



ACT Government Gazette

Gazetted Notices for the week beginning 14 July 2022

VACANCIES

ACT Health

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

Digital Solutions Division

Office of the Chief Information Officer

Digital Records

Senior Digital Records Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32723)

Gazetted: 18 July 2022

Closing Date: 1 August 2022

Details: Do you have Objective Administration experience? Are you looking for your next exciting challenge?

The Digital Solutions Division within ACT Health is looking for a motivated Senior Digital Records Officer, Digital Records lead the Digital Records team to success.

The successful candidate will lead the administration of Objective for ACT Health. 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 with Objective Administration 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. A pre-employment National Police Check will be required.

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

How to Apply: Please 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 directly via the Apply Now button below.

Contact Officer: KellyM Brown (02) 5124 9624 KellyM.Brown@act.gov.au

ACT Integrity Commission

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Assessments

Director of Assessments

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 47167)

Gazetted: 14 July 2022

Closing Date: 4 August 2022

Details: The Director Assessments will manage and lead the Assessments team in the delivery of their functions: the triage and assessment of corruption reports and Public Interest Disclosures received by the Commission and propose appropriate recommendations and actions in accordance the Act and the Commission's objectives. The Director Assessments will undertake the assessment of the more complex and time sensitive corruption reports received by the Commission.

This role requires the provision of high-level advice to the Commission's Executive, other divisions of the Commission, and external stakeholders on matters relevant to the Assessments Section

The Director Assessments is responsible for managing the workload of the Assessments team including effective delegation, time and performance management, bench marking, professionalism and communication within the Assessments team.

The Director Assessments will prepare internal reports, oversee and quality assure reports completed by the Assessments team and communicate with both internal and external parties throughout the assessment process.

This position will be responsible for undertaking project work relevant to the Assessment function including regular review of assessment policies and procedures, systems and templates to ensure key performance indicators are met.

You will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives of the Commission. This position will mentor and assist junior staff as required.

Eligibility/Other Requirements: This position holder will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification. Approval to commence employment may be granted by the Commissioner or CEO on the basis of successful acquisition of an appropriate clearance. A current driver's licence is required.

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

How to Apply: Applicants are required to provide a 750-word pitch demonstrating why they are suitable for the role. A curriculum vitae must also be provided.

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

Contact Officer: Matt Kelly (02) 6207 9483 Matt.Kelly@integrity.act.gov.au

Calvary Public Hospital Bruce

Registered Nurse 2 \$100,957 - \$107,000 plus superannuation

Position No: 601006

Gazettal date: 15 July 2022

Closing date: 24 July 2022

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

Reference Number: 501393

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

Contact Officer: Amanda Keogh (02) 6264 7320 Amanda.Keogh@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

Canberra Health Services

Quality and Safety

Executive Branch Manager, Quality, Safety, Innovation and Improvement

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1185)

Closing Date: 4 August 2022

Weeks to Close: 2

Details: Interested candidates are sought for the position of Executive Branch Manager, Quality, Safety, Innovation and Improvement for engagement on a five year Executive contract.

The Executive Branch Manager is responsible for providing leadership to, and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout Canberra Health Services to drive improvement and innovation. This position will provide advice on quality and risk matters.

In this role you will also have oversight of quality systems, practices across the continuum of care and augment the use of clinical analyses to help evaluate care and promote continuous quality improvement including accreditation, infection control, clinical variation and standards compliance.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

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.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie O'Neill (02) 5124 2147 cathie.o'neill@act.gov.au

Nursing Midwifery and Patient Support Services

Nursing Casual Pool

Casual Pool Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: C08890, several - 024AD)

Gazetted: 15 July 2022

Closing Date: 31 December 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

Are you looking for a change?

Would flexibility enable you to maintain work-life balance?

Want to work in a progressive organisation with nurse-to-patient ratios?

Are you interested in expanding your experience and knowledge?

The Casual Pool might be just the place for you!

The Casual Pool provides day to day support to all areas of the hospital. A supportive and comprehensive orientation period is provided with ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) support.

Do you have experience or would like to get experience in the following areas?

Critical Care, ICU and Emergency

- Paediatrics
- NICU and Special Care Nurse
- Mental Health
- Medical and Surgical Wards

Positions are for a rotating roster including weekends and night duty.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 12 months acute care experience is 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: These positions will be offered on a casual basis.

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: Meghann Lang (02) 5124 3178 meghann.lang@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41899 - 0241A)

Gazetted: 14 July 2022

Closing Date: 1 August 2022

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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)—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,

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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 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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Note: The successful candidates may be selected based on application and referee report only.

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.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kate McCallum 0432131084 kate.e.mccallum@act.gov.au

Women, Youth and Children

Clinical Support and Projects

Neonatology Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29989, several - 024FB)

Gazetted: 18 July 2022

Closing Date: 3 August 2022

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The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

CDN support and education will be provided across morning and evening shifts, seven days a week.

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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 patients' needs,

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing, Certificate IV in Workplace Assessment and a minimum of two years' experience working professionally in neonatology nursing is preferred.

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

Note: These are permanent part-time positions available at four days a week. Hours may be negotiated up to full-time.

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: Chelsey Helliwell 0422 189 893 chelsey.helliwell@act.gov.au

Medicine

Ambulatory

Luminal Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28920 - 024EF)

Gazetted: 18 July 2022

Closing Date: 3 August 2022

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

Gastroscopy

Colonoscopy

Bronchoscopy

Endoscopic ultrasound (EUS)

Endoscopic Retrograde Cholangiopancreatography (ERCP)

Ano-rectal manometry services

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

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Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

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

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

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

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: Valerie Davies (02) 5124 3488 Valerie.Davies@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Innovation and Improvement Manager

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 58054 - 024FF)

Gazetted: 19 July 2022

Closing Date: 2 August 2022

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

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

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents as well as communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs as well as the provision of information for service improvement.

The Quality, Safety, Innovation and Improvement (QSII) Division support the delivery of Canberra Health Services' (CHS) strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvement. QSII also provides strategic leadership, oversight and advice on CHS' quality approach to deliver exceptional health care together.

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carers focus.

High level of emotional intelligence and strong engagement skills.

Proactive with strong organisational skills and the ability to work independently as well as within a team environment.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is temporary position available for six months with the possibility of extension. The role is a multi-classified role and is also advertised as the HP5 (024FG) and SOGB (024FE) classification.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Cathy Burns (02) 5124 7236 CHS.QSII@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services South

Clinical Manager/Weekend Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23946, Expected Vacancy - 023UX)

Gazetted: 19 July 2022

Closing Date: 4 August 2022

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website: 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 with CAMHS Community Teams. Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management and mental health assessment, including risk assessments and provide clinical 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 a requirement to work part-time hours to include rotating Saturdays, Sundays and public holidays, from 8:30am to 16:51pm.

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.

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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.

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: This is a part-time permanent position available at 29.40 hours per week and the full-time salary noted above will be paid pro-rata.

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 written application and referee reports only.

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

Contact Officer: Simone Clarke (02) 5124 1880 Simone.clarke@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Innovation and Improvement Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58055 - 024FE)

Gazetted: 19 July 2022

Closing Date: 2 August 2022

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POSITION OVERVIEW

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

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents as well as communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs as well as the provision of information for service improvement.

The Quality, Safety, Innovation and Improvement (QSII) Division support the delivery of Canberra Health Services' (CHS) strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvement. QSII also provides strategic leadership, oversight and advice on CHS' quality approach to deliver exceptional health care together.

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient / consumer / carer focus.

High level of emotional intelligence and strong engagement skills.

Proactive with strong organisational skills and the ability to work independently as well as within a team environment.

Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is temporary position available for six months with the possibility of extension. The role is a multi-classified role and is also advertised as the HP5 (024FG) and RN4.3 (024FF) classification.

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

Medical Services

Pathology

Phlebotomy

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 21899 - 0248T)

Gazetted: 18 July 2022

Closing Date: 3 August 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

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.

Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services routinely operates Monday through to Saturday between the hours of 7am to 5:30pm.

However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

ABOUT YOU

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Behavioural Capabilities

Ability to work in a team environment.

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

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

Self-motivated.

Position Requirements/Qualifications:

Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.

A current Australian driver's licence is highly desirable.

Position Requirements

Supply certified copy of all qualifications.

Supply a minimum of two referees willing to be contacted

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Louise Hyndes 51242932 Louise.N.Hyndes@act.gov.au

COVID E Team

COVID E-Team Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53777 - 024D2)

Gazetted: 18 July 2022

Closing Date: 25 July 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.

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 024D2 and Req ID 024D3. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

Under minimal direction this position provides management to the COVID E Team and supports the Digital Health Record Project. This position will action management of administration team, conduct risk assessments for staff, oversee liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the Senior Director of COVID E Team and Non admitted Care lead of DHR.

ABOUT YOU

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Behavioural Capabilities

Being flexible and adaptable in a changing environment.

You will be an outstanding communicator, able to drive collaboration and inclusion.

Your resilience will see you through the challenges and help you navigate the dynamic and urgent nature of the job.

Position Requirements/Qualifications:

- The successful applicant will need to be available for weekend and after-hours work, with access to flex time.
- The successful applicant will preferably be available to work a Wednesday-Sunday work week, if this does not suit you, please indicate this in your application.
- 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: Denise Lamb 0419992983 denise.lamb@act.gov.au

Medical Services

Pathology

Specialist/ Senior Specialist – Anatomic Pathology

Specialist/ Senior Specialist – Anatomic Pathology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 23840 - 023W5)

Gazetted: 15 July 2022

Closing Date: 30 July 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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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 Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, flow cytometry, molecular pathology, cytogenetics, and liquid cytology are available on site.

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program. Currently there are 12 Anatomical Pathologists and 6 Registrars.

The position, funded by Canberra Health Services, is to assist in delivery of the Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University. The successful applicant will be involved in medical school teaching and research (0.5FTE) and Clinical Anatomical Pathology service work (0.4FTE). There will be no after hours on call duties.

The position provides an opportunity to an Anatomical Pathologist to gain career job satisfaction from being involved with combination of medical school teaching, research and clinical diagnostic work. For younger applicants this is an opportunity to develop expertise in one of the areas of Perinatal and placental pathology, breast, dermatopathology or gastrointestinal pathology in the department.

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

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

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

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

DUTIES

Under limited direction of the director of Anatomical Pathology you will:

Be involved in the development, delivery, and assessment of the Anatomical Pathology component of the Australian National University Medical School curriculum.

Participate in quality assurance activities of the Anatomical Pathology Department and Canberra health Services.

Perform Anatomical Pathology clinical reporting, including frozen sections, as per department roster.

Undertake research independently or in collaboration.

Contribute to the education and training of all members of the clinical team and actively participate in supervision and training of junior medical staff.

Support the Anatomical Pathology laboratory team in providing an effective service in a positive and collaborative manner, providing leadership where required and modelling the Canberra Health Services values.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Fellowship of Royal College of Pathologists of Australasia (RCPA) or equivalent specialist qualifications.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment 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 permanent part-time position available at 28 hours per week. The full time salary noted above will be paid pro rata.

Contact Officer: Prof Jane Dahlstrom (02) 51242867 jane.dahlstrom@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Innovation and Improvement Manager

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 58043 - 024FG)

Gazetted: 19 July 2022

Closing Date: 2 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents as well as communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs as well as the provision of information for service improvement.

The Quality, Safety, Innovation and Improvement (QSII) Division support the delivery of Canberra Health Services' (CHS) strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvement. QSII also provides strategic leadership, oversight and advice on CHS' quality approach to deliver exceptional health care together.

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient / consumer / carer focus.

High level of emotional intelligence and strong engagement skills.

Proactive with strong organisational skills and the ability to work independently as well as within a team environment.

Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is temporary position available for six months with the possibility of extension. The role is a multi-classified role and is also advertised as the RN4.3 (024FF) and SOGB (024FE) classification.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Cathy Burns (02) 5124 7236 CHS.QSII@act.gov.au

Allied Health

Office of the Executive Director of Allied Health/Allied Health Clinical Education Unit

Administrative Services Officer Level 4, Division of Allied Health

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39594 - 0248S)

Gazetted: 15 July 2022

Closing Date: 2 August 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

Under general direction, the Administration Support Officer will provide administrative assistance to the Office of the Executive Director of Allied Health and the Allied Health Clinical Education Unit.

Note: This position does NOT attract typing allowance.

ABOUT YOU

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Behavioural Capabilities

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

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

Strong communications skills, with demonstrated capability to effectively communicate with a diverse range of staff across the organisation and external stakeholders.

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

Adaptability and flexibility to accommodate change with a solution- focussed approach, and provide responsive services to meet stakeholders needs.

Position Requirements/Qualifications:

Administrative, secretariat and word processing skills are highly desirable.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jo Cole (02) 51247959 Jo.Cole@act.gov.au

People and Culture

Workforce Culture and Leadership

Senior Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19497 - 024FZ)

Gazetted: 19 July 2022

Closing Date: 4 August 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

Reporting to the Senior Director, Workforce Culture and Leadership, the Project Officer will coordinate the progression of multiple culture related projects to support the work of the Workforce Culture and Leadership team.

ABOUT YOU

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Behavioural Capabilities

An ability to effectively prioritise work and meet deadlines

Demonstrates attention to detail

Well-developed verbal and written skills

Responsive and adaptable to service changes

Position Requirements/Qualifications:

- Proficient in Microsoft Office Suite, in particular excel
- Project management skills and experience or relevant qualifications are an advantage
- 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: Flavia D'Ambrosio (02) 5124 9585 Flavia.D'Ambrosio@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Youth Drug and Alcohol Program Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29107, several - 024BO)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

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

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POSITION OVERVIEW

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The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol and Drug Program (12-25 years old).

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

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

ABOUT YOU

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Behavioural Capabilities

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

Post graduate qualifications in AOD studies, minimum qualification AOD core competencies.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

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

Pathway 2

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

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

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

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Current Drivers Licence

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

Prior to commencement successful candidates will be required to:

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

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

Nursing Midwifery and Patient Support Services

Nursing and Midwifery Casual Pool

Casual Pool Enrolled Nurse

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: C09370, several - 024AE)

Gazetted: 15 July 2022

Closing Date: 31 December 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

POSITION OVERVIEW

Are you looking for a change?

Would flexibility enable you to maintain work-life balance?

Want to work in a progressive organisation with nurse-to-patient ratios?

Are you interested in expanding your experience and knowledge?

The Casual Pool might be just the place for you!

The Casual Pool provides day to day support to all areas of the hospital. A supportive and comprehensive orientation period is provided with ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) support.

Do you have experience or would like to get experience in the following areas?

- Critical Care, ICU and Emergency
- Paediatrics
- NICU and Special Care Nurse
- Mental Health
- Medical and Surgical Wards

Positions are for a rotating roster including weekends and night duty.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 12 months acute care experience is 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: These positions will be offered on a casual basis.

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: Meghann Lang (02) 5124 3178 meghann.lang@act.gov.au

Chief Executive Officer

Executive Assistant - EA to Chief Executive

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41576 - 024BM)

Gazetted: 15 July 2022

Closing Date: 22 July 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

Located on the Canberra Hospital campus, the Office of the Chief Executive provides strategic support to the Chief Executive Officer, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Director, Executive Officer and Executive Assistant.

The Executive Assistant position reports to the Chief Executive through the Director. The role also works closely with the senior leaders, including the

Deputy Chief Executive Officer and Chief Operating Officer, Divisional Executives and their support teams across the Directorate.

To be successful, you will be a consummate professional, be confident with a fast paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders.

ABOUT YOU

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

Behavioural Capabilities

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders;
A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment;

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

Ability to be agile, flexible and respond to meet changing operational priorities.

Position Requirements/Qualifications:

Relevant public sector or equivalent experience is highly desirable.

Previous experience working in the health sector is highly desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Nicole Stevenson 0411154648 Nicole.Stevenson@act.gov.au

Nursing Midwifery and Patient Support Services

Nursing Relief Pool

Registered Nurse Relief Pool

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 17135, several - 024AA)

Gazetted: 15 July 2022

Closing Date: 29 August 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

Are you looking for a change?

Want to work in a progressive organisation with nurse-to-patient ratios?

Are you interested in expanding your experience and knowledge?

The Relief Pool might be just the place for you!

The Relief Pool provides day to day support to all areas of the hospital. Both part time and full time positions are available. A supportive and comprehensive orientation period is provided with ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) support.

Do you have experience or would like to get experience in the following areas?

- Critical Care, ICU and Emergency

- Paediatrics
- NICU and Special Care Nurse
- Mental Health
- Medical and Surgical Wards

Positions are for a rotating roster including weekends and night duty.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 12 months acute care experience is required.

The successful applicant will be required to work a 24/7 rotating roster including night duty

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

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

Note: There are several Permanent and Temporary Full-time and Part-time positions 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: Meghann Lang (02) 5124 3178 meghann.lang@act.gov.au

Acute Allied Health Services

Physiotherapy

Advanced Practice Physiotherapist Orthopaedics

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 17462 - 0248W)

Gazetted: 14 July 2022

Closing Date: 28 July 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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings predominately at Canberra Hospital. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, timely, high quality patient care.

The Advanced Practice Physiotherapy position(s) will provide physiotherapy services across the continuum of care to inpatients and outpatients with musculoskeletal concerns. This position is held within the advanced musculoskeletal practice physiotherapy workforce which conducts screening services to musculoskeletal outpatients, inclusive of orthopaedic outpatients.

Clinical supervision and professional development is provided through team structures, supervision support, competency-based assessments and professional development opportunities

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 client needs.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

Post-Graduate Masters level qualification in relevant clinical field;

Agreement to complete the Advanced Practice Training programme including mandated external coursework within two years.

Highly Desirable

Previous orthopaedic screening clinic experience.

Minimum of five years clinical experience post entry level qualifications

Minimum of three years experience in relevant specialist area.

Other

The successful applicant may be required to participate in restricted on-call and/or overtime roster.

You will need to understand how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position available at 29.4 hours per week for a period of five months with the possibility of extension. The full time salary noted above will be paid pro rata. The successful candidate/s may be eligible for appointment to a permanent HP4 Advanced Physiotherapist position/s on evidence of completion of an Advanced Practice Musculoskeletal Training Program and permanent positions availability.

Contact Officer: Kerry Boyd 5124 2670 /0421 577 709 Kerry.Boyd@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

BreastScreen Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 42751 - 02487)

Gazetted: 14 July 2022

Closing Date: 28 July 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.

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

BreastScreen ACT has an exciting opportunity for an experienced and motivated level 2 Registered Nurse to work as part of a multi disciplinary team to achieve the National BreastScreen Program objectives.

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Cancer, Ambulatory and Community Health Support Division 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 administration support to Ambulatory and Community centres 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

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

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

High level communication and interpersonal skills and the ability to critically think and exercise a high level of judgement.

Highly self-motivated and organised

5. Able to maintain organisation specific software

Position Requirements/Qualifications:

Relevant working towards a qualification in women's health or breast cancer nursing and a minimum of three years experience working professionally in women's health or breast cancer service is preferred.

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position available at 15 hours per week for a period of six months. The full time salary noted above will be paid pro rata.

Contact Officer: Julianne Siggins 0422390606 Julianne.Siggins@act.gov.au

MHJHADS

Justice Health Services

CMH Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 33369 - 02498)

Gazetted: 14 July 2022

Closing Date: 1 August 2022

Note: this position is being advertised in conjunction with Req ID 02499 and can be filled by either a Registered Nurse or Health Professional. Please ensure you apply for the classification that relates to your experience.

Applying through the wrong Job may negatively affect your application.

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to 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: <https://www.health.act.gov.au/> Justice Health Services (JHS) is a branch of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which provides primary and forensic mental health care to people in custody at the Alexander Maconochie Centre (AMC), and to young people at Bimberi Youth Justice Centre (BYJC).

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

As part of FMHS, Custodial Mental Health (CMH) is responsible for the delivery of high-quality mental health care to adults and young people experiencing moderate to severe mental health concerns while in the criminal justice system.

This position is based at the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA

Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.

Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA

All: Minimum 3 years (ideally 5 years) post-qualification work experience

Desirable:

Prior experience in public mental health, and/or a correctional setting

Current driver's licence

Other:

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

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

Note: The role is a co-classified position for HPO4 or RN4.1.

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

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

Undergo a pre-employment National Police Check.

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

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

For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

https://www.cmtedd.act.gov.au/__data/assets/pdf_file/0006/1900734/ACT-Public-Sector-Health-Professional-Enterprise-Agreement-2021-2022-FINAL.pdf

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

Contact Officer: Gillian Sharp (02) 5124 2785 gillian.sharp@act.gov.au

Infrastructure and Health Support Services (IHSS)

Facilities Management

Business Commissioning Manager

Infrastructure Officer 5 \$163,315, Canberra (PN: 58018 - 023ZC)

Gazetted: 14 July 2022

Closing Date: 1 August 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to 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:

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

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Project includes the design and construction of a new 43,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB).

The Business Commissioning Manager will oversee and co-ordinate all building commissioning activities for the CSB and whilst reporting to the Facilities Executive Branch Manager, Facilities Management Business Commissioning Manager Executive Group Manager. IHSS OFFICIAL Management (FM) Executive Branch Manager (EBM), will work closely with the Program Director Campus Modernisation on CSB related matters.

ABOUT YOU

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Behavioural Capabilities

Professional and interpersonal skills to successfully liaise and negotiate with a wide range of stakeholders.

Strong skills in being able to manage competing priorities successfully and in having a flexible approach to decision making.

Position Requirements/Qualifications:

Mandatory:

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience at a senior level.

Highly Desirable:

Knowledge and experience of the technical requirements affecting health services and assets.

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance

The successful applicant will:

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 2 and a half years.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment medical examination

Undergo a pre-employment National Police Check.

Contact Officer: Natalie Bale (02) 5124 9713 natalie.bale@act.gov.au

MHJHADS

Justice Health Services

CMH Team Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 49991 - 02499)

Gazetted: 14 July 2022

Closing Date: 1 August 2022

Note: this position is being advertised in conjunction with Req ID 02498 and can be filled by either a Registered Nurse or Health Professional. Please ensure you apply for the classification that relates to your experience.

Applying through the wrong Job may negatively affect your application.

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to 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: <https://www.health.act.gov.au/>

Justice Health Services (JHS) is a branch of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which provides primary and forensic mental health care to people in custody at the Alexander Maconochie Centre (AMC), and to young people at Bimberi Youth Justice Centre (BYJC).

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

As part of FMHS, Custodial Mental Health (CMH) is responsible for the delivery of high-quality mental health care to adults and young people experiencing moderate to severe mental health concerns while in the criminal justice system.

This position is based at the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Registered or eligible for full nursing registration with the Nursing and Midwifery Board of Australia under AHPRA
Minimum 5 years post-qualification work experience

Desirable:

Prior experience in public mental health, and/or a correctional setting

Current driver's licence

Other:

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

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

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

Undergo a pre-employment National Police Check.

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

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

For full details of employment conditions and remuneration, please refer to the ACTPS Nursing and Midwifery Enterprise Agreement:

[ACTPS-Nursing-and-Midwifery-Enterprise-Agreement-2020-2022-FINAL.pdf](#)

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

Contact Officer: Gillian Sharp (02) 5124 2785 Gillian.Sharp@act.gov.au

COVID E Team

COVID E Team Manager

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 57979 - 024D3)

Gazetted: 18 July 2022

Closing Date: 25 July 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.

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 024D3 and Req ID 024D2. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. Under minimal direction this position provides management to the COVID E Team and supports the Digital Health Record Project. This position will action management of administration team, conduct risk assessments for staff, oversee liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the Senior Director of COVID E Team.

ABOUT YOU

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

Behavioural Capabilities

Being flexible and adaptable in a changing environment.

You will be an outstanding communicator, able to drive collaboration and inclusion.

Your resilience will see you through the challenges and help you navigate the dynamic and urgent nature of the job.

Position Requirements/Qualifications:

Must have Australian Health Practitioner Regulation Agency (AHPRA) Registration.

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

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: Denise Lamb 0419992983 denise.lamb@act.gov.au

Deputy CEO

Strategy and Governance

Assistant Director, Assembly Liaison Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36820 - 024CJ)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Assistant Director, Assembly Liaison Officer (ALO) works closely and collaboratively with the Senior Director, Policy, Planning and Government Relations, the Directorate Liaison Officer (DLO) and Executive Officers to plan and coordinate Canberra Health Services government business, Cabinet and Assembly matters including the legislation program, appointments, Question Time Briefs, presentation and debate of Bills, tabling of papers, Ministerial Statements, and responses to Motions. This position reports to the Senior Director, Policy, Planning and Government Relations.

DUTIES

Under direction of the Senior Director, Policy, Planning and Government Relations, you will:

Provide high level advice and support to Canberra Health Services Executives and staff on matters relating to government, Cabinet and Assembly business.

Manage, coordinate, and contribute to development of documents for Assembly and Cabinet, including quality assurance of all documentation.

Critically examine Assembly and Cabinet documents for issues relevant to Canberra Health Services and determine appropriate actions.

Manage the Assembly program and compliance with government procedures.

Lead the Government Relations team, including daily business and HR management, and work closely with and support the Directorate Liaison Officer.

Represent Strategy and Governance and Canberra Health Services at relevant internal and external forums.

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

ABOUT YOU

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

Behavioural Capabilities

- Strong relationship management skills and experience
- Effectively communicate with a wide range of stakeholders.
- Flexible to accommodate change, with critical thinking and analysis.
- Communicate complex matters to a wide range of audiences.
- A sense of humour.

Position Requirements/Qualifications:

Desirable:

- Knowledge, acquired either through formal studies or work experience in relation to Cabinet, Assembly and machinery of government processes.

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

- Undergo a pre-employment National Police Check.

Contact Officer: Josephine Smith (02) 5124 9564 josephine.smith@act.gov.au

Cancer and Ambulatory Services

Cancer Supportive Care

Senior Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21036 - 02442)

Gazetted: 20 July 2022

Closing Date: 5 August 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

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Ability to provide consultation, supervision and training of other staff, as directed

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' experience working professionally in social work is preferred.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Erin Wells 0466322676 Erin.Wells@act.gov.au

Director of Allied Health - Allied Health Adult Inpatients

Adult Mental Health Unit

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31734 - 0243F)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, their carers and the other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for the people requiring extended mental health assessment and/or treatment initiation

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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

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

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful 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 client's needs

Ability to work collaboratively as part of a multidisciplinary team.

Position Requirements/Qualifications:

Relevant Qualifications

Degree in Social work

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

Registration under the working with vulnerable people ACT 2011

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

Current passenger Vehicle 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:

Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening and vaccination processes against specific infectious diseases

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

Undergo a pre-employment National Police Check.

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

Contact Officer: David Warren 02 51245401 David.Warren@act.gov.au

Nursing, Midwifery and Patient Support Services

Nursing, Midwifery and Patient Support Services

Patient Support Services

Director Patient Support Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 24840 - 024ES)

Gazetted: 20 July 2022

Closing Date: 5 August 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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website: www.canberrahealthservices.act.gov.au

Located on the Canberra Hospital campus, the Office of Nursing and Midwifery and Patient Support Services will consult and partner with the Executive Directors of clinical services on nursing and midwifery issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

The Office of Nursing and Midwifery and Patient Support Services will play a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS; including setting the strategic, professional and workforce-oriented agenda.

ABOUT YOU

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Behavioural Capabilities

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

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

Position Requirements/Qualifications:

Desirable:

Extensive experience working in hospital setting.

Management experience.

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

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

Prior to commencement successful candidates will be required to:

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 three months with the possibility of extension.

Contact Officer: Kellie Lang 512 48129 Kellie.Lang@act.gov.au

Adult Acute Mental Health Services

Adult Acute Mental Health Services Inpatient Services

Nurse Unit Manager , Adult Acute Mental Health Services Inpatient Services

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22396 - 024BQ)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Adult Acute Mental Health Services (AAMHS)

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

AAMHS incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Unit (LDU). It is expected that in this position you will, under limited supervision, provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the AAMHS inpatient units. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. In this position, you will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations that impact on the work environment and the health care team. This position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for MHSSU/12B, AMHU LDU and AMHU High Dependency Unit (HDU) to ensure optimum service delivery and best practice across the service. This position will be actively involved in workforce development across the expanding inpatient service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the CHS values of Reliable, Progressive, Respectful and Kind.

This is a full-time position working Monday to Friday based in AMHU.

The Nurse Unit Manager reports directly to the Assistant Director of Nursing AAMHS inpatient units and is responsible for human resources.

ABOUT YOU

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Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

Mandatory

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

Have a minimum of 3 years' experience working as a Registered Nurse in Australia

Desirable

Hold a current drivers license

Experience with rostering and recruitment

Experience with Human Resource management

Recent experience in a mental health setting

Holds, or working towards, a post graduate qualification

Note: This is a temporary position available for three months with the possibility of extension and/or permanency. this is a fulltime position working Monday to Friday. Successful candidate/s maybe selected based on 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.

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

Cancer and Ambulatory Support

Radiation Oncology Clinical Group

Radiation Therapist Area Supervisor

Radiation Therapist Level 4.2 \$140,460 - \$143,995, Canberra (PN: 11992 - 024GI)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding regions cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

The Radiation Therapist Area Supervisor (Planning) will work in close partnership with both the Director and Deputy Director of Radiation Therapy to optimise resource utilisation, workflow, efficiency and patient experience. With a strong focus on patient centred care the position is responsible for ensuring the safe, effective and efficient operation of the designated area, ensuring compliance with all relevant legal requirements, standards, codes of practice, procedures and policies.

From time to time, at the discretion of the Director and/or Deputy Director of Radiation Therapy, the occupant of this position may also be rotated to the at level position, Radiation Therapist Area Supervisor (Treatment).

ABOUT YOU

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Behavioural Capabilities

Adaptability, decisiveness, and perseverance.

Problem solving and change capable.

Ability to build strong relationships.

Position Requirements/Qualifications:

A recognised tertiary qualification in Radiation Therapy, with a minimum of 7 years postgraduate experience.

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

The successful applicant will need to be available for occasional weekend on-call 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.

Desirable:

High level of proficiency using Eclipse Treatment Planning System

Contact Officer: Martin Seng (02) 5124 2284 Contact Officer Number (02) 5124 2284 martin.seng@act.gov.au

Acute Allied Health Service

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28714 - 024EC)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Overview of the work area and position:

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

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

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

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

DUTIES

Under limited direction of the Social Work Manager you will perform clinical social work duties at Canberra Health Services. You will:

Provide a high level of appropriate skilled clinical assessment and psychosocial interventions across a range of clinical areas, including individual and group work to consumers and carers.

Exercise independent professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation or modification.

Liaise with patients, carers and service providers, to enhance and improve clinical outcomes and develop partnerships for health promotion and other service activities identified in the business plan.

Actively contribute to the supervision and education of staff and students. Actively participate in supervision, continuing professional development and performance management.

Actively contribute to the implementation of clinical governance activity, quality improvement projects, research programs and health promotion in areas relevant to service.

Actively participate in team meetings, complete clinical and administrative data collection and case records to a consistent high standard.

Practice in accordance with the professional body's code of conduct, practice standards and organisational guidelines and legislative requirements.

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

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

Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work, including eligibility for the AASW.

Minimum of three years' experience working professionally in Social Work is preferred.

Hold a current driver's license.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services 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)

Note: This is a temporary full-time position available for a period of 13 months with possibility of permanency.

Contact Officer: Patrice Higgins 51242316 Patrice.Higgins@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Tuggeranong Mental Health

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31329 -024CI)

Gazetted: 20 July 2022

Closing Date: 27 July 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

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website: www.canberrahealthservices.act.gov.au

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

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:
Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

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

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

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students. The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service. Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

HP3: Minimum of 3 years (ideal 5 years) post qualification

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 3 years (ideal 5 years) post qualification

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Minimum of 3 years (ideal 5 years) post qualification

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:

Hold a current driver's licence

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Siji George (02) 5124 1468 siji.george@act.gov.au

eHealth and Informatics

Digital Health Record Project

CHS DHR Readiness Allied Health Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 54723 - 024C0)

Gazetted: 20 July 2022

Closing Date: 3 August 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

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website: www.canberrahealthservices.act.gov.au

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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 communication skills, and capacity to develop collaborative relationships with stakeholders.

Strong organisational skills, and ability to plan, prioritise and organise work to achieve performance objectives.

Adaptable and flexible to accommodate changing demands.

Self-motivated with the ability to work autonomously while being a great team player.

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications in a CHS recognised Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable

Working knowledge of the healthcare system, including knowledge about the allied health workforce.

- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.

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 immediately until 21 December 2022 with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kerri McGufficke (02) 5124 9332 Kerri.McGufficke@act.gov.au

People and Culture

Workforce Capability

Transition to Practice Program Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12852 - 024EH)

Gazetted: 20 July 2022

Closing Date: 3 August 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

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

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

The purpose of this role is to work in partnership with clinical teams from across the health service to support the transition of new nurses from student to graduate.

The CHS Transition to Practice Program (TPPP) for Enrolled and Registered Nurses is a 12-month structured program designed to provide a smooth transition from student to registered practitioner via orientation workshops, clinical and professional support, feedback and guidance during the first year of clinical practice in the workforce. This program is facilitated by WC.

TPPP Clinical Development Nurses (CDNs) provide one on one bedside teaching, clinical support, ongoing evaluation, and feedback for graduate nurses and team across a diversity of clinical areas within CHS.

The Level 2 CDN is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff. The role also works closely with clinical educators and managers across Divisions to support the learning, development and psychosocial needs of TPPP nurses.

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

ABOUT YOU

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 (including simultaneously managing and prioritising multiple issues) with a high degree of drive
- An ability to work respectfully in partnership, with a range of stakeholders, while simultaneously demonstrating leadership
- Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses.

Position Requirements/Qualifications:

Mandatory:

- Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulatory Agency.
- Extensive clinical experience, minimum of 3 years postgraduate.
- Experience in the development and facilitation of education and clinical assessments including clinical debrief.
- Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.
- Current Drivers Licence

Desirable:

- Current clinical experience as a CDN is highly desirable.
- A postgraduate qualification in a nursing specialty, leadership or clinical education.
- Experience in development, delivery, and evaluation of quality improvement projects.
- A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Helen Cutler (02) 512 47097 Helen.Cutler@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nursing

Clinical Development Nurse (South)

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29931 - 024C8)

Gazetted: 19 July 2022

Closing Date: 2 August 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

POSITION OVERVIEW

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

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

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

ABOUT YOU

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Behavioural Capabilities

Ability to lead by positive example including mentoring and provision of education

Organisational and time management skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Position Requirements/Qualifications:

- Relevant registered or eligible for registration qualifications and a minimum of 4 years' clinical experience with community nursing / primary health care experience, and relevant post graduate qualifications is preferred. Must hold a current Australian drivers' licence,
- You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS • Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Relevant Certificate in training and assessment or have successfully completed train the trainer courses, with CHS.

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

- Undergo a pre-employment Police check.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Contact Officer: Nicole Shiels (02) 5124 1276 Nicole.Shiels@act.gov.au

Rehabilitation, Aged and Community Services

Community Nursing

Nurse Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 20638, several - 024GC)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

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

A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

ABOUT YOU

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Behavioural Capabilities

Hold a Current driver's license.

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

Position Requirements/Qualifications:

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

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

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

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

Note: This is a temporary position available for six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

Contact Officer: Alan Merritt 0431 729 667 alan.merritt@act.gov.au

Pathology

Anatomical Pathology

Histology - Senior Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21277 - 024E6)

Gazetted: 20 July 2022

Closing Date: 29 July 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

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 Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Mortuary and Administration (medical secretaries). The successful applicant will supervise the histology team of the Anatomical Pathology laboratory managing the day-to-day diagnostic and other technical tests and procedures including troubleshooting of instrumentation and Quality Control processes, staff training and procedural reviews for service. The successful candidate will be required to participate in the after-hours roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to details, reliable and punctual

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

Position Requirements/Qualifications:

Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 5 (five) years' experience working professionally in an Anatomical Pathology laboratory is preferred.

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 be available for occasional weekend and after-hours work, and participate in the on-call roster.

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.

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: Mary Brun (02) 5124 2876 mary.brun@act.gov.au

Women, Youth and Children

Clinical Support and Projects

Neonatology Clinical Support Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19896 - 024FL)

Gazetted: 20 July 2022

Closing Date: 3 August 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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service (NAPSS) and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

DUTIES

Under limited direction of the Clinical Support Manager you will perform the role of Clinical Support Nurse, Neonatology.

You will:

Lead the planning, development, implementation and evaluation of learning programs and education which may include facilitation of programs at a tertiary level to ensure programs meet the training and education needs of clinical nursing staff.

2. Review and evaluate clinical practice identifying staff development needs including advancement to Registered Nurse/Midwife Level 2, and educational strategies required to initiate appropriate change.

3. Promote high-quality, long-term health outcomes for neonates within the organisation and wider region by participating in policy development and research within a quality framework.

4. Participate in the CHS performance management program including orientation of staff on probation, facilitation of the Introduction to Neonatal Nursing Course for new graduates and transition staff commencing employment within the Department of Neonatology and actively participate in own self development and educational needs.

5. Engage with NSW Health Perinatal Network to establish professional links and peer support contacts to ensure a sustainable relationship between ACT and NSW Neonatal care facilities. To establish and maintain links to professional organisations such as the Australian College of Neonatal Nurses (ACNN).

6. Identify and facilitate achievable and measurable quality improvement initiatives and research projects in collaboration with research, nursing, medical and allied health clinicians to review and maintain evidence-based work practices and presenting outcomes at the national and international level.
7. Works within current legislative guidelines and appropriately models a commitment to CHS values and the provision of a safe working environment.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant Post graduate qualifications in Neonatal Nursing qualifications is preferred.

- Be eligible for registration with the Nursing and Midwifery Board through 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.

Note: This is a temporary position available from September 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.

Contact Officer: Joelle Martinoski (02) 6142 6360 Joelle.A.Martinowski@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41198 , several - 024AK)

Gazetted: 20 July 2022

Closing Date: 5 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 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.

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 1 years' post-qualification experience working professionally in respective field.
- 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).

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.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Simone Clarke (02) 5124 3133 Simone.Clarke@act.gov.au

Division of Women Youth and Children

Maternity

Project officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57571 - 024DJ)

Gazetted: 19 July 2022

Closing Date: 4 August 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The preterm birth prevention initiative was implemented in 2019 with the aim to safely lower the rate of preterm births across the territory and surrounding areas in southern NSW. The initiative included the new preterm birth prevention clinic, new clinical guidelines, and an outreach education program. The ACT initiative is influenced by

the Preterm Birth Prevention Alliance objectives and includes a multidisciplinary team of Obstetricians, sonographers and a midwife. The preterm birth prevention clinic sits within the Foetal Medicine Unit in the Maternity and Gynecology Outpatients department, Centenary Hospital for Women and Children. The Project Officer will coordinate the development, implementation and evaluation of programs, health promotion activities and quality improvement projects relating to preterm birth prevention. Working in partnership with the multidisciplinary team, under direction from the Clinical Director, the project officer will play a key role in ensuring key objectives are delivered in consultation with all relevant stakeholders. The project officer is a full-time position (part-time will be considered). Hours of work are Monday to Friday, not including public holidays. The position operates within the Foetal Medicine Unit at the Centenary Hospital for Women and Children.

ABOUT YOU

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Behavioural Capabilities

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

- Think strategically
- Leadership, negotiation, and motivation.
- Work across boundaries with flexibility to changing demands and priorities
- Pragmatic and practical, hands-on approach to achieving project timelines

Position Requirements/Qualifications:

Mandatory:

- Expertise and experience in the development, implementation and evaluations of programs and quality improvement projects.

Highly desirable:

- Background in midwifery, medical or other health discipline.
- High level quantitative research and data analysis skills.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment Police check.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 12 months, with possibility of extension up to 2 years with the possibility of extension and/or permanency.

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

Contact Officer: Boon Lim (02) 5124 7583 boon.lim@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24082 - 024H4)

Gazetted: 19 July 2022

Closing Date: 2 August 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

POSITION OVERVIEW

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

Oral Health Services 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. Under the direction of the Dental Laboratory Manager, the Dental Technician is primarily responsible for provision of high-quality Dental Laboratory services as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine Dental Laboratory services, providing individual or group service delivery whilst promoting and delivering positive patient outcomes.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Well-developed critical thinking and self-reflection skills

Promote a commitment to high quality customer service principles, practices and attributes

High level of professionalism

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in Dental Technology or equivalent.

Desirable:

- Two years work experience as a qualified Dental Technician.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

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

Contact Officer: Christine Hezkial 0466 794 139 Christine.hezkial@act.gov.au

Acute Allied Health Services

Acute Occupational Therapy

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),

Canberra (PN: 40880 - 024C1)

Gazetted: 19 July 2022

Closing Date: 4 August 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.

Acute Occupational Therapy based at the Canberra Hospital needs to fill an Allied Health Assistant position. We need an enthusiastic staff member willing to apply their knowledge in the acute hospital and offer a supportive environment with opportunities to grow and develop your skills. This position supports our Occupational Therapy team and will experience a broad range of clinical areas first hand.

The Acute Occupational Therapy team are a friendly and supportive group of professionals with a passion for clinical excellence and the organisational values. You will be a motivated Allied Health Assistant (AHA2) willing to rise to the challenge of clinical work in a fast paced environment. To apply for the position please follow the directions in the position description and be sure to address the “what you require” section in full.

This recruitment round will be used to create a merit list to fill any permanent or temporary positions that may arise in the next 12 months.

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Occupational Therapy staff 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.

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

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

As an Allied Health Assistant, you will play a key role in providing support to therapists, and service delivery under direction within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. While engaging in clinical supervision this will be at a level suitable to your development needs and commensurate with experience.

Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from an Occupational Therapist. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your curriculum vitae (two pages) and written responses to Selection Criteria. The results of this recruitment round may be used to fill any similar additional vacancies as they occur.

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:

Good organisational skills.

Being responsive and accommodating of clients’ needs.

An active participant in a team environment

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Allied Health Assistance or recognised equivalent.

Current Drivers Licence.

Working With Vulnerable People Card.

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a part-time permanent position available at 29.4 hours per week and the full-time salary noted above will be paid pro-rata.

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

Clinical Services

Acute Allied Health Services

Medicine

Diabetes and Endocrinology

Diabetes Booking and Scheduling Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21855 - 024G0)

Gazetted: 19 July 2022

Closing Date: 26 July 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: <https://www.health.act.gov.au/>

Under general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

This position will report to the Office Manager of the Diabetes and Endocrinology Service.

ABOUT YOU

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Behavioural Capabilities

Efficient

Team Player

Reliable

Position Requirements/Qualifications:

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. For more information on this position and how to apply "click here"

Women

Specialist 1-5 / Senior Specialist - Obstetrics and Gynaecology Medical Unit Director

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 20555 - 024BX)

Gazetted: 19 July 2022

Closing Date: 11 August 2022

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

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POSITION OVERVIEW

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Maternity Services for Women and Babies

Paediatrics and Children's Health

Neonatology

Community Health Programs for women and families

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

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

DUTIES

Under direction of the Executive Director and with professional accountability to the Executive Director Medical Services through the Divisional Clinical Director, the role of the Medical Unit Director is responsible for the operational management and clinical leadership of the Department of Obstetrics and Gynaecology.

The role participates actively in the Division's leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The role will attract a level two management allowance and is open to staff specialists currently working at Canberra Health Services (or otherwise advertised). The role of Unit Director is for an advertised tenured for a period between one and three years, however as an appointed additional role to a staff or senior staff specialists' substantive position, the Executive Director may end the tenure of a director following consultation. In addition to your responsibilities as a staff specialist you will be responsible to the Executive Director for the Division of Women, Youth and Children.

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Executive Director – Women, Youth and Children's Health Services through an Individual Learning and Development Plan. This position will be accountable to the Clinical Director of WYC on professional matters relating to medical staff.

The Medical Unit Director and the Assistant Director of Nursing and Midwifery will work in partnership to ensure high quality outcomes for the people who use the service. In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

In conjunction with the Executive Director – WYandC, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

It is expected that approximately 50% of the Medical Unit Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Under limited direction, you will:

Provide clinical services to patients and clients and participate in the clinic and on-call rosters for the service, ensuring that service delivery targets for patient flow, access and discharge planning are met.

Provide clinical direction, leadership, planning and evaluation for a multidisciplinary service -including protocols for admission/discharge, expert clinical opinion and effective clinical risk management particularly in complex and sensitive cases.

In conjunction with the Assistant Director of Nursing and Midwifery (ADONM), actively engage in quality and safety activities, guideline development, service redesign and model of care development and appropriate clinical governance structures are in place for the Department and the Division.

Identify and facilitate professional development and training requirements for medical and other clinical staff within the Department and the Division. Ensuring that Performance Agreement for all medical staff are kept up to date.

In collaboration with the Clinical Director and the Executive Director – Division of WYC, ensure timely recruitment of medical staff and effective line management of medical staff including rostering, leave planning and performance management.

Co-ordinate teaching, training and clinical research within the Department. Provide input into ministerial briefs, coronial briefs and complaint resolution as required.

Take an active part in budget planning and financial management with other members of the Division's leadership team.

Undertake other duties appropriate to this level of classification and within the approved scope of clinical practice which contribute to the operations of the section.

ABOUT YOU

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Behavioural Capabilities

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

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong leadership skills and role modelling of respectful behaviours consistent with the Service's vision and values. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement. Effective communication skills and the ability to develop and maintain networks across CHS and with external parties.

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Demonstrated experience in the management of clinical services is highly desirable.

Current drivers' licence.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Medicine

Ward 6A

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29949 - 023T3)

Gazetted: 19 July 2022

Closing Date: 2 August 2022

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Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Ward 6A is a busy 32-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Ward 6A.

ABOUT YOU

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Behavioural Capabilities

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Desirable:

Certificate IV in Training and Assessment

three years post graduate experience

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

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

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

Undergo a pre-employment Police check

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

Contact Officer: Catherine Clift 51244217 Catherine.Clift@act.gov.au

Finance Business Intelligence

Health Information Services

Clinical Forms Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45760 - 024GZ)

Gazetted: 19 July 2022

Closing Date: 26 July 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

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 for 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 (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

The Clinical Records Forms Office is responsible for maintaining the Clinical Forms Register and coordinating the design, development, review and approval of clinical records forms, stickers, labels and templates. This includes managing electronic forms and user interactions with the electronic clinical record application.

This position is responsible for managing and overseeing the creation and distribution of clinical forms. This position requires an in-depth working knowledge Australian Standards AS2828:2019 and of all procedures related to document clinical record management and legislation around privacy.

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:

Attention to detail

Good communication skills

Can work effectively within a team environment

Problem-solving skills

Good organisational skills

Ability to adapt to changes and acquire new skills and explore new technologies

Position Requirements/Qualifications:

Desirable:

Previous experience and/or qualification in graphic design or using desktop publishing software such InDesign

Experience in the use and development of clinical record forms
Knowledge or understanding of electronic forms and their development
Understanding of design processes and principles

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Robyn Lunt (02) 5124 3331 robyn.lunt@act.gov.au

Medicine

Nursing

Discharge Liaison Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28248 - 024BV)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

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

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POSITION OVERVIEW

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Canberra Health Services Division of Medicine Inpatient wards provide care to patients across the division including: Gastro-medical; Respiratory / Cardiology/Endocrinology/Rheumatology; Infectious diseases/Neurology/Stroke; and Renal/General Medicine. The successful applicants will be expected to work Monday to Friday, business hours.

ABOUT YOU

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Behavioural Capabilities

- Excellent interpersonal and communication skills
- 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:

Desirable:

- 3 years post graduate experience
- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Margaret Hermes 0402 965 467 Margaret.Hermes@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

Industry Engagement and Strategic Relations

Marketing

Marketing Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 35349)

Gazetted: 19 July 2022

Closing Date: 26 July 2022

Details: Are you a passionate and motivated marketing professional looking for a rewarding and engaging role? Have a knack for working collaboratively with all stakeholders to ensure the audience is at the centre of all you do? Do you have an eye for detail and flair for coordinating events? Then we want you!

Canberra Institute of Technology (CIT) is on the hunt for an experienced and motivated marketing coordinator, someone who is passionate about planning, coordinating and implementing creative and engaging marketing, advertising and promotional activities, with strong attention to detail, to help a busy marketing team to deliver on multiple priorities simultaneously.

If you're successful, your role in the team will be to plan and coordinate a range of activities which support a busy marketing division. You will be joining a fun, supportive and enthusiastic team. You will work closely with the team to assist the implementation of marketing activities across all CIT colleges and divisions to support the delivery of quality vocational education and training. The role works in a fast-paced environment with a focus on positive customer and stakeholder outcomes. We are looking for a dedicated and flexible team player who is passionate about vocational education and training, marketing and promotion.

This is a great opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to work across a range of varied tasks and projects.

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

Eligibility/Other Requirements: Relevant qualifications or experience in marketing, advertising, business or related discipline, along with experience in CMS and CRM systems and software, and knowledge of vocational education and training is desirable but not mandatory.

Notes: This is a temporary position available immediately for three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Applicants should submit a current curriculum vitae, a two-page pitch addressing the Selection Criteria as per the Position Description, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Sporcic (02) 6207 4073 Rebecca.Sporcic@cit.edu.au

Industry Engagement and Strategic Relations

CIT Training Initiatives

Administration Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 37058, several)

Gazetted: 14 July 2022

Closing Date: 28 July 2022

Details: An exciting opportunity is available for enthusiastic administrators to support the Training Initiatives Unit (TIU) at the Canberra Institute of Technology (CIT), based at CIT Reid.

Successful applicants will support the team's administrative requirements, including Australian Apprentices, other ACT Government training initiatives and Centralised Class Reference Number (CRN) Creation and Timetabling. As an Administration Officer you will have an eye for detail and accuracy, the ability to work collaboratively, be a great communicator and confidently engage stakeholders.

Notes: These are six-month temporary positions available until 6 January 2023 with a possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

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: If you are interested in becoming a CIT Administration Officer to support the work of TIU, take a look at the attached Position Description and submit a two-page pitch as to why you think you would be a good fit for the position. Provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Frey (02) 6207 4202 Bettina.Frey@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

Economic Development

National Arboretum Canberra and Stromlo Forest Park

GIS and Data Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 34672)

Gazetted: 18 July 2022

Closing Date: 1 August 2022

Details: The National Arboretum Canberra and Stromlo Forest Park Branch is inviting candidates interested in data capture and Geographic Information Systems (GIS) to submit an Expression of Interest (EOI) to fill a short term temporary vacancy within the team.

Key responsibilities of the position include:

Develop, maintain, and coordinate GIS and other databases to support the functions of the National Arboretum Canberra and Stromlo Forest Park along with operational and asset data programs.

Carry out and coordinate project work as required, including data collection, database development, and map preparation.

Coordinate and support GIS capability for the National Arboretum Canberra and Stromlo Forest Park, by liaising with staff, stakeholders, and other agencies as required.

Assist in the development of support systems to enable the adoption of GIS technology and data management as a decision support tools in public land management at the National Arboretum Canberra and Stromlo Forest Park.

Contribute to National Arboretum Canberra and Stromlo Forest Park initiatives and undertake other related tasks as directed.

Note: This position does not involve direct supervision of staff.

The ideal candidate:

Has demonstrated experience and technical skills relevant to the capture, compilation and quality assurance of infrastructure and landscape asset information.

Has experience and capability using Geographic Information Systems Software, for example, ArcGIS Desktop, ArcGIS Server, ArcGIS Online and FME.

Can understand and resolve complex technical issues, use initiative and identify and implement process improvements.

Has demonstrated experience and capability using online content management, communication, and data visualisation systems such as Sharepoint and PowerBI.

Has high-level interpersonal skills, including communication (oral and written), negotiation, liaison and representation skills, and the ability to provide authoritative technical advice.

Possesses the ability to consistently produce high quality work within agreed timeframes.

Has the ability to learn quickly, be flexible, and a capacity to work in an environment of change.

Is committed to the ACT Government Respect, Equity and Diversity Framework, Workplace Diversity and Participative Work Practices, and Work Health and Safety Policies.

For further details, please refer to the attached position description or contact the contact officer at amalie.shawcross@act.gov.au

Notes: This is a temporary position available immediately for five months with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. Selection may be based on EOI and referee feedback only.

How to Apply: Your EOI should take the form of a maximum 500 word pitch (in Word or PDF); along with a current CV and contact details of 1 referee. Your pitch should outline why you are interested in the role, and describe your experience relative to the position's responsibilities and capabilities.

Applications should be sent to the Contact Officer.

Contact Officer: Amalie Shawcross (02) 6207 7603 Amalie.Shawcross@act.gov.au

Inclusion in Cyber Internship

Generic , Canberra (PN: Cyber Internship)

Gazetted: 14 July 2022

Closing Date: 13 July 2022

Details: The first ACT Government Inclusion in Cyber Internship for women, including trans women, will be held in partnership with CIT students and graduates of the Certificate IV in Cyber Security. Interns will be placed in the ACT Cyber Security Centre and gain work experience in both the Cyber Security Operations Centre and the Governance, Risk and Compliance team. The internship will help you secure a role with the cyber security industry and aims to assist in addressing the gender imbalance in the cyber security workforce. The Inclusion in Cyber Internship is an equal opportunity program consistent with the management strategy under section 26 of the *Public Sector Management Act*.

The ACT Cyber Security Centre provides Whole of Government security services for information assets and critical business functions, including operations, investigations, governance, risk management, compliance auditing and strategic advice. Interns will work under the daily general direction of their buddy and have with weekly sessions with a mentor.

Interns will be work with a cyber security analyst for each rotation of two months. During this time interns will:

be proactive and willing to learn new cyber skills quickly,

Demonstrate strong oral and written communication skills

Be able to collaborate with and across teams

Work alongside your mentor to conduct risk assessments, investigations and manage incidents

When: Four-month internship from August 2022 - December 2022. Employment will not be guaranteed following the conclusion of this internship.

Location: While the office is in Gungahlin, we have a hybrid workforce with time spent working remotely and in the office.

Hours: The internship is a fulltime opportunity. If you have circumstances that prevent you from working fulltime, please discuss this with the contact officer.

Eligibility: Available to CIT students or graduates of Certificate IV in Cyber Security (copy of results or certificate).

Identify as a woman (a statutory declaration is acceptable if identity documents are unavailable). Interns must be Australian citizens or permanent residents. Due to the nature of cyber security, successful interns will be required to further background checks before commencing employment to obtain and hold a CMTEDD Baseline security clearance.

To apply send your CV (max 3 pages) and one page pitch to sally.maher@act.gov.au outlining why you want to work in cyber security and what you could bring to the role.

For more information contact Sally Maher, Senior Director, Cyber Strategy and Governance, on

sally.maher@act.gov.au or 6207 1055.

Contact Officer: Sally Maher 6207 1055. sally.maher@act.gov.au

Economic Development

Sport and Recreation

Sports Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49477)

Gazetted: 14 July 2022

Closing Date: 21 July 2022

Details: The ACT Academy of Sport (ACTAS) is seeking an enthusiastic and dynamic Sports Administration Officer to join our ACTAS administration team. The successful applicant will work with the ACTAS senior leadership team, performance service providers, coaches, athletes, and stakeholders.

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

Eligibility/Other Requirements: Relevant high performance sport knowledge (either as an athlete or administrator), experience with front of office environments and working with service providers. For the successful applicant and prior to commencing this role you are required to hold or complete a: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Current CPR and First Aid Certificate

Level 2 Sport Integrity Australia (SIA) Certificate (2022 update)

Australian Institute of Sport (AIS) Site User Agreement and application for Security Pass

Notes: This is a temporary position available immediately for 12 months with possibility of extension and/ or permanency. Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months.

ACTAS operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all ACTAS personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

How to Apply: Please provide a covering letter, supporting statement of no more than two pages addressing skills knowledge and experience and behavioural capabilities outlined in the Position Description; along with your current curriculum vitae and details of two referees.

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

Contact Officer: Andrew Stainlay (02) 6207 4396 Andrew.Stainlay@act.gov.au

OneGov Service Centre

Shared Services, Finance Services

Financial Applications Support

System Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07468)

Gazetted: 14 July 2022

Closing Date: 21 July 2022

Details: Chief Minister, Treasury and Economic Development Directorate – Shared Services, Finance Services is seeking expressions of interest from suitable candidates to undertake the role of the System Administrator. The role will be System Administrator within the Financial Application Support Team (FAST), a section comprising up to fifteen team members and will support the Directors and Senior Director by undertaking finance-based tasks including the support, development, integration and governance of the Territory Financial systems. The position works closely with stakeholders within and external to Shared Services to ensure the services delivered are relevant, meet current requirements and prepare for future and emerging needs.

Notes: An order of merit may be established from this selection which may be used to fill future identical vacancies over the next 12 months either on a temporary or permanent basis.

How to Apply: Applicants should provide a no more than two-page pitch addressing the requirements set out at "What You Will Do" and "What You Require" from the Position Description, their curriculum vitae and two written referee reports.

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

Contact Officer: Elaine Temby (02) 6205 3810 Elaine.Temby@act.gov.au

Economic Development

Skills Canberra

System Analysis and Design Team

Data Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34461)

Gazetted: 14 July 2022

Closing Date: 28 July 2022

Details: Manage the main business system functions for Skills Canberra. This includes the design of specifications, analysing functionality and engagement with external developers and stakeholders.

Notes: This is a temporary position available from 14 July for period of up to six months, with possibility of permanency.

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

How to Apply: Please provide a written response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Marshall (02) 6207 0450 Brian.Marshall@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Portfolio Management

Service Development and Service Support Agreements Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14537)

Gazetted: 15 July 2022

Closing Date: 2 August 2022

Details: The Customer Engagement Services Branch (CESB) is seeking applications for a permanent SOGC (Assistant Director) role in the Service Portfolio Management team.

The Service Portfolio Management team is growing, as is the function of the Service Development and Service Support Agreements Manager therefore we are looking for someone is ready to hit the ground running.

Who are we looking for someone?

with an enquiring mind that can liaise and communicate effectively with stakeholders of varied backgrounds and management levels – DOTS technical teams, Directorate technical teams, Business owners, DOTS Executive Branch Managers and Executive Group Managers.

who can understand complex Business Services/Systems and ICT environments and how ICT provides support for them.

who can identify gaps, risks/issues, and cost of service.

who has the skill to gather the information required and to clearly articulate the ICT support required for each Business service in written documentation.

What qualities do you need to have?

Knowledge of or experience managing large and complex IT environments.

High level written and verbal communication skills.

Strong interpersonal skills, including the ability to relate well to customers and technicians, and establish a rapport to produce quality outcomes.

Good 'hunter gatherer, archaeological and constructions' skills - with the ability to ask pertinent questions, dig deeper for answers and collate information from many and varied sources.

The ability to identify gaps, risks and costs in services and service delivery.

Knowledge of the Infrastructure Technology Information Library (ITIL) framework and Service Delivery.

A typical day may include

Working 1-on-1 or leading workshops with multiple business and technical stakeholder with the objective of developing new or reviewing existing Service Support Agreements.

Developing and / or refining the common understanding of a Service.

Building RACIs to define roles and responsibilities.

Identifying gaps in support.

Identifying and defining risks and issues.

Working closely with our clients and technicians.

Identifying transitional activities for the uptake of Services to Business-As-Usual (BAU).

Building Documents of Understanding (DOU's) on each of the DOTS technical 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: ITIL qualifications would be highly advantageous

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

How to Apply: If you want to know more about the role before applying, please contact Melanie Hobbs. If you think you have what it takes to be successful in this role, please submit a two-page pitch addressing the Professional / Technical Skills and Knowledge outlined in the attached Position Description, providing examples of your work experience. Please also submit a copy of your curriculum vitae along with two referee contacts, one being your current manager.

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

Contact Officer: Melanie Hobbs (02) 6207 1281 Melanie.Hobbs@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.

Procurement ACT

Goods and Services Procurement Branch

Whole of Government Contracts and Category Management Team

Category Management Practitioner

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03852)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The Contracts and Category Management team within Procurement ACT is looking for an individual who is able to provide high levels of customer service to a broad range of Directorate and Agency personnel as well as external stakeholders. The primary role requires full time management of the Travel Enquires inbox and providing support and operating within the online travel booking and form of payment systems. The role requires significant data management of multiple Microsoft and online data bases to ensure that the arrangements work efficiently. To thrive in the position, you are a person who is organised, self-motivated, responsive, shows initiative, and sound judgement. You are able to think on your feet and work effectively under pressure, within competing deadlines and in a changing environment to deliver high-quality advice and outcomes that align with the relevant arrangements. As part of the Contracts and Category Management team, you will have the opportunity to be involved in arrangement transitions or refreshes as well as focusing on enhancing reporting and communication activities to support the outcome of a range of whole of government arrangements.

Having procurement or contract management experience is desired but you may also have strong core skills which can be successfully applied/transferred to the procurement and contract management environment.

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

Notes: Selection may be based on application and referee reports only. This position is in 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 a copy of your curriculum vitae and respond to each of the selection criteria in a maximum two-page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Philpott (02) 6205 5021 Elizabeth.Phippott@act.gov.au

Revenue Management Group

ACT Valuation Office

Valuer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58092, several)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The ACT Valuation Office operates as an in-house provider of valuation and advisory services to the Revenue Management Group. Our primary function is to deliver annual statutory valuation advice for use in the calculation of rates and taxes.

We have several new Valuer positions available. To be successful you will be able to demonstrate current and relevant statutory valuation experience.

An understanding of working within government would be highly regarded.

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 tertiary qualifications and current Certified Practising Valuer (CPV) status with a recognised professional valuation institute or equivalent

Demonstrated valuation experience in rating, acquisitions and Crown Lease variations will be highly regarded

Current driver's licence

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

How to Apply: Applicants should provide a written response outlining skills and experience against the Professional/Technical and Behavioural capabilities outlined in the What You Require section of the attached Position Description. A current curriculum vitae and details of two recent referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carlo King (02) 6205 4863 Carlo.King@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Services

Recruitment Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 08099)

Gazetted: 14 July 2022

Closing Date: 24 July 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 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: There are several temporary opportunities available now for up to six months with the possibility of extension up to 12 months and permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Eligibility/Other Requirements: Experience within professional customer facing environments and/or government administration will be highly regarded.

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.

Economic Development

Skills Canberra

JobTrainer

Assistant Director - JobTrainer Fund

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52211)

Gazetted: 18 July 2022

Closing Date: 25 July 2022

Details: Skills Canberra is looking for a highly motivated and conscientious person to work in the ACT JobTrainer team.

JobTrainer is an initiative established in 2020, under agreement with the Australian Government to provide free vocational education and training to young people aged 17-24 and jobseekers in areas of employment growth following the COVID-19 pandemic.

The successful applicant will play a leadership role in managing implementation, reporting and evaluation of the ACT JobTrainer fund.

To be successful in this role you must be effective in working in a collaborative team, and in a fast paced and at times, pressured environment. You will need expertise in program development and implementation, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of external and internal stakeholders.

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

Notes: This is a temporary position available from 16 August 2022 for six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have designated workstation/desk. Our workforce are currently working between home and the office when possible. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please submit a two-page pitch outlining how your skills, knowledge and behaviour, in relation to the duties/responsibilities listed in the Position Description make you the best person for this role. Please also submit your up-to-date curriculum vitae and contact details for two referees.

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

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

ACT Insurance Authority

Risk, Insurance and Governance

Manager ICT and Data

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56049)

Gazetted: 20 July 2022

Closing Date: 25 July 2022

Details: Do you have experience in managing information systems and providing analytical reporting services in either the private or public sector environment? Do you have excellent problem-solving skills and find that you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive, and motivated individual who has a passion for knowledge sharing, systems, data integrity, and utilising reporting to achieve operational and strategic objectives.

Reporting to the Director, Governance, Analytics and Relationships, the Manager ICT and Data is responsible for assisting with the development, implementation, and delivery of a suite of reporting for internal and external stakeholders, using innovative analysis and synthesis of complex data to identify trends and patterns.

We are looking for an individual with excellent attention to detail and a demonstrated ability to meet deadlines, who can communicate clearly and effectively with a wide range of stakeholders. You will be a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness, in line with the ACT Public Service values.

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:

Selection may be based on written application and referee reports only. Applicants must be current ACTPS employees, external applicants will be not considered.

This is a temporary position available immediately for up to six weeks. This position is available to ACT Government officers and employees only.

How to Apply:

Interested applicants are requested to submit a two-page pitch addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications are to be sent directly to the Contact Officer.

Contact Officer: Colleen Chapman (02) 6205 7904 Colleen.Chapman@act.gov.au

WCAG

WSIR

PS WHS and wellbeing

WHS Advisor - Audit and assurance

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52463)

Gazetted: 18 July 2022

Closing Date: 1 August 2022

Details: Workplace Safety and Industrial Relations (WSIR) is looking for a suitably skilled person to join the Public Sector Work Health, Safety and Wellbeing team. As a member of this team, you will be responsible for meeting objectives related to the whole of government work health and safety audit and assurance program.

The successful applicant will be required to schedule, organise and conduct internal work health and safety audits. This role will need to collaborate with a wide range of internal stakeholders so well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be an asset.

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

Notes: This is a temporary position available immediately for 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. 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: In two pages or less tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should also submit your curriculum vitae and the contact details of two referees who have 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 referee details.

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

Contact Officer: Rebecca Parton (02) 6205 9482 Rebecca.Parton@act.gov.au

Economic Development

Assistant Director, Strategy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50008)

Gazetted: 18 July 2022

Closing Date: 3 August 2022

Details: Skills Canberra is inviting candidates interested in strategic skills policy to submit an application for the role of Assistant Director, Strategy in the Skills Strategy team starting 31 July 2022. The role involves working on strategies and policies that will shape the future vocational education and training and skills development in the ACT.

You will work in a small and dynamic team, applying your brilliant problem solving skills, alongside your love for collaboration and innovation to make a real difference 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.

Note: This is a temporary position available immediately up until 31 May 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: If you are interested to apply, please submit a response stating your suitability against each selection criteria (up to two pages). Please also provide your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nazia Ahmed (02) 6207 9461 Nazia.Ahmed@act.gov.au

Economic Development

Strategic Policy

Director, Strategy and Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 34431)

Gazetted: 20 July 2022

Closing Date: 2 August 2022

Details: Strategic Policy is seeking an experienced Director. The successful applicant will be responsible for providing high quality and integrated policy advice across economic development matters and identified collaborative projects. The applicant will need a strong record of improving business results through innovative approaches and history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

Strategic Policy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people.

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

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

How to apply: Please submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Kate Starick (02) 6205 9828 Kate.Starick@act.gov.au

Finance and Budget Group

Financial Reporting and Framework Branch

Director - Accounting Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33231)

Gazetted: 19 July 2022

Closing Date: 4 August 2022

Details: Are you an accounting professional looking for an escape from traditional number crunching? Do you have a demonstrated knowledge of ACT Government accounting and financial governance frameworks?

This role is not your traditional number based financial reporting focussed position. You will have the opportunity to use your skills to work predominately on conceptual accounting issues and advice by developing and managing accounting policy, financial frameworks and providing accounting advice on a wide breadth of issues in the ACT Government.

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

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

The successful applicant will be required to give strategic and robust advice, and will have the ability to independently exercise initiative, have excellent communication skills, use sound judgement and be flexible in

handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. Well-developed written and oral communication skills, including leading liaison and negotiation with key stakeholders are also required.

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

Eligibility/Other Requirements

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

Membership of a professional accounting body would be highly desirable.

Notes: Selection may be based on written application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

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

Applications should be submitted via the Apply Now button below.

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

Revenue Management

Compliance

Business/Technical Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49926)

Gazetted: 19 July 2022

Closing Date: 2 August 2022

Details: We are looking for a talented, capable and driven individual to play a key role to assist in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by the Business Intelligence (BI) team. Supporting the BI team, the Business/Technical Analyst will work well in a small team while establishing and maintaining productive relationships with business and ICT stakeholders to acquire in-depth understanding of relevant processes and the data gathered.

Eligibility/other requirements:

Relevant tertiary qualifications and/or professional qualifications in mathematics/statistics, science, or equivalent disciplines. Alternatively, be able to demonstrate experience in business/technical analysis and/or relevant subject matter.

Notes: This is a temporary position available until October 2023 with the possibility of extension and/or permanency

How to apply: In no more than 1000 words, please respond to the selection criteria in the position description.

Please include a current curriculum vitae and the names of two referees.

Contact Officer: Ting Zhang (02) 6205 4218 Ting.Zhang@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Regulatory Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17942)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

Details: Do you have experience in managing and developing complex policy? Do you have excellent problem-solving skills and thrive in a dynamic policy environment? Do you have strong interpersonal skills and enjoy working in a lively and dedicated team? Then this may well be the perfect job for you!

We are looking for an enthusiastic, positive, and motivated professional who has a passion for improving workers' compensation and work health and safety outcomes for Canberrans.

The Regulatory Policy section is responsible for managing the legislative framework for workers' compensation, work health and safety, dangerous goods and industrial relations. The section works to ensure these frameworks operate efficiently and support reductions in the health, social and economic impact of work injury, working closely with a number of internal and external stakeholders.

As an Assistant Director, you will work independently and in a small team managing workers' compensation policy. You will promote a structured approach to policy, legislation, and regulation project delivery, support coordination of and engagement with stakeholders, and coordinate the delivery of papers, briefs and a variety of other written material.

We are looking for a policy-focused individual with excellent attention to detail and a demonstrated ability to meet deadlines, who has good communication and stakeholder management skills to collaborate with government and industry stakeholders. You must be able to write concisely and effectively for a broad range of audiences and be capable of engaging with technical information to inform considered policy development. Experience with and knowledge of the ACT's workers' compensation policy framework is preferred.

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

Eligibility/Other requirements: Tertiary qualifications or relevant experience in workers' compensation and public policy would be highly desirable.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gemma Godwin (02) 6207 0416 Gemma.Godwin@act.gov.au

Corporate

People and Capability

Workforce Data and Analytics

Director Workforce Data and Analytics

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50027)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

Details:

As the Director of the Workforce Data and Analytics team you are responsible for the planning, development and management of initiatives that enhance the directorate's ability to make informed, evidence-based decisions about our workforce and workforce related projects. This role combines strategic and operational analysis and reporting that supports measurable workplace outcomes.

You will lead a small team, and work with a range of stakeholders, to enable this. Your work will expand and enhance our HR business intelligence services to leaders and staff to help them achieve their people management responsibilities and strategic workforce objectives.

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

How to Apply: Please submit a maximum two-page response, outlining your suitability for the role, and claims against the capabilities required for the position.

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

Contact Officer: Steven Wright (02) 6207 1356 Steven.Wright@act.gov.au

Access Canberra

CUEP

Electrical Inspections

Electrical Inspector

Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 20540, several)

Gazetted: 20 July 2022

Closing Date: 19 August 2022

Details: Access Canberra Electrical Inspections team is looking for an electrician with extensive experience in the electrical industry undertaking electrical inspections and verification of electrical installations. The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community. Electrical inspectors work a 9-day fortnight, with some allocated overtime. The successful applicant is also required to be part of an after-hours On-Call roster for which an allowance is paid.

Eligibility/Other requirements: You will need to have or be eligible for an ACT Unrestricted Electrical Licence, and a Drivers Licence.

Notes: There is one permanent position available from early November and a second expected vacancy available from January 2023. 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 determined through Application, Interview and Assessment

How to Apply: Applicants must ensure they provide

a completed Application Coversheet;

a personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description;

your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mosslar (02) 6207 7941 Michael.Mosslar@act.gov.au

WCAG

Strategy and Transformation Office

Senior Director, Strategy and Transformation

Senior Officer Grade A \$157,201, Canberra (PN: 30486)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The human brain can process visuals 60,000 times faster than it processes text, discerning an image in just 13 milliseconds. In today's big data-saturated landscape, government must organise and simplify data to foster an improved understanding of mass information to drive better policy development and outcomes.

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities.

The Senior Director, STO, Leads the Strategy and Transformation Office.

This person will be responsible to the Executive Branch Manager, Strategy and Transformation Office and the Secure Local Jobs Code branch. The Senior Director will be responsible for all aspects of the STO's activities. The STO is managed in a Matrix Management environment. There is considerable cross-branch collaboration between the Secure Local Jobs Code branch and the Senior Director of the Secure Local Jobs Code branch.

The role will require building and owning strategic relationships with advisers and stakeholders through the project stages. In addition, the Senior Director, STO, will work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government, including Cabinet, Ministers, Directors-General, and senior ACTPS executives. The Senior Director of the STO is heavily involved in the mentoring and coaching of all STO staff and, ultimately, is responsible for transferring the STO methodology to all STO team members.

Success in this role demands strong attention to detail and analytical orientation, exceptional communication skills, and a highly developed collaborative nature. Experience and ability to work within a project-based Matrix management working environment are highly desirable.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. This is for you if you're looking for a role where no day is the same.

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

Notes: This is an ongoing position. The successful applicant may be determined by application and referees only.

How to Apply: Submit a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role. A merit pool will be established from this process and used to fill future identical vacancies over the next 12 months. The successful applicant may be determined by application and referees only.

Applicants are strongly encouraged to contact the contact officer to discuss the role before applying.

Applications should be sent through the APPLY NOW button.

Contact Officer: JenA Campbell (02) 6207 3867 JenA.Campbell@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

Children Youth and Families

Children and Families

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 19722)

Gazetted: 19 July 2022

Closing Date: 5 August 2022

Details: Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists, and early childhood educators, and are designed to provide a range of support programs to assist parents, carers and young children (pre-birth to 8 years).

The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

Eligibility/Other requirements: Essential qualifications and experience:

Applicants must possess a relevant degree e.g. Social Work, Psychology and be eligible for registration with relevant professional board.

At least three years post qualification experience in a relevant field of case management working with children and families.

Current drivers' licence is essential.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Additional information

Educational, suitability and professional qualification checks may be carried out prior to employment.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection method: Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than four pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Hutchinson (02) 6207 8228 Joe.Hutchinson@act.gov.au

Children Youth and Families

Children and Families

Child and Family Centres

Child and Family Worker

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07499)

Gazetted: 19 July 2022

Closing Date: 5 August 2022

Details: Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists, and early childhood educators, and are designed to provide a range of support programs to assist parents, carers and young children (pre-birth to 8 years).

The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

Eligibility/Other requirements: Essential qualifications and experience:

At least three years' experience in a relevant field of case management working with children and families. Currents drivers' licence is essential.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly Desirable Qualification and Experience

A relevant degree in a closely related field (e.g.early childhood education, social science/welfare)

Additional information

Educational, suitability and professional qualification checks may be carried out prior to employment.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection method: Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than four pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Hutchinson (02) 6207 8228 Joe.Hutchinson@act.gov.au

Housing ACT

Infrastructure and Contracts

Infrastructure Delivery

Director, Infrastructure Delivery

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 58045, several)

Gazetted: 18 July 2022

Closing Date: 1 August 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for several dynamic Directors to join our Infrastructure Delivery team.

As a senior leader within Housing ACT, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role supports the Senior Director to deliver design and construction projects marked for redevelopment as part of the public housing growing and renewing program and is responsible for providing appropriate support and guidance for the delivery of the Capital Works program. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver the capital works program on behalf of the Commissioner for Social Housing. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

The position collaborates with various teams throughout Housing ACT to share information, ensuring the project-built form meets the changing needs of Housing ACT tenants. Building and maintaining relationships, both within Government and outside, especially with the design industry, is an important part of the position's responsibilities. The ideal candidate has demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. 12 Months with the possibility of extension and/or permanent appointment

Notes: This is a temporary position available immediately for 12 Months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response of no more than two pages addressing the selection criteria found in the Position Description, plus a current curriculum vitae and referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Briar Champness (02) 6207 8917 Briar.Champness@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54030)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The Infrastructure and Contracts branch of Housing ACT are seeking a motivated Finance Officer to join our busy Capital and Strategy team.

The position is responsible for ensuring the appropriate, accurate and complete recording of Capital Program transactions and events, as well as the reporting of Capital Program performance to branch and directorate executives, and to Treasury.

The position will also be responsible for the development, monitoring and maintenance of Capital Program budgets, the timely provision of data to the Finance section for end of month processing will be an important responsibility, along with the processing of Capital Program invoices and works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings.

More information can be found in the position description.

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 for a period of 12 months with the possibility of extension and/or permanency.

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

How to Apply: Applicants are to submit a written response, in the form of an Expression of Interest, addressing the Selection Criteria in no more than two pages along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Roxanne Willkom (02) 6207 3351 Roxanne.Willkom@act.gov.au

Corporate Services

Organisational Governance

Ministerial and Cabinet

Senior Director

Senior Professional Officer Grade A \$157,201, Canberra (PN: 58105)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The Community Services Directorate is seeking a professional and highly motivated Senior Director, Ministerial and Cabinet to lead the Organisational Governance team. Reporting to the Executive Group Manager, Corporate Services, the Senior Director will be responsible for the provision of timely, coordinated and high-quality advice, liaison and support services.

Responsibilities will include the management of the Legislation Program, leading and coordinating for the Budget Estimates and Annual Report Hearings, and Subordinate Legislation including management of responses to Scrutiny of Bill Committee for the directorate.

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: To be successful in this role, you will have strong leadership, communication and interpersonal skills, be adaptable and flexible and demonstrate the ability to effectively manage current and emerging priorities in a dynamic and fast paced environment whilst maintaining high work standards and service excellence.

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

Applications should be submitted via the Apply Now button below.

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

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

South Weston Woden

Garran Primary School

School Leader B

School Leader B \$154,033, Canberra (PN: 57867)

Gazetted: 19 July 2022

Closing Date: 15 August 2022

Details: Garran Primary has a growing multicultural enrolment and an articulate community that has high expectations for student care and academic achievement. The school is currently engaged in a process to modernise the school campus, with new facilities predicted to open in 2025. Next year will be the beginning of a new five-year strategic plan with the remainder of 2022 focussing on developing in consultation with the staff and community aspirations for the next school improvement period.

Garran Primary is seeking a collaborative and motivated school leader with outstanding interpersonal skills to lead learning with a focus on P-2 and Early Childhood. Qualifications to teach and lead Early Childhood, knowledge of the Early Years Learning Framework, NQS standards and compliance is essential. The position requires proficiency in managing compliance and duties within tight time frames and a high level of organisation and attention to detail. Working collaboratively with the leadership team to support student wellbeing, pedagogy and curriculum

across the school are key components of the role. This role will have a teaching load, shared responsibility for relief day-to-day staffing, timetabling and leading teams as well as other duties as determined by the Principal. The successful applicant will;

Demonstrate exemplary interpersonal skills with the ability to navigate difficult conversations with positive outcomes.

Lead Early Childhood curriculum development and intervention approaches to diagnose and support individual needs in the early years of learning, and oversee NQS standards, procedures and compliance.

Lead parent engagement initiatives in partnership with the PandC to engage families and support transitions.

Lead professional learning to embed the Garran Primary instructional leadership model and school classroom practices with a focus on literacy, numeracy, and analysis of data.

Demonstrate expertise in managing student complex needs, challenging behaviours, student engagement and wellbeing P-6 in collaboration with the leadership team.

Demonstrate success in meeting time frames and have attention to detail to complete rosters, timetables, compliance, and staffing.

Support the Principal and leadership team in the design, promotion and delivery of the new strategic priorities and school modernisation.

Demonstrate an interest and ability to drive innovative approaches in leading STEM initiatives that impact on school performance and student outcomes

Eligibility/Other Requirements: Qualifications to teach and lead Early Childhood, knowledge of the Early Years Learning Framework, NQS standards and compliance is essential. Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is an ongoing permanent position starting Week 8, term 3 2022. 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

How to apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and Application Coversheet with three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Priest (02) 6205 5844 Jenny.Priest@ed.act.edu.au

Service Design and Delivery

Universal School Support

Careers and Vocational Pathways

Pathways Programs Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09480)

Gazetted: 18 July 2022

Closing Date: 1 August 2022

Details: The Careers and Vocational Pathways team in the USS branch has responsibility for the day-to-day operations that support Career Education, Transitions, and VET in the ACT. This includes: development and implementation of quality systems that support innovation and growth in VET for secondary schools; processes to support continuous system improvement; and the assurance of conformity to applicable statutory and regulatory requirements.

The Pathways Programs Coordinator will work in collaboration with ACT public schools and the Directorate's Early Childhood Education Unit to understand the relationships and services required for schools to support the development of personalised pathways for students, with a focus on career education and transitions.

You will develop resources, programs, guidelines, and provide advice regarding transitions and career education across the student years. You will also be required to establish and maintain effective networks and work collaboratively with parent and industry groups to build strong and vibrant links that promote career education and transitions support for students in the ACT.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements. They will work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across the Directorate to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle competing priorities. You are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other requirements:

Permanent resident of Australia.

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

HIGHLY DESIRABLE

Hold a current *Certificate IV in Career Development*, or *Graduate Certificate in Career Development Practice*.

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

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Sealey (02) 6205 7052 Timothy.Sealey@act.gov.au

University of Canberra High School Kaleen

Executive Teacher for Science and Agriculture

School Leader C \$132,293, Canberra (PN: 18453)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: University of Canberra High School Kaleen (UCHSK) 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. The successful applicant will develop strong professional relationships and work collaboratively with all members of the school community to ensure the success of all UCHSK students.

Job Description:

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 Science/Agriculture Professional Learning Team (PLT) / faculty with a focus on high levels of learning for all students, collaboration and results driven practice.

Lead and manage the collection and analysis of critical school data and coordinate responses, in support of whole-school strategic priorities and improved student outcomes.

Support student social and emotional learning within a PBL and Restorative Practices framework.

Undertake an appropriate teaching load and other duties as determined by the principal.

Eligibility/Other Requirements: A minimum of 4 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 directly via the Apply Now button below.

Contact Officer: Daniel Mowbray (02) 6142 0490 Daniel.Mowbray@ed.act.edu.au

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

School Improvements

Tuggeranong Network

Lanyon High

Maths and Science Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 08626)

Gazetted: 14 July 2022

Closing Date: 21 July 2022

Details: Lanyon High School is located in Tuggeranong with a student population of just over 450 students. The school is committed to flexible learning and ensuring academic growth for all students in all subject areas. Staff are a committed professional learning team that is dedicated to school improvement and creating a positive school community. We are seeking a dynamic and highly motivated educator, who has demonstrated skills and knowledge teaching Mathematics and Science. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI). Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Contact Officer: Jessica Klein (02) 6142 1800 Jessica.Klein@ed.act.edu.au

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

School Improvement

Tuggeranong Network

Lanyon High

English and HaSS Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 47554)

Gazetted: 14 July 2022

Closing Date: 21 July 2022

Details: Lanyon High School is located in Tuggeranong with a student population of just over 450 students. The school is committed to flexible learning and ensuring academic growth for all students in all subject areas. Staff are a committed professional learning team that is dedicated to school improvement and creating a positive school community. We are seeking a dynamic and highly motivated educator, who has demonstrated skills and knowledge teaching English and Humanities and Social Sciences (HaSS), to a range of student abilities.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI). Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Contact Officer: Jessica Klein (02) 6142 1800 Jessica.Klein@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Hawker College

Deputy Principal

School Leader B \$154,033, Canberra (PN: 04130)

Gazetted: 14 July 2022

Closing Date: 31 July 2022

Details: Hawker College is a senior secondary college committed to learning and wellbeing progress for every student. We have high expectations for engagement and participation, academic performance and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

The school priorities are:

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students. Hawker College is seeking a highly motivated, compassionate, adaptable and innovative educational leader to join the Executive team as Deputy Principal (SLB) and to work in a collaborative partnership with the Principal.

Job Description

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board.

Build the instructional leadership capacity of the School Leader Cs to lead effective teaching and learning, including Professional Learning Teams (PLTs).

Provide high level leadership in curriculum and pedagogy, staff and student wellbeing, assessment and certification, and school improvement.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Develop and manage productive staff relationships through supervising and coaching, and work as a collaborative and effective leader of teams in the college.

In conjunction with the Principal, be responsible for student management; and the maintenance of positive parent, community and stakeholder relations.

Lead the collection, analysis, interpretation and reporting of college data for school improvement.

Accept responsibility for a range of school wide administrative functions including BSSS processes and policy compliance, enrolments and transitions, college reports and timetabling.

Deputise for the Principal as required.

Notes: A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Lyndall Henman (02) 6142 0355 Lyndall.Henman@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Evatt Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57973)

Gazetted: 18 July 2022

Closing Date: 25 July 2022

Details: This position 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.

The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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 your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. 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: Michael Hatswell (02) 6142 1643 Michael.Hatswell@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

Environment

Resilient Landscapes

Biosecurity and Rural Services

Vertebrate Pest Officer

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 58065)

Gazetted: 20 July 2022

Closing Date: 8 August 2022

Details: The Biosecurity and Rural Services team has an exciting, temporary opportunity for an enthusiastic, self-motivated person to join our team based at Stromlo depot. You will assist with implementing proactive pest animal control programs across ACT conservation estate and rural lands, predominately focussed on implementing the ACT wild dog control program.

The position involves independent work in remote areas and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, neighbouring NSW private landholders and government agencies.

This position works 10 days on, 4 days off roster, involves the use of firearms, animal traps and vertebrate pesticides. It is not a fire designated position.

Notes: This is a temporary position available immediately until 30 June 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Interviews can be conducted via an online platform, if required.

How to Apply: Please answer each selection criteria with no more than 300 words per criteria and attach a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Director - External Budgeting, Projects Reporting and Cost Accounting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44759)

Gazetted: 19 July 2022

Closing Date: 12 August 2022

Details: The position of Director – External Budgeting, Projects Reporting and Cost Accounting is a challenging and demanding role responsible for managing the financial aspects of a broad range of multi-disciplinary, complex projects and building costing models. It manages the directorates external budget process and delivery of the external budget by working closely with Treasury and staff across the directorate.

The Director – External Budgeting, Projects Reporting and Cost Accounting is a senior member of the Strategic Finance Team and currently reports to the Senior Finance Director.

Eligibility/Other requirements: Mandatory:

Qualifications in Accounting or a related field

Highly Desirable:

Full membership or progress towards membership of CPA Australia or Chartered Accountants Australia and New Zealand

Relevant Government experience in external budgeting or a related field.

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

How to Apply: To apply please complete the online application form and attach both:

A two-page pitch outlining the skills, expertise and experience you will bring to the role
A Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6207 0619 Stuart.Wall@act.gov.au

**Suburban Land Agency
Development Delivery
Molonglo Critical Infrastructure
Senior Project Manager
Infrastructure Officer 5 \$163,315, Canberra (PN: 47522)**

Gazetted: 18 July 2022

Closing Date: 25 July 2022

Details: The Suburban Land Agency (the Agency) is seeking applications for the role of Senior Project Manager within the Molonglo Critical Infrastructure Projects Section.

Reporting to the Development Director Infrastructure, the Senior Project Manager will be responsible for the successful delivery, from inception to project completion, of studies, reports, designs, construction management and advice relating to major capital works projects (high voltage electricity, sewer ventilation and major stormwater) and utility services issues.

This includes:

Planning, design, procurement, construction and commissioning of major electricity, sewerage and stormwater infrastructure projects;

Management of multi-disciplinary major civil engineering projects, including coordinated staging and management of projects and contracts within programs;

Procurement of consultants and contractors for civil design and civil construction works and negotiation of complex procurement agreements in accordance with Territory Government Policies;

Developing and managing major civil engineering contracts in accordance with Territory Government Policies;

Managing key stakeholders associated with project delivery including approval authorities, asset owners, community and industry groups and the SLA Executive and Board;

Program Governance, including financial and risk management and reporting;

Project management and the use of software packages including Microsoft Project;

Representing the SLA at high level meetings and with the community in relation to projects including presentations, explanation and negotiation skills.

Eligibility/Other requirements: Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

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

Notes: This is a temporary position available immediately for two years with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are required to submit a short application outlining relevant skills and experience in no more than two pages, as well as a current curriculum vitae and the name of contact details of two referees by the closing time. Selection may be based on written application and referee reports only.

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

Contact Officer: Simon Tennent (02) 6205 4961 Simon.Tennent@act.gov.au

**Office of Water
ACT Healthy Waterways
Data Analyst and Engineer
Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57999)**

Gazetted: 15 July 2022

Closing Date: 16 August 2022

Details: ACT Healthy Waterways is seeking a Data Analyst and Engineer to develop data and analytics processes and solutions to meet requirements across the entire data lifecycle. The role will support the technical aspects of data extract, transformation, analysis and reporting within the ACT Healthy Waterways team. This will include

developing automated processes and test scripts to support continuous improvement, as well as supporting the development of dashboards and analytics to inform decision making.

ACT Healthy Waterways is an ambitious program that aims to improve waterway condition through a range of activities that affect water quality and quantity. The position will also work with other EPSDD sections and Directorates to support better natural resource management.

Eligibility/Other Requirements:

A degree or diploma of an Australian tertiary institution or a comparable overseas qualification—and/or equivalent experience, e.g. in consulting—appropriate to the duties of the position. Post-graduate qualifications in a related field is an advantage.

A current ACT or equivalent driver's licence.

Notes: This is a temporary position available immediately until 30 June 2025. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a two-to-three-page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria including Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Danswell Starrs (02) 6207 7032 Danswell.Starrs@act.gov.au

Office of Water

ACT Healthy Waterways

Senior Water Modeller

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57998)

Gazetted: 15 July 2022

Closing Date: 16 August 2022

Details: ACT Healthy Waterways is seeking a Water Resource Modeller to establish well-calibrated and validated water quantity and quality models for the ACT, and to use these to explore the benefits of various urban and rural water management scenarios. The models will underpin catchment plans for managing water quality in some of Canberra's major urban sub catchments and sedimentation issues in some of the ACT's rural and conservation catchments.

ACT Healthy Waterways is an ambitious program that aims to improve waterway condition through a range of activities that affect water quality and quantity. The position will also work with other EPSDD sections and Directorates to support better natural resource management.

Eligibility/Other Requirements:

A degree or diploma of an Australian tertiary institution or a comparable overseas qualification—and/or equivalent experience, e.g. in consulting—appropriate to the duties of the position. Post-graduate qualifications in a water resource related field is an advantage.

A current ACT or equivalent driver's licence.

Notes: This is a temporary position available immediately until 30 June 2025. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a two-to-three-page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria including Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Ralph Ogden (02) 6207 2207 Ralph.Ogden@act.gov.au

Office of Water

ACT Healthy Waterways

Senior Catchment Planner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57997)

Gazetted: 15 July 2022

Closing Date: 16 August 2022

Details: ACT Healthy Waterways is seeking an experienced natural resource manager to fill the role of Catchment Planner. The Catchment Planner will create plans for managing water quality in some of Canberra's major urban sub catchments and to address sedimentation issues in some of the ACT's rural and conservation catchments. The catchment plans will provide decision-makers with achievable options for improving the environment of the ACT. ACT Healthy Waterways is an ambitious program that aims to improve waterway condition through a range of activities that affect water quality and quantity.

The Catchment Planner will also work with other sections in EPSDD and other Directorates to help harmonise the Healthy Waterways program with allied programs urban heat, urban biodiversity, Ngunnawal values, the management of public green space, the amenity of suburbs and resident's health and access to recreational opportunities.

Eligibility/Other Requirements: Highly Desirable:

A degree or diploma of an Australian tertiary institution or a comparable overseas qualification—and/or equivalent experience, e.g. in consulting—appropriate to the duties of the position.

A current ACT or equivalent driver's licence.

Post-graduate qualifications in a water resource related field is an advantage.

Notes: This is a temporary position available immediately until 30 June 2025. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a two-to-three-page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria including Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Ralph Ogden (02) 6207 2207 Ralph.Ogden@act.gov.au

Office of Water

ACT Healthy Waterways

Program Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58000)

Gazetted: 15 July 2022

Closing Date: 16 August 2022

Details: ACT Healthy Waterways is seeking a highly motivated Program Support Officer to contribute to the successful delivery of the program. ACT Healthy Waterways is an ambitious program that aims to improve waterway condition through a range of activities that affect water quality and quantity.

A Program Officer is sought to lead or contribute to various projects and processes. The position will also work with other sections in EPSDD and other Directorates to help harmonise the Healthy Waterways program with allied programs addressing urban heat, urban biodiversity, Ngunnawal values, the management of public green space, the amenity of suburbs and resident's health and access to recreational opportunities.

Eligibility/Other Requirements:

A degree or diploma of an Australian tertiary institution or a comparable overseas qualification—and/or equivalent experience, e.g. in consulting—appropriate to the duties of the position is highly desirable.

A current ACT or equivalent driver's licence.

Note: This is a temporary position available immediately until 30 June 2025. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

How to Apply: Applicants should submit a two-three page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria including Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ralph Ogden (02) 6207 2207 Ralph.Ogden@act.gov.au

Environment, Water and Emissions Reduction

Environment, Heritage and Water

ACT Heritage

Conservation Officer (Advice)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57562)

Gazetted: 15 July 2022

Closing Date: 2 August 2022

Details: ACT Heritage, within the Environment, Planning and Sustainable Development Directorate, is looking for a suitably qualified Conservation Officer (Advice) to assist ACT Heritage and the ACT Heritage Council in providing advice on the conservation and management of places and objects subject to *Heritage Act 2004* provisions, primarily relating to Aboriginal places and objects.

The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

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

How to Apply: Applicants should submit a pitch addressing the Selection Criteria with a maximum of 350 words per criterion, along with a current curriculum vitae and details of at least two referees.

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

Contact Officer: Meaghan Russell (02) 6205 5497 Meaghan.Russell@act.gov.au

Office of the Deputy Director-General, Planning and Sustainable Development

Planning and Sustainable Development

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33237)

Gazetted: 14 July 2022

Closing Date: 21 July 2022

Details: The Deputy Director-General Planning and Sustainable Development is seeking an enthusiastic and knowledgeable Executive Assistant to join the team. The Deputy Director-General has a wide range of responsibilities within the portfolio including, planning policy, building policy, land strategy, infrastructure planning, statutory planning, leasing, surveyor general, urban renewal, due diligence and direct sales. The role requires someone who can work in a fast-paced environment and in tune with matters from across the portfolio and the whole directorate. In the position you will work with the Executive Officer and wider support team, reporting to the Senior Director, Office of the Director-General. The position is required to manage the day-to-day operations of the Deputy Director-General Office, including diary and inbox management and coordination, assisting with the management of Ministerials and correspondence, meeting requests and stakeholder management and liaison. The successful applicant will be expected to develop an understanding of the work and directorate in fulfilling this role.

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.

If you require additional information about this role, please contact the Contact Officer.

Notes: This is a temporary vacancy available immediately from 1 August 2022 until 28 July 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be 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 a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae. You should nominate referees in your application.

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

Contact Officer: Brodie Ferson (02) 6205 4615 Brodie.Ferson@act.gov.au

Development Assessment Services and Support

Executive Branch Manager, Development Assessment Services and Support

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E1072)

Gazetted: 14 July 2022

Closing Date: 2 August 2022

Details: The Executive Branch Manager, Development Assessment Services and Support will provide leadership for the Development Assessment Section and also assist the Executive Group Manager, Statutory Planning in leading the wider Statutory Planning Division.

Essential qualities include exceptional judgement, risk engagement, ability to quickly grasp complex concepts and a determined focus on ongoing improvement in delivering the planning and development outcomes for the ACT, as well as a strong focus on maintaining integrity within the independent planning and land authority.

The Executive Branch Manager should be able to engage with legislation, competing interests of a planning and development context, work with stakeholders and be a leader in the delivery of good planning outcomes for the Canberra community.

As the Executive Branch Manager, Development Assessment Services and Support, you will take an Executive role within the Directorate and illustrate leadership and executive management skills, backed with the ability to support the culture and direction of the Directorate.

To apply: Applicants should submit a covering pitch for the role (maximum 2-3 pages), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities.

Your pitch, a copy of a current CV, and the name and contact details for two referees should be provided.

Applications should be sent to jobs@act.gov.au

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

Contact: The successful applicant will be engaged under a performance based contract for a period of up to 5 years. Applicants can seek further detail of the position through the contact officer. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: George Cilliers (02) 6207 6804 George.cilliers@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

Emergency Services Agency

Capability, Coordination and Support

Director, Procurement, Sourcing and Purchasing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41712)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

Details:

The Emergency Services Agency is seeking applications from experienced, self-motivated, and suitable individuals to fill the position of Director, Procurement, Sourcing and Purchasing.

The Director, Procurement, Sourcing and Purchasing will ensure timely, cost-efficient procurement and supply and purchasing of consumables, goods, vehicles relevant to the ESA's core functions, including clinical and non-clinical areas of the ACT Ambulance Service whole of government arrangements. As a key part of the role, you will need to build strong relationships with external suppliers and industry; as well as internal stakeholders across the broader ESA and ACT Government to ensure compliance with legislative requirements and JACS Directorate policy frameworks.

You will also be responsible for preparing complex procurement research and analysis, project implementation, ongoing contract management as well as high quality reports, briefs and correspondence to achieve optimal outcomes.

This position leads a small team ensuring best practice principles are utilised in meeting the needs of the ESA procurement and projects function.

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:

Certificate 4 or Diploma Procurement and Contract Management is highly desirable.

A 'C' Class Driver's licence is essential.

This position does not require a Working with Vulnerable People Check.

Notes:

Orders of merit: 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 method: Selection may be based on application and referee reports only.

How to Apply:

Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Oneale (02) 6207 8437 Maree.ONEale@act.gov.au

ACT Corrective Services

Offender Reintegration

Programs and Interventions

Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 35024)

Gazetted: 20 July 2022

Closing Date: 3 August 2022

Details:

ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to temporarily fill the Interventions Clinician (Health Professional 1/2) position, within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

The role may also support detainees with complex needs in the AMC who are not housed in the Women's Area or ACU.

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

Eligibility/ Other requirements

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require Working with Vulnerable People registration.

Recently graduated applicants, with less than 12 months paid experience in their discipline, are eligible to apply and will be paid at the HP1 classification until they have met the minimum 12 month requirement.

Occupational Therapist – Mandatory

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Social Worker – Mandatory

Degree in Social Work.

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

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

Applicants must have completed their internship and hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

Notes: This is a temporary position available for up to six months

How to Apply: To apply, applicants are required to submit three items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

Applications are to be submitted directly to the Contact Officer.

Note: This is a temporary position available

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

ACT Corrective Services

Offender Reintegration

Assistant Director, Supports and Interventions

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45564)

Gazetted: 19 July 2022

Closing Date: 26 July 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Specialist Communities (SOGC), Offender Reintegration, at the Alexander Maconochie Centre (AMC).

The successful applicant will manage and support staff in the delivery of programs and services within discrete communities with complex needs within the AMC, through sound knowledge of trauma informed practice and the principles of therapeutic intervention.

The occupant of this role will manage and support staff to engage with detainees using trauma informed practices to actively promote rehabilitation, community connections and reintegration.

Further to this, you will participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures. To be successful, 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. A clinical post-graduate qualification and experience in working within a multidisciplinary team is highly desirable, as you will be responsible for the leadership of the team.

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

Notes: This is a temporary position available immediately for up to six months.

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 technical skills and capabilities, a current curriculum vitae including the details of two referees.

Applications should be sent to actcspeopleandculture@act.gov.au

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

Emergency Services Agency

Capability Coordination and Support

Mechanical Technician

ESA Mechanical Technician Level 2 \$82,998 - \$95,123 (up to \$101,971), Canberra (PN: 03508)

Gazetted: 18 July 2022

Closing Date: 3 August 2022

Details: Do you get excited about fixing big trucks? Do you enjoy learning about the latest emergency equipment and vehicle technologies?

The Emergency Services Agency (ESA) is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Emergency Mechanical Technician Level 2.

If you aspire to aid public safety and want to assist with the strength of our Operational Services, then the Emergency Services Agency would love to hear from you.

This role entails daily tasks that enables our fleet to meet operational standards; this includes equipment advice, maintenance and engineering services while ensuring exceptional work health and safety standards. Your desire to excel will see you work on an array of vehicles and equipment large and small, to which you will be able to provide specialist technical advice.

This role also requires development of submissions, reports and correspondence related to the area of expertise, as well as quality record keeping in our software-based data storage systems.

You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

This position may involve direct supervision of staff.

Eligibility/Other Requirements:

Mandatory Qualifications required for this position are:

Cert III Automotive Mechanical Light Vehicle Trade;

OR

Cert III Automotive Mechanical Heavy Vehicle Trade (highly desirable);

OR

Cert III Automotive Electrical Technology;

OR

Cert III Mobile Plant Technology.

This position may require a Security Clearance and Background checks.

Driver's licence 'Class C' is essential.

Drivers license Class MR or HR will need to be obtained within 12 months of permanency in the position.

This position does require a pre-employment medical.

This position does require a Working with Vulnerable People Check.

Highly desirable:

Ability to operate vehicles and other mechanical equipment in the workshop's environment.

Possess a current unrestricted driver's licence.

Willing to work out of hours and be rostered on to undertake on-call duties.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Anthony Mallia (02) 6207 7137 Anthony.Mallia@act.gov.au

Legislation Policy and Programs

Criminal Law Group

Senior Policy Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51815, several)

Gazetted: 15 July 2022

Closing Date: 29 July 2022

Details: The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes a number of areas of criminal justice including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms regulation, unexplained wealth, principles of criminal responsibility, the construction and framing of offences in ACT legislation and counter-terrorism. The work is fast-paced and varied, with a collegiate team that is supportive of flexible working arrangements.

The Senior Policy Officer in this role will work across a number of the areas of work undertaken by the Criminal Law Branch, with any specific areas of interest or expertise accommodated, wherever possible. Key projects currently underway include work relating to the age of criminal responsibility, introduction of a new right to appeal, the implementation of the ACT Disability Justice Strategy and legal policy work to respond to the Sexual Assault Prevention and Response Steering Committee final report, *Listen: Take action to prevent, believe and heal*.

The Civil Law and Regulatory Branch develops and implements policy, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property; liquor, racing and gaming policy and a range of regulatory matters. The Senior Policy Officer in this role will work across a number of the priority areas of work undertaken by the Civil Law and Regulatory Branch.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

Notes: 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.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) that outlines their practical experience and include examples of their experience. The examples should explain to the panel how your previous experience would allow you to undertake the work of the Criminal Law Team (with reference to the professional and behavioural capabilities above). Applicants should also provide a current resume and the name and contact details of two referees, including a recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cate Allingham (02) 6207 0634 Cate.Allingham@act.gov.au

ACT Corrective Services

Office of the Commissioner

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35359, several)

Gazetted: 14 July 2022

Closing Date: 28 July 2022

Details: ACT Corrective Services (ACTCS) is looking for experienced and motivated individuals to join The Ministerial Support Unit (MSU) as a Senior Policy Officer (ASO6). Permanent and Temporary positions are available.

The successful applicant will develop and maintain networks across industry, government and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting ACT Corrective Services (ACTCS).

In addition, you will prepare and review relevant ministerial briefings, speeches and correspondence, including proof reading and critically examining documents and liaising with the respective Minister or Executive on any suggested amendments. Further to this, you will co-ordinate ACTCS input to external requests for information, Freedom of Information requests, complaints and liaising with other ACTCS business units and government agencies. To be successful in the role, the officer will need to be highly organised, have good attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and the public, while displaying sound judgement and an ability to adhere to tight timeframes.

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 working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences, or working towards such a qualification is desirable

Notes: These are temporary positions available immediately for six months with the possibility of extension up to 12 months and/ or permanency.

How to Apply: To apply, applicants are required to submit three items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

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

Contact Officer: Bregje Van Spijker (02) 6205 5589 Bregje.VanSpijker@act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Executive

Cladding Superintendent, Private Building Cladding Scheme

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 57982)

Gazetted: 20 July 2022

Closing Date: 8 August 2022

Details: An exciting opportunity has arisen in the Private Buildings Cladding Scheme in Major Projects Canberra.

The Private Buildings Cladding Scheme provides financial assistance to owners of eligible apartment buildings to remediate combustible cladding. The Cladding Scheme also provides practical assistance to building owners, by hosting a Register of Potential Suppliers which lists building professionals with qualifications, experience, licences and insurances to undertake cladding work.

The Cladding Superintendent will ensure building works are being completed in accordance with Cladding Scheme requirements, this will include conducting site inspections to provide active assurance that work health and safety, recycling and site safety requirements are being met.

The successful applicant will be a highly motivated leader within the team, promoting risk management and providing high level guidance and advice to staff. We offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level and make a difference to the safety of the Canberra community.

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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable

General Construction Induction Card (White Card) for working on a construction site.

Notes: This is a temporary position available immediately for up to two years, 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 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. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Sutton (02) 6207 0270 Paul.Sutton@act.gov.au

Suburban Land Agency

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

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

**Suburban Land Agency
Program Solutions
Sales and Client Services
Sales Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57096)

Gazetted: 18 July 2022

Closing Date: 25 July 2022

Details: Applications are sought for potential candidates for the position of Sales Officer at the Suburban Land Agency (the Agency), sitting within the Sales and Client Services team.

The Sales and Client Services team values innovative and creative ideas, respectful and informative communication, and motivation to drive projects from conception through to delivery. We:

manage the sales process for Agency sites and properties;

liaise with, and manage, client and stakeholder relationships to deliver quality customer service;

manage procurement panel arrangements for commercial and residential property agents and legal service providers.

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

Notes: This is a temporary vacancy available immediately up to 16 September with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description in no more than two pages and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Meagan Thompson (02) 6207 8617 Meagan.Thompson@act.gov.au

Transport Canberra and City Services

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

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

Executive Branch Manager, Capital Linen Services

Temporary Vacancy (asap until 5 August 2022 with the possibility of extension up to nine months)

Transport Canberra and City Services

Territory and Business Services

Position: E394

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 19 July 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, Capital Linen Services asap to 5 August 2022 with possibility of extension up to nine months.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13 m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

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

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Daniel Childs via email daniel.childs@act.gov.au by COB Tuesday 26 July 2022.

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 Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

City Services

Roads ACT

Road and Path Network

Senior Director, Road and Path Networks

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 23563)

Gazetted: 19 July 2022

Closing Date: 12 August 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.

We're looking for an experienced and enthusiastic person to join the Roads ACT team.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

The Road and Path Network unit looks after maintenance of traffic signals, traffic operations, on-road cycle lanes, community path network and car parks.

The successful candidate will exhibit technical expertise alongside executive-like capabilities. The position will provide high level advice to the Executive and contribute to and support the strategic direction of the City Services Division.

Network operation planning aims to guide the day-to-day operation and development of the road network. These management activities are regularly completed and documented through the development and implementation of Network Operation Plans (NOPs), which link policy objectives while managing competing transport and land use priorities.

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) is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is essential.

Experience working on traffic management networks is essential.

Relevant road traffic/design/construction industry experience is highly desirable (10 years).

Procurement, project management/contract management skills are highly desirable.

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Applications should include:

A response addressing the requirements for the points listed in Selection Criteria (WHAT YOU REQUIRE section) in the attached Position Description. Please limit responses to a maximum of one page per criteria.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Hubbard (02) 6213 0765 Benjamin.Hubbard@act.gov.au

Worksafe ACT

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

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

HR and Corporate

Senior HR Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48954)

Gazetted: 14 July 2022

Closing Date: 28 July 2022

Details:

WorkSafe ACT is a diverse and high performing Agency. We have an exciting opportunity for a suitably skilled, motivated and creative professional to join our growing Human Resources (HR) and Corporate team as a Senior HR Advisor.

Working independently, the Senior HR Advisor provides high level advice across all aspects of HR including performance management, learning and development, recruitment, work health and safety and workforce planning.

The ideal candidate will have strong communication and influencing skills, the ability to read and interpret employment legislation and policies, experience working in a similar HR role, and demonstrated ability to seek out innovative solutions to solve contemporary people management challenges.

In this role, you will manage competing priorities and be agile and adaptive to the changing environment by supporting the broader team and mentoring junior members to ensure key priorities are met.

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:

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

How to Apply:

Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the selection criteria under the Ideal Candidate section of the position description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

Enrolled Nurse Level 1 \$65,934 - \$70,443

Emily Afele, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Nitin Antony, Section 68(1), 17 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Leya- Anne Arnold, Section 68(1), 18 July 2022

Assistant in Nursing \$55,927 - \$57,820

Sandeep Brar, Section 68(1), 21 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Karley Britton, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Marisha Christian, Section 68(1), 14 July 2022

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

Louise Dickinson, Section 68(1), 21 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Joyce El Khaissi, Section 68(1), 21 July 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Georgia Gargan, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sophie Jobson, Section 68(1), 18 July 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Robert Kepe, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Daniel Lewis, Section 68(1), 21 July 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Siobhan Madden, Section 68(1), 14 July 2022

Technical Officer Level 1 \$62,599 - \$65,631

Gerald Malinao, Section 68(1), 7 July 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Tulene McCabe, Section 68(1), 18 July 2022

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Nicolas Mendez, Section 68(1), 21 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Joelle Poyzer, Section 68(1), 7 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Radha Prajapati, Section 68(1), 18 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Anne Reed, Section 68(1), 13 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jaison Sam Tharakan, Section 68(1), 18 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Archana Sanu, Section 68(1), 14 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Sarah Savage, Section 68(1), 18 July 2022

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Pratik Sharma, Section 68(1), 19 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Jennifer Sonter, Section 68(1), 18 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Nicole Somi, Section 68(1), 18 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Wai Voon, Section 68(1), 18 July 2022

Canberra Institute of Technology

Administrative Services Officer Class 3 \$68,685 - \$73,920

Deepika Herath, Section 68(1), 20 July 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 2 \$60,620 - \$66,939

Debra Astill, Section 68(1), 14 July 2022

Information Technology Officer Class 1 \$73,920 - \$84,144

Rhys Derwort, Section 68(1), 12 July 2022

Information Technology Officer Class 1 \$73,920 - \$84,144

Tim Higham, Section 68(1), 12 July 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Rob Marshall, Section 68(1), 14 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Petra McNeilly Rutledge, Section 68(1), 16 July 2022

Information Technology Officer Class 1 \$73,920 - \$84,144

Ettie Ul Haq, Section 68(1), 12 July 2022

Information Technology Officer Class 1 \$73,920 - \$84,144

Bogdan Wlodek, Section 68(1), 12 July 2022

Information Technology Officer Class 1 \$73,920 - \$84,144

Paul Wlodek, Section 68(1), 12 July 2022

Education

School Assistant 2 \$50,861 - \$56,161

Jason Doust, Section 68(1), 18 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Erica Gleeson, Section 68(1), 14 July 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Austin Langan, Section 68(1), 15 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Albert Lee, Section 68(1), 15 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rachel Winckle, Section 68(1), 18 July 2022

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Victoria Gapps, Section 68(1), 14 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Monika Lukasik, Section 68(1), 18 July 2022

Major Projects Canberra

Administrative Services Officer Class 4 \$76,255 - \$82,566

My Hue Truong, Section 68(1), 18 July 2022

Transport Canberra and City Services

Infrastructure Officer 1 \$75,792 - \$89,551

Amrit Adhikari, Section 68(1), 18 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Stephanie Cox, Section 68(1), 18 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Talbot Dimsey, Section 68(1), 21 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Matthew Hartley, Section 68(1), 13 July 2022

Infrastructure Officer 1 \$75,792 - \$89,551

SWADESH KHATRI, Section 68(1), 18 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Daniel McCallum, Section 68(1), 21 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Ash Musgrave, Section 68(1), 21 July 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Kunal Shah, Section 68(1), 11 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Deepen Sharma, Section 68(1), 21 July 2022

TRANSFERS

Canberra Health Services

Lauren Blyton

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 18178) (Gazetted 11 March 2022)

Jillian Harrison

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 40996) (Gazetted 17 June 2022)

Caitlyn Izzard

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 28296) (Gazetted)

Suvekshya Ranabhat

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 16368) (Gazetted 11 March 2022)

Chief Minister, Treasury and Economic Development

Nigel Karunanayake

From: Information Technology Officer Class 1 \$73,920

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development, Canberra (PN. 17551) (Gazetted 27 July 2021)

Community Services

Douglas Dobing

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 57342) (Gazetted 26 April 2022)

Environment, Planning and Sustainable Development

Katherine Macpherson

From: Senior Officer Grade A \$157,201

Canberra Health Services

To: Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 55426) (Gazetted 17 January 2022)

Transport Canberra and City Services

Manish Gaha

From: Assistant in Nursing \$53,867

Canberra Health Services

To: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services, Canberra (PN. 54963) (Gazetted 10 February 2022)

PROMOTIONS

ACT Health

Digital Solutions Division
Technology Operations
Support, Architecture and Software Hub
John Amsteins

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Health
To: Information Technology Officer Class 2 \$91,315 - \$104,509
ACT Health, Canberra (PN. 57464) (Gazetted 19 May 2022)

Corporate and Governance
Governance and Risk
Audit, Procurement and Risk
Courtney Attwood

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Health
To: †Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 57648) (Gazetted 21 June 2022)

Digital Solutions Division
Technology Operations
Support, Architecture and Software Hub
James Blount

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Health
To: Information Technology Officer Class 2 \$91,315 - \$104,509
ACT Health, Canberra (PN. 57465) (Gazetted 19 May 2022)

Digital Solutions Division
Digital Solutions
Technology Operations
Francisco Colarte

From: Information Technology Officer Class 1 \$73,920 - \$84,144
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 51087) (Gazetted 2 May 2022)

Population Health Division
Centre for Health and Medical Research
Alison Oakleigh

From: Senior Officer Grade C \$114,928 - \$123,710
Education
To: †Senior Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 50975) (Gazetted 11 May 2022)

Digital Solutions Division
Technology Operations
Support, Architecture and Software Hub
Ganga Thapa

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Health
To: Information Technology Officer Class 2 \$91,315 - \$104,509
ACT Health, Canberra (PN. 46190) (Gazetted 19 May 2022)

Health Systems, Policy and Research

Office of Professional Leadership

Office of the Chief Medical Officer and Chief Psychiatrist

Catherine Trevorrow

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 57238) (Gazetted 26 May 2022)

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Ruben Varkey

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 46190) (Gazetted 19 May 2022)

Canberra Health Services

Adam Benfatto

From: Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Canberra Health Services

To: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 29401) (Gazetted 28 April 2022)

Courtney Bode

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22174) (Gazetted)

Renee Bradley

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 46438) (Gazetted 25 May 2022)

Canberra Health Services

Khushboo Karla

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 37504) (Gazetted 17 March 2022)

Zabina Khan

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 33437) (Gazetted 6 May 2022)

Kirstie Llewellyn

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 37046) (Gazetted 8 July 2022)

Canberra Health Services

Garima Maharjan

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 11725) (Gazetted 11 May 2022)

Clinical Services

Meaghann Nance

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 22594) (Gazetted 24 June 2022)

Canberra Institute of Technology

Teaching

HCandS

Human Services

Angela Brdas

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 19125) (Gazetted 14 June 2022)

Chief Minister, Treasury and Economic Development

Budget, Procurement, Infrastructure and Finance

Executive Office

Susan Cameron

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 57344) (Gazetted 19 April 2022)

Revenue Management

Business Systems

Romain Couturier

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 57394) (Gazetted 28 April 2022)

Revenue Management

Operations

Emily Crowe

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58159) (Gazetted 2 May 2022)

**Access Canberra
Customer Coordination
Service Centres
Christopher Grierson**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 18858) (Gazetted 11 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Shared Services
Partnership Services
Digital Records Support
Damon Kleinschafer**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 23261) (Gazetted 1 February 2022)

**Revenue Management
Business Systems
Elizabeth Knowler**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 57393) (Gazetted 28 April 2022)

**Revenue Management
Operations
Nancy Kristianto**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58160) (Gazetted 2 May 2022)

**Shared Services
Strategic Finance
Bin Meng**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 14585) (Gazetted 29 March 2022)

**Revenue Management
Operations
Kieran Monger**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58155) (Gazetted 1 March 2022)

**Shared Services
Partnership Services
Digital Records Support
Nicolas Paliaga**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 52143) (Gazetted 24 March 2022)

Revenue Management

Operations

Tegan Smith

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 57696) (Gazetted 1 March 2022)

Access Canberra

Customer Coordination

Service Centres

Belinda Stephenson

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 18857) (Gazetted 11 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Revenue Management

Operations

Grace Williams

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58153) (Gazetted 1 March 2022)

Shared Services

Business Services

Strategic Finance

Shujie Zhang

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 32370) (Gazetted 13 December 2021)

Community Services

Office of the Coordinator General for Family Safety

Government Relations and Reporting

Tyla Redman

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 37262) (Gazetted 3 November 2021)

Education

Service Design and Delivery

Student Engagement

Lauren Thomas

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: †School Psychologist \$87,447 - \$125,498

Education, Canberra (PN. 32189) (Gazetted 3 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Parks and Partnership

Leith Collard

From: Park Ranger 1 \$68,685 - \$73,920

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development, Canberra (PN. 51022) (Gazetted 4 May 2022)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Carrie Mitchell

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 13679) (Gazetted 21 May 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.