with the EBM, the Executive Branch Support Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EBM including appointment bookings, meetings and overseeing the branch reporting requirements.

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:** Understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures, including financial management is highly desirable.

**Notes:** This is temporary position, commencing 20 May 2022 for up to 12mths 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.

Selection may be based on application and referee reports only.

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

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

Contact Officer: Erica Pilgrim-Day (02) 6205 4911 Erica.Pilgrim-Day@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)**

#### **City Services**

##### **Development Coordination Branch**

##### **Development Assessment**

##### **Assistant Director**

##### **Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 57388)**

Gazetted: 28 April 2022

Closing Date: 16 May 2022

Details: The Development Assessment team within Development Planning is an operational section which is primarily responsible for the review and assessment all land development submissions. Transport Canberra and City Services (TCCS) is a key referral entity because of its role as a land custodian, service provider and infrastructure manager and therefore the team plays a critical role in shaping estate development planning and preliminary planning for municipal infrastructure assets which are accepted by TCCS. Teams work closely with internal stakeholders, community, industry, regional councils and national agencies.

This position is responsible for the technical review of pre DA, planning and design submissions to ensure they meet relevant policies, design standards, specifications and codes so that they are safe and fit for purpose. 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:**

**Professional/Technical Skills and Knowledge**

- This is the generic ACT Government standard description for all Infrastructure Officer positions consistent with IO Work Level Standards.

- This position is an engineering position.

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

- Have significant building or Infrastructure knowledge and/or project management experience. Compliance Requirements / Qualifications

- Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines.

- Chartered Professional Engineer (CPEng) Membership of Engineers Australia or equivalent professional body is highly desirable.

- Driver's licence, C-Class, is essential.

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



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

**How to Apply:** Please provide your response to selection criteria in no more than three pages. Attach your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

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

## City Services

### Development Coordination Branch

#### Assistant Director

#### Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 57387)

Gazetted: 28 April 2022

Closing Date: 16 May 2022

**Details:** The position of Assistant Director, Transport Projects Coordination is responsible for managing a portfolio of major projects relating to transport infrastructure (e.g. light rail). The position coordinates whole of directorate advice and input on planning, design, construction activities and disruption impacts and mitigation and subsequent interfaces the broader road network and asset handover. This position also involves relationship management and attendance and participation in the various project governance groups.

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:**

Professional/Technical Skills and Knowledge

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

relevant building degree; or

significant level of building or Infrastructure knowledge and/or project management experience.

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

**How to Apply:** Please provide responses to each criteria in no more than 800 words per criteria. Attach your curriculum vitae and contact details of two referees.

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

Contact Officer: Jerome Catbagan (02) 6207 8772 Jerome.Catbagan@act.gov.au

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

## City Services

### Birrigai Outdoor School

#### Facilities Officer

#### General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 30615)

Gazetted: 04 May 2022

Closing Date: 11 May 2022

**Details:** Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking to fill a temporary short-term vacancy for an experienced, dedicated and responsible Facilities Officer to undertake routine maintenance activities in and around the buildings, and to conduct garden and grounds maintenance across our large, unique site. If you are passionate about working in the natural environment, are skilled and experienced and highly self-motivated, you could be the person we are looking for. Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

**Eligibility/Other Requirements:**

Minimum two COVID-19 vaccinations

Driver's licence (C-class)

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 - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

Senior First Aid Certificate

**Note:** This is a temporary position available from 16 May 2022 until 11 November 2022. Selection may be based on application and referee reports only.

This is an Identified position for Aboriginal and Torres Strait Islanders. This position is available to ACT Government officers and employees only.

**How to Apply:** Please provide a one page Expression of Interest demonstrating your suitability for the role, a current curriculum vitae and details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Kirsten Galafassi (02) 6207 8044 [kirsten.galafassi@act.gov.au](mailto:kirsten.galafassi@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Asset Officer**

#### **Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 57409)**

Gazetted: 03 May 2022

Closing Date: 26 May 2022

**Details:** The position will be part of a team committed to the asset management of the Territory's Roads Maintenance portfolio specifically road pavements. This includes but not limited to road condition inspection, technical engineering analysis, preparation and implementation of annual resurfacing program, procurement and management of contracts related to road pavements.

As a Assets Officer in Roads ACT, you will have strong teamwork, a keen eye for detail, and the ability to think analytically.

The position will best suit you if you enjoy the following tasks at work: solving problems, building effective systems to manage assets, producing accurate technical reports, getting out of the office to perform site inspections.

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

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

Qualifications in engineering relevant to the position and substantial professional experience in a relevant field is highly desirable.

Current driver's licence is essential.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

**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:** Applications should include:

A written application, which must include a response to each numbered selection criteria (maximum 300 words per criteria) included in the "WHAT YOU REQUIRE" section of the attached position description.

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Nahin Rahman (02) 6213 0782 [Nahin.Rahman@act.gov.au](mailto:Nahin.Rahman@act.gov.au)

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

**City Service**

**City Presentation**

**Sport and Recreation Facilities**

**Sportsground Maintenance Officer**

**General Service Officer Level 3/4 \$53,149 - \$58,041, Canberra (PN: 45599)**

Gazetted: 03 May 2022

Closing Date: 17 May 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

The Sportsground Maintenance Officer role is part of a small team that looks after 284 hectares of irrigated grass. This will be a great opportunity to work in the specialised area of sportsgrounds where you will learn some great skills, use some specialised equipment and work as part of a great team who make a difference to a vast majority of the community. The General Services Officer, Level 3/4 is responsible for work as part of a team of employees engaged in Turf maintenance and cleaning operations of Government Sportsground Facilities. Sport and Recreation Facilities is a section within City Presentation area, who is responsible for the management and maintenance of ACT Government Community Sportsgrounds. Sport and Recreation Facilities have a number of different types of sportsgrounds being Enclosed Ovals, District Playing Fields, Neighbourhood ovals and synthetic turf surfaces. Some of the maintenance activities which are undertaken by this section include mowing, cleaning toilets and pavilions, litter collection, line marking, fertiliser application, renovation activities, maintaining garden beds, pest control activities and repairs to flood lights plus other infrastructure need for sport.

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

Eligibility/Other Requirements:

Permanent resident of Australia

Driver's licence (C-class) and to obtain a middle ridge truck licence within 12 months of your appointment.

Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25kg.

Workplace Health and Safety Induction (White Card)

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Note: 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: Candidates should include a supporting statement addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 dave.mann@act.gov.au

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

**Chief Operating Office**

**Governance and Ministerial Services**

**Boards and Committees**

**Business Coordinator**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35636)**

Gazetted: 29 April 2022

Closing Date: 6 May 2022

We are seeking applications from highly motivated and goal orientated people to fill the role of Business Coordinator, ACT Veterinary Practitioners Board. This position sits within the Ministerial Services team and is responsible for providing support to the Director, Boards and Committees. Your role will include undertaking administrative functions, assisting the section management with daily operations including, assisting with any matters requiring an immediate or urgent response. The administrative functions include, data entry, accounts

receivable/payable, undertake recording of meeting minutes and the collation and preparation of board meeting papers and other duties as directed.

In this role you will work collaboratively with the ACT Veterinary Practitioners Board (and other Boards/Committees as required) supporting the Board in undertaking its role to promote animal welfare through registration of suitably qualified veterinary practitioners and veterinary specialists, and the monitoring of the best practice standards and conduct of the profession.

Ideally, you will have the ability to:

Provide high level confidential secretariat and coordination services to the Board;

Manage and coordinate the business needs of the Board and provide effective corporate support;

Undertake simple research and analytical tasks and assist with the preparation and review of reports and other documentation;

Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies;

Ensure a high standard of customer service is achieved;

Provide support to other Boards/Committees as required; and

Undertake other administrative functions as required.

**Note:** Selection may be based on written application and referee reports only. It is highly recommended that you speak to the Contact Officer to obtain additional information about the role and your application.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Applications must submit a curriculum vitae and a written response to the Selection Criteria.

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

Contact Officer: Erin Barker (02) 6207 2000 [erin.barker@act.gov.au](mailto:erin.barker@act.gov.au)

## Office of the Director-General

### Communications

#### Director, Communications

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 32547)**

Gazetted: 02 May 2022

Closing Date: 9 May 2022

**Details:** Are you passionate about letting the community know about services and projects which impact them every day?

We're looking for an enthusiastic person who can handle a wide range of communication tasks ranging from running advertising campaigns to coordinating community engagement projects to organising media launches.

We want a senior leader who can enthusiastically lead a small team to achieve big results.

The person we're searching for has excellent people skills, a calm demeanour and is an expert in providing communication products in an engaging way to a multitude of audiences.

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and experience managing communications and engagement teams are highly desirable.

Ability to work flexibly as well as some out of hours work.

**Notes:** This is a temporary position available immediately until 9 September 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please include a current curriculum vitae (with details of two referees) as well as a one-to-two-page pitch addressing the requirements outlined in the position description.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Geoff Virtue (02) 6205 0312 [Geoff.Virtue@act.gov.au](mailto:Geoff.Virtue@act.gov.au)

## APPOINTMENTS

### ACT Integrity Commission

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

Peter Burns, Section 68(1), 2 May 2022

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

Jessica Hawkins, Section 68(1), 2 May 2022

### Canberra Health Services

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

Namita Adhikari Baral, Section 68(1), 2 May 2022

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

Nazaneen Akhlaqi, Section 68(1), 2 May 2022

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

Mary Akioya, Section 68(1), 20 April 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Shaista Bano, Section 68(1), 28 April 2022

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

Kate Brooks, Section 68(1), 2 May 2022

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

Chantel Cordoba, Section 68(1), 2 May 2022

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

Edna Custodio, Section 68(1), 21 April 2022

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

Angela Dela Cruz, Section 68(1), 2 May 2022

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

Puja Dhakal, Section 68(1), 2 May 2022

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

Ashlea Durbin, Section 68(1), 2 May 2022

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

Gabriel Fernandez de Canete Nieto, Section 68(1), 29 April 2022

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

Adriana Gioffre, Section 68(1), 2 May 2022

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

Tori Groarke, Section 68(1), 2 May 2022

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

Chiranjibi Katuwal, Section 68(1), 2 May 2022

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

Kiara Kim, Section 68(1), 2 May 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Sahil kumar, Section 68(1), 2 May 2022

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

Miriam Mirdadi, Section 68(1), 2 May 2022

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

Elyce Norton, Section 68(1), 21 April 2022

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

Jodie O'Brien, Section 68(1), 26 April 2022

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

Montanna Purtill-Wright, Section 68(1), 2 May 2022

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

Jessica Radovanovic, Section 68(1), 2 May 2022

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

Sujan Ranjit, Section 68(1), 28 April 2022

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

Reeti Sharma, Section 68(1), 2 May 2022

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

Mikayla Stynes, Section 68(1), 2 May 2022

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

Suresh Thazhthuveetil Jose, Section 68(1), 27 April 2022

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

Hayley Thomson, Section 68(1), 2 May 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Melissa Turnbull, Section 68(1), 28 April 2022

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

Wenmin Xie, Section 68(1), 2 May 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Florence Ngu, Section 68(1), 30 April 2022

**Canberra Institute of Technology**

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

Sushma Dahal, Section 68(1), 1 May 2022

**Chief Minister, Treasury and Economic Development**

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

Robert Blanch, Section 68(1), 9 May 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Ryan Catelli, Section 68(1), 4 May 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Helen Collins, Section 68(1), 4 May 2022

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

Jordon Hayden, Section 68(1), 9 May 2022

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

Hayley Kennedy, Section 68(1), 2 May 2022

**Administrative Services Officer Class 2 \$59,813 - \$66,047**

Kimberley Paton, Section 68(1), 4 May 2022

**Information Technology Officer Class 1 \$72,935 - \$83,023**

Nengah Pernawa, Section 68(1), 28 April 2022

**Information Technology Officer Class 1 \$72,935 - \$83,023**

Zane Reid, Section 68(1), 28 April 2022

**Administrative Services Officer Class 5 \$83,620**

Maria Swanepoel, Section 68(1), 12 May 2022

**Information Technology Officer Class 1 \$72,935 - \$83,023**

Jules Tucker, Section 68(1), 28 April 2022

**Community Services**

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

Sophie Medved, Section 68(1), 5 May 2022

**Director of Public Prosecutions**

**Prosecutor Associate \$75,239 - \$77,544**

Heidi Andriunas, Section 68(1), 9 May 2022

**Education**

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

Astha Pradhan, Section 68(1), 26 April 2022

**Building Service Officer 3 \$72,451 - \$76,559**

John Virtue, Section 68(1), 21 April 2022

**Justice and Community Safety**

**Graduate Paramedic Intern \$76,422 plus penalties**

Liam Carey, Section 68(1), 2 May 2022

**Senior Officer Grade A \$155,107**

Andrew Hawkins, Section 68(1), 2 May 2022

**Graduate Paramedic Intern \$76,422 plus penalties**

Lester Kimber, Section 68(1), 3 May 2022

**Graduate Paramedic Intern \$76,422 plus penalties**

Lara Mustaine, Section 68(1), 2 May 2022

**Senior Officer Grade A \$155,107**

Igor Radonjic, Section 68(1), 25 April 2022

**Major Projects Canberra**

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

Achini Thenuwara, Section 68(1), 2 May 2022

**Transport Canberra and City Services**

**General Service Officer Level 2 \$50,247 - \$52,074**

Kim Cook, Section 68(1), 29 April 2022

**General Service Officer Level 2 \$50,247 - \$52,074**

Jeanette Squires, Section 68(1), 29 April 2022

**Worksafe ACT**

**ORS Inspector 6 \$90,099 - \$103,117**

Kurt Kuehl, Section 68(1), 2 May 2022

**TRANSFERS**

**ACT Health**

**Hayden Hughes**

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

To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
ACT Health, Canberra (PN. 36821) (Gazetted 17 March 2022)

**Canberra Health Services**

**Karen-Anne Chapman**

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

To: Administrative Services Officer Class 3 \$67,770 - \$72,935  
Canberra Health Services, Canberra (PN. 49224) (Gazetted 16 September 2021)

**Matilda Goodsell**

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. 24933) (Gazetted 25 January 2022)



**Lincymol Joseph**

From: Registered Nurse Level 2 \$99,612  
Canberra Health Services  
To: Registered Nurse Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 24065) (Gazetted 8 February 2022)

**Susan Lindrud**

From: Technical Officer Level 1 \$61,765 - \$64,757  
Canberra Health Services  
To: Technical Officer Level 1 \$61,765 - \$64,757  
Canberra Health Services, Canberra (PN. 45524) (Gazetted 18 June 2021)

**Anna Petchell**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901  
Canberra Health Services  
To: Registered Nurse Level 3.1 \$114,201 - \$118,901  
Canberra Health Services, Canberra (PN. 18506) (Gazetted 14 March 2022)

**Anne Plummer**

From: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services  
To: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services, Canberra (PN. 29223) (Gazetted 2 February 2022)

**Natalie Taylor**

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 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 20236) (Gazetted 17 March 2022)

**Chief Minister, Treasury and Economic Development**

**Samuel Miller**

From: Administrative Services Officer Class 5 \$83,620  
Transport Canberra and City Services  
To: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development, Canberra (PN. 36257) (Gazetted 25 February 2022)

**Michael Rosser**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Health  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development, Canberra (PN. 56653) (Gazetted 18 February 2022)

**Jodie Vaile**

From: Senior Officer Grade A \$155,107  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade A \$155,107  
Chief Minister, Treasury and Economic Development, Canberra (PN. 00597) (Gazetted 9 December 2021)

**Michelle Wheeldon**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Transport Canberra and City Services  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development, Canberra (PN. 57355) (Gazetted 18 February 2022)

## PROMOTIONS

### ACT Health

**Public Health, Protection and Regulation**  
**Health Protection Service**  
**Communicable Disease Control/Immunisation**  
**Raleigh Evans**

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

ACT Health

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

ACT Health, Canberra (PN. 24288) (Gazetted 12 April 2022)

**Health Systems, Policy and Research Group**  
**Office of Professional Leadership and Education**  
**ACT Chief Nursing and Midwifery Office**  
**Patrice Murray**

From: Registered Nurse Level 3.2 \$129,103

Health

To: †Registered Nurse Level 4.2/Registered Midwife Level 4.2 \$138,255

ACT Health, Canberra (PN. 57476) (Gazetted 24 February 2022)

### Canberra Health Services

**Ellannah Finch**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41113) (Gazetted 28 February 2022)

**Clinic Services**

**Naomi Hughes**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31318) (Gazetted 2 February 2022)

**Clinical Services**

**Maria Morkel**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29932) (Gazetted 1 June 2021)

**Asif Zaidi**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20169) (Gazetted 26 October 2021)

**Chief Minister, Treasury and Economic Development**

**Finance and Budget Group**

**Various**

**Anne-Charlotte Adam**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34507) (Gazetted 16 March 2022)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Kim Bailey**

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 53787) (Gazetted 23 November 2021)

**Chief Minister**

**Technology Services Branch**

**Networks, Communications Services and ICT Facilities**

**Nathan Butcher**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14250) (Gazetted 16 February 2022)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Rachel Gilks**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 53146) (Gazetted 9 July 2021)

**Finance and Budget Group**

**Various**

**Scott Hatton**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34303) (Gazetted 16 March 2022)

**Digital, Data and Technology Solutions**

**Design and Strategy**

**Karla Manning**

From: School Assistant 2 \$50,861 - \$56,161

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 57397) (Gazetted 22 February 2022)

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Jennifer McCauley**

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. 42569) (Gazetted 10 February 2022)

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Networks, Communications Services and ICT Facilities**

**Jananjaya Mudiyansele**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 14384) (Gazetted 10 January 2022)

**Shared Services**

**Finance Services**

**Finance Operations**

**Shobha Sharma**

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. 07384) (Gazetted 4 March 2022)

**Digital, Data and Technology Solutions**

**ACT Digital**

**Georgina Sheridan**

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. 57385) (Gazetted 15 March 2022)

**Workforce Capability and Governance**

**Whole of Government Industrial Relations and Public Sector Employment**

**Whole of Government Industrial Relations**

**Nina Taylor**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 52525) (Gazetted 15 March 2022)

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Networks, Communications Services and ICT Facilities**

**James Thomas**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 45475) (Gazetted 10 January 2022)

**Workplace Safety and Industrial Relations**

**Office of the Executive Group Manager**

**Strategic Projects**

**Mikaela Turner**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56613) (Gazetted 15 March 2022)

## **Education**

### **School Performance and Improvement**

#### **North and Gungahlin**

##### **Dickson College**

##### **Claire Sandrey**

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02702) (Gazetted 10 March 2022)

## **Environment, Planning and Sustainable Development**

### **Environment**

#### **ACT Parks and Conservation Service**

##### **Volunteer and Visitor Experience**

##### **Martin Bajt**

From: General Service Officer Level 5/6 \$58,918 - \$64,843

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$78,051 - \$88,207

Environment, Planning and Sustainable Development, Canberra (PN. 09898) (Gazetted 24 February 2022)

### **Statutory Planning**

#### **Leasing Services**

##### **Joshua Dobing**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15388) (Gazetted 8 October 2021)

### **Environment**

#### **Parks and Conservation Service**

##### **Fire Management**

##### **Dylan Lawrey**

From: General Service Officer Level 5/6 \$58,918 - \$64,843

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$66,857 - \$70,601

Environment, Planning and Sustainable Development, Canberra (PN. 09853) (Gazetted 25 January 2021)

### **Environment**

#### **Parks and Conservation Service**

##### **Fire Management**

##### **Isobel Tongs**

From: General Service Officer Level 5/6 \$58,918 - \$64,843

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$66,857 - \$70,601

Environment, Planning and Sustainable Development, Canberra (PN. 41498) (Gazetted 25 January 2021)

## **Justice and Community Safety**

### **Legislation, Policy and Programs**

#### **Civil and Regulatory Law**

##### **Elizabeth Dixon**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 42684) (Gazetted 27 August 2021)

**ACT Courts and Tribunal**  
**Registry Operations Branch**  
**Criminal Section and Civil Section**  
**Audrey Marco**

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. 23456) (Gazetted 9 November 2021)

**ACT Corrective Services**  
**Community Corrections and Release**  
**Belinda McKay**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 11783) (Gazetted 15 November 2021)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**  
**Territory and Business Services**  
**Domestic Animal Services**  
**Mindi-Jayne Kelly**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Transport Canberra and City Services  
To: †Administrative Services Officer Class 6 \$90,099 - \$103,117  
Transport Canberra and City Services, Canberra (PN. 44938) (Gazetted 28 October 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.

**Worksafe ACT**

**WorkSafe ACT**  
**Workers Compensation**  
**Anthony Sanna**

From: ORS Inspector 6 \$90,099 - \$103,117  
Worksafe ACT  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Worksafe ACT, Canberra (PN. 56984) (Gazetted 23 March 2022)

**CORRIGENDA**

**Canberra Health Services**

Promotion for Naomi Hughes gazetted 07/04/2022, date of effect should be 12/05/2022.