



ACT Government Gazette

Gazetted Notices for the week beginning 18 August 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>

Population Health Division

Preventive and Population Health Policy

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 47160)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: Are you a people leader who wants to work upstream to create healthy environments and encourage healthy behaviours? As one of the two Directors in the preventive and population health policy team, you will lead a group of up to six to eight people to be part of a making Canberra a healthier place to live.

The successful applicant will be able to demonstrate adaptability and flexibility to accommodate change, and work collaboratively across collaboratively across the Division, Directorate, Government and with community partners. You will have oversight of the government's Preventive Health Plan, keep abreast of key public health trends and issues including contributing to the Chief Health Officer's report, and represent the ACT in national health policy forums.

We value diversity of thought and diversity of background in the Population Health Division, and we are open to flexible working arrangements.

Notes: This is a temporary position available immediately for six months with 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.

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

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

Contact Officer: Kristin Blume 0422 792 828 Kristin.Blume@act.gov.au

Population Health Division

Health Promotion

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11988, several)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: Are you a people leader who wants to work upstream to create healthy environments and encourage healthy behaviours? As one of the two Directors in the Health Promotion team, you will lead a group of up to six to eight people to be part of a making Canberra a healthier place to live.

The successful applicant will be able to demonstrate adaptability and flexibility to accommodate change. You will be responsible for building and maintaining strategic relationships and working collaboratively within the Division, the Directorate and across Government, community and businesses to plan, scope and oversee a health promotion program that supports delivery of the ACT Preventive Health Plan and emerging government priorities. We value diversity of thought and diversity of background in the Population Health Division, and we are open to flexible working arrangements.

Notes: This is a temporary position available immediately for six 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristin Blume 0422 792 828 Kristin.Blume@act.gov.au

Population Health Division

Health Protection Service

ACT Government Analytical Laboratory

Senior Forensic Chemist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26222)

Gazetted: 22 August 2022

Closing Date: 7 September 2022

Details: The Forensic Chemistry Unit at the ACT Government Analytical Laboratory has an opportunity for a suitably qualified and experienced chemist to supervise and/or conduct routine chemical analysis and support the Unit's analytical operations in the forensic investigation of drugs and poisons. The role will be required to produce reports for court proceedings and appear as an expert witness in court. The role will also assist the Unit in maintaining accreditation to ISO 17025. The successful candidate will have the sound technical skills and knowledge required for the position and the ability to work collaboratively within a small close knit scientific team.

Eligibility/Other Requirements:

Applicants must hold undergraduate degree in science (Major in Chemistry highly desirable).

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

Notes: This is a temporary position available until 30 January 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills and experience and why they believe they will be suitable for the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Amy Sutton (02) 5124 9185 Amy.M.Sutton@act.gov.au

Infrastructure Communications and Engagement

Communication and Engagement

Online and Design

Senior Director Online and Design

Senior Officer Grade A \$157,201, Canberra (PN: 36668)

Gazetted: 22 August 2022

Closing Date: 29 August 2022

Details: The ACT Health Directorate (ACTHD) is responsible for the strategic direction and leadership of the ACT Public Health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Communication and Engagement Branch in ACT Health is seeking an experienced and motivated communication professional, a strategic thinker and a talented manager, to lead a busy team as it delivers simultaneously the Directorate's major digital experience project and multiple online priorities.

In collaboration with CMTEDD you will deliver the development and implementation of the digital strategy to improve how ACT Health communicates and engages with the community, health care practitioners, businesses, and stakeholders through the Health website. A key priority will be to review, restructure and rewrite all website content.

You will join a supportive and collaborative team and will work autonomously and with strong support from executive.

This role manages the Online and Design Team within the Branch and is responsible for the management of our online communications platforms including websites and intranet. The team is also responsible for producing design and multimedia content that supports communication strategies and manages ACT Health's brand.

This position works collaboratively with the Communication and Engagement Teams and with other business units, to ensure digital and design products are effective in supporting important health communication strategies and objectives.

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/Requirements

Highly Desirable:

- Tertiary qualifications in relevant field.
- Significant experience managing digital delivery teams in a communications context.

Notes:

Selection may be based on application and referee reports only.

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

A possible Attraction and Retention Incentive may be considered for the right candidate.

How to Apply: Please provide the following: Your curriculum vitae, names and contact details of two professional referees, a written application of no more than two pages providing evidence of your suitability for the role.

Please refer to the Position Description for Selection Criteria and further details of what is required to succeed in the position. Include detailed examples from your experience and achievements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Spencer 0417 683 629 Jo.Spencer@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Clinical Placement Office

Allied Health Clinical Placement Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 18726)

Gazetted: 18 August 2022

Closing Date: 25 August 2022

Details: The ACT Health / Canberra Health Services Clinical Placement Office is seeking to fill the position of Allied Health Clinical Placement officer.

Responsibilities of the Allied Health Clinical Placement Officer includes:

Consulting with key stakeholders.

Co-ordinating and monitoring Allied Health clinical placements within the Clinical Placement Office.

Exercising professional judgement in solving problems and managing Allied Health placements across ACT Health and Canberra Health Services.

Planning, developing and evaluating Allied Health student placements, policies, contracts and services.

Maintaining student management system data for Allied Health students including conducting audits, analysing data and reporting.

Initiating and co-ordinate quality improvement activities in Allied Health clinical education and placement areas.

Monitoring Allied Health student compliance with placement requirements and reporting non compliance.

Supporting clinical placement sites, Education Providers (EP's) and clinical facilitators.

Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

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Eligibility/Other Requirements:

Tertiary qualifications in an ACT Health Directorate recognised allied health discipline. Eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Undergo a pre-employment police check.

Notes: This is a temporary part-time position available at (29:24) hours per week immediately until 23 December 2022 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.

How to Apply: Applicants are required to submit a two (2) page application addressing the Professional / Technical Skills and Knowledge criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Mahon (02) 5124 5127 Naomi.Mahon@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security Hub

Senior Protective Security Officer

Health Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 58403)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Are you a tech savvy security officer who understands security concepts and enjoys working in a diverse, fast-paced environment? Are you looking for a role where you can combine security guard duties and work on electronic protective security systems and infrastructure? Do you have good communications skills and the ability to build and maintain good working relationships? Do you work well in a team to achieve common goals? Would you like to further your career in the Protective Security field?

ACT Health is looking for motivated individuals to join our Protective Security Team. The Protective Security Team are responsible for implementing, maintaining, and coordinating security, access, closed circuit television, Identity management and other related systems and infrastructure.

In this role, you will:

Provide client focussed front of house services when you will often be the first ACT Health officer that a member of the public may come in contact with.

Provide security guard services including proactive patrols and reactive response across multiple ACT Health sites.

Undertake the role of Fire Warden, First Aid Officer, and liaison with emergency services during incidents.

Maintain electronic protective security systems and infrastructure including user management, maintenance and testing of equipment and assisting the broader team in undertaking planned and unplanned works.

Eligibility/other requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen.

If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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 two referees, one of whom is your current manager.

Applications should be submitted via the "Apply Now" button below:

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

Calvary Health Care ACT (Public)

Registered Nurse Level 2

Full-time Temporary

Closes: 29 August 2022

Classification: Registered Nurse Level 2

Salary: \$100,957 - \$107,000 plus superannuation

Position No: LP7871

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazetted date): 22 August 2022

Contact Officer: Rowena Hogan on rowena.hogan@calvary-act.com.au

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

Reference Number: 502105

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

Contact Officer: Rowena Hogan rowena.hogan@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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services - Inpatient Services

Clinical Development Nurse, Adult Acute Mental Health Services

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 40426 - 0250W)

Gazetted: 18 August 2022

Closing Date: 6 September 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:

www.canberrahealthservices.act.gov.au

Adult Acute Mental Health Services (AAMHS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AAMHS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU) and 12B Mental Health Unit (12B MHU)

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 six 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).

ABOUT YOU

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

Behavioural Capabilities

1. Strong clinical and organisational skills with a high degree of drive.
2. Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
3. Be flexible, adaptable, and comfortable with a changing working environment
4. Competent negotiation and influencing skills in dealing with complex situations
5. Effective communication skills and ability to develop and maintain networks across the CHS
6. Ability to manage confidential and sensitive information.
7. 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.
8. Ability to work within a multidisciplinary team and adapt quickly to a challenging and changing environment
9. Ability to mentor junior staff in a collaborative and influential manner.

Position Requirements/Qualifications:

Mandatory

- Two years' experience working as a Registered Nurse
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Recent experience working in Mental Health
- Demonstrated experience in adult education and clinical practice development
- Current driver's licence
- Certificate IV in Training and Assessment
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a permanent position working Monday to Friday. Selection may be based on application and referee reports 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AAMHS Clinical Nurse Educator (CNE) and will liaise with the CNC's, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS.

You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Contact Officer: Naomi Hughes (02) 5124 5856 naomi.hughes@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Administration Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23817 - 02530)

Gazetted: 22 August 2022

Closing Date: 2 September 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

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

- Capital Project Delivery;
- Facilities Management;
- Minor Works Team and Off-Site Maintenance
- Safety and Risk
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Administrative Support Officer role will report to the Manager Business Operations and will be responsible processing and coding of invoices for the Facilities Management department. The role also provides support to the Facilities Management office. The FM office is staffed between 7:00am – 4:00pm

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

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Behavioural Capabilities

Proactive, flexible, adaptive and comfortable with a changing working environment.

Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external stakeholders.

Strong attention to detail.

Ability to conduct personable, but professional dealings with others.

Contact Officer: Rachael Naumovski 0438694612 Rachael.naumovski@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Health Professional level 3 - Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23690 - 024Q1)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: Our Vision: creating exceptional health care together

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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

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. The psychologist is an integral member of the multidisciplinary team and, under limited supervision from the Allied Health Manager, is responsible for the provision of high-quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes: -

- Promoting positive outcomes through the provision of high-quality clinical services
- Networking and health promotion activities /education
Education, individual or group service delivery
Perform novel, complex, critical, or difficult tasks with professional supervision
Participation in the supervision and training of other staff, as directed.

The Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students.

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

The AMHRU is located at the University of Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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.

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

Position Requirements/Qualifications:

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

Have a minimum of 3 years (ideal 5 years) experience post qualification.

Highly Desirable:

Be 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

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 10 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.

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

Contact Officer: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au

Medical Services

Healthcare Technology Management

Biomedical Technician, Healthcare Technology Management

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24876 - 024X7)

Gazetted: 23 August 2022

Closing Date: 6 September 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

This position reports to the Healthcare Technology Management (HTM) Operations Manager for daily operations and for learning and professional development requirements. The position is primarily responsible for the repair and maintenance of clinical equipment at The Canberra Hospital.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

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

Behavioural Capabilities

1. Strong stakeholder management skills.
2. Demonstrated effective interpersonal, written, and verbal communication skills.
3. Time management and workload prioritisation skills to complete tasks

Accordance with program deadlines.

4. Attention to detail and reliability for preparing high quality documents.

Position Requirements/Qualifications:

- Associate Diploma or equivalent in a relevant Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the Directorate enables you to perform the duties of the office.
- The successful applicant will need to participate in the HTM on-call roster be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Practical working experience within the Biomedical Engineering field. Experience in the application of Biomedical Engineering, Australian and international Standards relevant to Healthcare Technology Management, and best practices relevant to biomedical equipment safety.
- 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 2.5 years with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Alan Ringland (02) 5124 3816 alan.ringland@act.gov.au

Allied Health

Acute Support

Audiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C08882, several - 0256A)

Gazetted: 23 August 2022

Closing Date: 9 September 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 Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.

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

Acute Support Audiology provides expert audiology services to a range of eligible inpatient and outpatients at Canberra Health Services including comprehensive diagnostic audiological assessment within adult and paediatric populations. This position works closely with speech pathology, Ear, Nose and Throat specialists and the Newborn Hearing Screening (NBHS) program.

This casual Audiologist position will be responsible for delivery of clinical audiology services primarily in the Auditory Brainstem Response (ABR) clinic at the Canberra Hospital. There may be opportunity for this position to work in the acute Audiology / ENT service at the Canberra Hospital if able. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology, audiology and wider multidisciplinary teams.

ABOUT YOU

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Behavioural Capabilities

1. Excellent communication skills,
2. Ability to work collaboratively with the multidisciplinary and speech pathology Teams.
3. Adaptability and flexibility to accommodate, change and be responsive to clinical needs.
4. Organisational skills and motivation.

Position Requirements/Qualifications:

Mandatory:

- A Degree or Diploma in Audiology from a recognised tertiary institution.
- Eligible for full practicing membership with Audiology Australia, current certificate in clinical practice 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.

Desirable:

- Hold a current driver's licence.

Note: There are several casual 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.
- 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)
- 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 CHS facilities, the person occupying this position will be required to comply with CHS 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: Tim Tooke (02) 5124 2230 Timothy.Tooke@act.gov.au

Acute Allied Health Service

Spiritual Support Services Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15426 - 024RM)

Gazetted: 19 August 2022

Closing Date: 6 September 2022

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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: www.canberrahealthservices.act.gov.au

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

Spiritual Support Services is primarily responsible for:

Delivery of Spiritual/Pastoral Care to patients, their families and also staff at the Canberra Health Services

Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff

Maintenance and organisation of sacred spaces in CHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths.

The Manager of Spiritual Support Services CHS will be responsible for:

Delivery of Spiritual Support Services throughout the Canberra Hospital and University of Canberra Hospital campuses in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association's Guidelines for Quality Spiritual Care in Health 2020.

Recruiting and maintaining spiritual carer staff and volunteers

Promotion and education of the service to clinical staff and establishment of clear referral procedures

Coordination with members of churches and faith groups to establish the delivery of religious practices and rituals to patients and staff within CHS

Maintain the multi-faith room so that it can be used by the public for prayer and reflection.

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:

Well developed and wide ranging skills in pastoral care, spiritual care, counselling or other related practice

Strong organisational skills with a high degree of self-motivation who is able to work in an unsupervised environment.

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

Position Requirements/Qualifications:

Tertiary level studies in Spiritual/Pastoral Care or in a relevant field (such as Counselling, Pastoral Theology, Psychology, Social or Behavioural Sciences as specified by Spiritual Care Australia (see

<https://www.spiritualcareaustralia.or.au/memberships/membership-criteria/>)

Advanced Certified Member (or eligibility) of Spiritual Care Australia

Capability to work at Level 3 or 4 of the Spiritual Health Association's *Capability Framework for Spiritual Care Practitioners in Health Services (2020)*

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

Demonstrated recent pastoral/spiritual care professional experience, preferably in a clinical health setting.

Minimum requirement of 400 hours of clinical supervision in the field of pastoral care, spiritual care, counselling or equivalent

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 Police check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Elissa Jacobs 51242045 Elissa.Jacobs@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Tribunal Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24079 - 0253R)

Gazetted: 19 August 2022

Closing Date: 26 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: www.canberrahealthservices.act.gov.au

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

Adult Acute Mental Health Services (AAMHS) currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further ten low dependency acute inpatient beds. This project is due for completion mid-2021.

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

The Tribunal Liaison Officer reports to the Executive Officer and It is expected that in this position you will provide high level administrative support and leadership to assist in the strategic and operational processes associated with the legal status of mental health consumers. This also includes the provision of high-quality customer service to the consumers and multi-disciplinary team.

ABOUT YOU

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Behavioural Capabilities

Proven communication and interpersonal skills in the provision of administrative services with health professionals and consumers including the capacity to manage when a stressful/emergencies emerge.

Ability to work in a team environment.

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

High level communication and relationship management skills.

Ability to prioritise workloads effectively.

Position Requirements/Qualifications:

Mandatory:

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

Reference checks

Desirable:

Current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

An understanding in dealing with persons affected with Mental Illness.

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.

Knowledge of and experience with health information management systems, including MAJICeR and Clinical Portal.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This role is a three month temporary vacancy with the possibility of extension and/or permanency. Applicant may be appointed based on selection criteria only.

Contact Officer: Sharon Steele 5124 5410 sharon.steele@act.gov.au

Specialist 1-5 / Senior Specialist - Cardiology (Echocardiography / Multi-modality Imaging)

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 38316 - 024NT)

Gazetted: 19 August 2022

Closing Date: 1 September 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: [CHS website](#)

The Department of Cardiology is well-established with 14 consultant medical staff positions, 3 Accredited Advanced Trainees in Cardiology, and one Unaccredited Advanced Trainee position. There are 2 cardiac catheter laboratories which undertake a total of over 800 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed.

The coronary care unit is a 15-bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year.

There is a close working relationship with our busy cardiothoracic surgical unit.

Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics.

The echocardiography service performs over 4000 procedures per year. There is 4 FTE of cardiac sonographers. Transoesophageal echocardiography service is provided three days a week, with additional emergency cover.

Stress echocardiography is scheduled for two sessions per week with ability to increase. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

The department is supported by dedicated heart failure and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program.

Construction is underway for state-of-the-art expanded acute cardiac care unit, three cardiac catheterisation laboratories and dedicated procedure room for transoesophageal echocardiography in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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

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

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

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

Duties

Provide clinical services to clients and participate in the clinics and on-call rosters for the Cardiology service. This includes:

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g., medical clinics, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).

Participation in on-call rosters.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Participation in Echocardiography service (transthoracic, transoesophageal and stress echocardiography), including reporting, and conducting urgent echocardiogram studies when indicated. The role also includes provision of support to the allied health team for timely triaging of echocardiogram studies for both inpatient and outpatient clinics.

Contributing to the planning, development and provision of advanced echocardiography / multi-modality imaging services.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division

Regular Contribution to teaching and training of Cardiology Advanced Trainees, the multidisciplinary clinical team including cardiac sonographers, and clinical research within the Cardiology Department.

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

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

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology or equivalent specialist qualifications.

Fellowship in echocardiography/ cardiac non-invasive imaging (multi-modality) is highly desirable.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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:

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.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

Experience and proficiency in echocardiography, advanced echocardiography is required, and experience with other modalities (i.e., cardiac CT/cardiac MRI) is desirable.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff.

Contact Officer: Dr Peter J Scott (02) 5124 2178 PeterJ.Scott@act.gov.au

Specialist 1-5 / Senior Specialist – Gynaecological Oncology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 58534 - 02531)

Gazetted: 19 August 2022

Closing Date: 9 September 2022

Details: Our Vision: creating exceptional health care together

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

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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 New South Wales region. More information can be found on the CHS website:

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

The Department of Obstetrics and Gynaecology, Centenary Hospital for Women and Children (CHWC) is seeking a permanent Staff Specialist to lead the Gynaecological Oncology service. The position will provide a diagnostic and management service to all women with gynaecological cancer at CHWC and working with agreed network hospitals in a fractional 0.6 FTE capacity.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high-risk pregnancies for the region. Currently, gynaecological cancer services are provided principally as an outreach service from the Royal Hospital for Women in Sydney. The principal location of the service will change to CHWC with this appointment. The service will work closely with the Division of Cancer and Ambulatory Care and as part of the wider Gynaecological Oncology network arrangement.

The successful applicant must have RANZCOG Fellowship, with Certification in Gynaecological Oncology (CGO) or equivalent and be able to participate in unit activities in both general Obstetrics and Gynaecology, but with a focus on gynaecological oncology. They must possess excellent communication skills with the ability to interact sensitively and holistically with women experiencing complex pain. They will work in a multidisciplinary team, liaise with various stakeholders and there is significant opportunity for research in this field.

This position will be embedded in the Department of Obstetrics and Gynaecology, with pro-rata on call duties and contribution to inpatient management.

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

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

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

DUTIES

Under limited direction of the Obstetrics and Gynaecology Medical Unit Director you will perform the following roles. You will:

Provide clinical expertise in the holistic management of gynaecological oncology, including participation in local and regional clinical network arrangements.

Build a multidisciplinary gynaecological oncology service that spans outpatient clinics, provide inpatient care for patients admitted under your team, take consultation requests from colleagues, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers.

Additional clinical commitments include colposcopy clinics and acute Obstetrics and Gynaecology cover in keeping with service requirements

Participate in the on-call roster for both Obstetrics and Gynaecology on a pro-rata basis according to service requirements

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team.

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

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems

Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

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

Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists

(RANZCOG) and the RANZCOG Certification in Gynaecological Oncology (CGO) or an equivalent higher specialist qualification

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata. Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

Canberra Health Services

Division Mental Health, Justice Health, Alcohol and Drug Services Director of Allied Health

Secure Mental Health Service

Creative Art Therapist

Health Professional Level 2 \$70,679 - \$97,028 , Canberra (PN: 37373-0251X)

Gazette date: 19 August

Closing Date: 02 September 2022

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services 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
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Justice Health Services
- Child and Adolescent Mental Health Services (CAMHS)
- Rehabilitation and Specialty Mental Health Services

The Dhulwa Mental Health Unit (DMHU) and Gawanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence – based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gawanggal Mental Health Unit (GMHU) is a specialist health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

Dhulwa offers 10 acute care beds and 15 rehabilitation beds. The Gawanggal has 10 beds for community transition.

At this level it is expected that the HP2 Creative arts therapist will be an integral member of the team and will provide, under routine supervision, high quality art therapy services that will achieve sound outcomes for people within a therapeutic secure environment. The Creative Arts Therapist will contribute significantly to the therapeutic outcomes of people receiving care at the AMHU. All staff of the AMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

This position(s) may be required to participate occasionally in extended hours or weekend or holiday work. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

ABOUT YOU

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Behavioural Capabilities

1. Ability to manage confidential and sensitive information.
2. 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.
3. Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.
4. Commitment to achieving positive outcomes for mental health consumers
- 5.

Position Requirements/Qualifications:

- A Master's degree in Arts Therapy (e.g. Art Therapy/Music Therapy/Creative Arts Therapy/Dramatherapy)
- Professional membership or eligibility for professional membership of the Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA)
- Registration under the ACT 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.
- Previous experience in an inpatient and secure mental health facility.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital

Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

- 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This position is temporary part-time at (29:40) hours per week for ten months and the full-time salary noted above will be pro-rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Graham Twycross (02) 51241516 Graham.Twycross@act.gov.au

CHS Chief Executive Officer

Clinical Trials Unit

Clinical Trials Administrative Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58230, several-024WB)

Gazetted: 18 August 2022

Closing Date: 1 September 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

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www.canberrahealthservices.act.gov.au

This position will provide administrative support to the Clinical Trials Support Unit primarily around the start-up and initiation of clinical trials. The position will also support the unit by performing a wide range of functions, including records management, database maintenance and financial administration for the CTSU and its stakeholders, including working directly with the Research Ethics and Governance Office (REGO). It is expected that the successful applicant will be able to demonstrate attention to detail suitable for data entry and quality assurance tasks. Applicants should be able to demonstrate familiarity with the legislative and policy requirements of digital record keeping and management and an understanding of the confidentiality requirements of the CTSU/REGO.

ABOUT YOU

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Behavioural Capabilities

Hard working, self-motivated and displays critical thinking skills

Flexible, adaptable, and comfortable with a changing working environment

Excellent organisational skills with a strong work ethic

Excellent written and oral communication skills and works well individually and in a team environment

Position Requirements/Qualifications:

It is desirable that the successful applicant:

Have previous administrative experience at a high level

Experience in a research environment is desirable, but not essential

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Karyn Ward (02) 51242313 Karyn.Ward@act.gov.au

Canberra Health Services

Infrastructure and Health Support Services

Sterilising Services

Assistant Director Quality

Senior Officer Grade C \$114,928 - \$123,710 , Canberra (PN: 29396-0250J)

Gazette date: 19 August 2022

Closing Date: 02 September 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:

www.canberrahealthservices.act.gov.au

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services

Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

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

Sterilising Services is organised into the following functional areas:

- Sterilising Services at Mitchell, including management and administration
- Sterilising Unit at CH
- Sterilising Unit at CPHB
- Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHS

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

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

Behavioural Capabilities

- Strong leadership and organisational skills with ability to manage competing priorities.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service

Position Requirements/Qualifications:

Highly Desirable:

- Recognised tertiary qualifications in Health or nursing or related disciplines.
- A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.
- Current class C 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.

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

- The successful applicant will need to be available weekday hours.
- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Natalie Ogilvie (02) 51242283 Natalie.Ogilvie@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Counsellor/Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44739 - 02552)

Gazetted: 22 August 2022

Closing Date: 7 September 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

Dynamic role within the Drug and Alcohol Sentencing List within a small team located at the ACT Courts. Role works within the wider DASL team that includes ACTCS, AFP, Legal Aid, DPP, the Judge and the Court. Possibility of WFH opportunities and flexibility around working hours. For more information, please contact Alex Durrant on 5124 1189

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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 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:

- Current Drivers Licence

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.
- 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: Alex Durrant (02) 5124 1189 alex.durrant@act.gov.au

ACT Pathology

Anatomical Pathology

Medical Laboratory Scientist - Histology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29575 - 0250K)

Gazetted: 18 August 2022

Closing Date: 5 September 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

A scientific officer vacancy exists at ACT Pathology - Anatomical Pathology department. We encourage individuals with histology experience as well as new Medical Laboratory Science graduates to apply for this employment opportunity with CHS - ACT Pathology.

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 operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Under direction, the successful applicant will be required to perform diagnostic and other technical tests and procedures, play a role in the trouble shooting of instrumentation and Quality Control processes and procedures at the Canberra and Calvary Hospitals. 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:

Mandatory

- Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 1 (one) 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 on-call roster.
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Mary Brun (02) 5124 2879 mary.brun@act.gov.au

Women, Youth and Children

Allied Health

Play Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48837 - 024WE)

Gazetted: 18 August 2022

Closing Date: 1 September 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

This is an exciting opportunity to join the Play Therapy team in the Division of Women, Youth and Children at Centenary Hospital for Women and Children. The position is permanent part-time (2 days a week), with the possibility of increased hours.

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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and young people in the ACT and surrounding regions with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children's expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

The play therapist will utilise specialist knowledge to plan, implement and evaluate developmentally appropriate play therapy. Therapeutic and medical play, procedural education, and support to reduce anxiety through use of coping strategies and distraction will be integral to the role. The play therapist will be available to the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to extend services to other areas of the hospital where children are admitted, such as the Emergency Department. The play therapist will be required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a culture of play and development is maintained. Therapy provision for children at other sites, such as Clare Holland House, or at home will be considered.

The play therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

ABOUT YOU

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Behavioural Capabilities

Highly conscientious and professional in all aspects of work with a high degree of drive.

Ability to work within an interdisciplinary team environment.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Position Requirements/Qualifications:

Mandatory

- Working towards or has a qualification in Mental Health (psychology, social work, counselling), Education, Early Childhood Education or Play Therapy. Studies in Child Development may be considered.
- Minimum of one years' experience working professionally in play therapy or child life therapy.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 permanent part-time position available at (14.7) hours per week, the above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Pip Golley (02) 5124 4236 pip.golley@act.gov.au

CHS Chief Executive Officer

Clinical Trials Unit

Clinical Trials Administrative Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 58223-024WC)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

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

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

This position will provide administrative support to the Clinical Trials Support Unit by performing a wide range of functions, including records management, database maintenance and financial administration for the CTSU and its stakeholders, including working directly with the Research Ethics and Governance Office (REGO). It is expected that the successful applicant will be able to demonstrate attention to detail suitable for data entry and quality assurance tasks. Applicants should be able to demonstrate familiarity with the legislative and policy requirements of digital record keeping and management and an understanding of the confidentiality requirements of the CTSU/REGO.

ABOUT YOU

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Behavioural Capabilities

Hard working, self-motivated and displays critical thinking skills

Flexible, adaptable, and comfortable with a changing working environment

Excellent organisational skills with a strong work ethic

Excellent written and oral communication skills and works well individually and in a team environment

Position Requirements/Qualifications:

It is desirable that the successful applicant:

Have previous experience in office administration

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

Women, Youth and Children

Women, Youth and Children

Obstetrics and Gynaecology

Sonographer, Fetal Medicine Unit

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 24400, several - 0250P)

Gazetted: 18 August 2022

Closing Date: 5 September 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

Applications are welcomed from sonographers who are suitably qualified in the field of obstetric and gynaecological ultrasound to backfill a full-time sonography position in the Fetal Medicine Unit for 7 months from September 2022 to April 2023. Part-time hours will be considered. Please note. Other positions (permanent, temporary, part-time, casual) may be filled from this recruitment round.

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 CHS Fetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand.

We are seeking a suitably qualified and experienced sonographer to join a small team of sonographers in the Fetal Medicine Unit. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high-risk obstetric environment.

The position holder will report operationally to the Sonography Manager in the Fetal Medicine Unit and professionally to the Director of Allied Health, WYC, however these reporting lines are subject to change.

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 patient needs

Ability to work effectively with other health professionals to provide interdisciplinary care

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organisation.
- Be registered with the Australian Sonographer Accreditation Registry (ASAR).
- Certification in the 11-14 week (NT certification), or completion of the theoretical course in working towards certification.
- The successful applicant may need to be for occasional weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 seven months with the possibility of extension and/or permanency. Other Permanent and Temporary full-time and part-time and casual positions may be filled from this process

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)

Contact Officer: Natalie De Cure (02) 5124 7591 Natalie.DeCure@act.gov.au

Medical Services

Medical Imaging

Registered Nurse 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 38204, several - 024VO)

Gazetted: 18 August 2022

Closing Date: 1 September 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

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website: www.canberrahealthservices.act.gov.au

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology,

ultrasound and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

ABOUT YOU

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

Behavioural Capabilities

- Ability to prioritize and work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level patient assessment skills
- High level communication skills and the ability to think critically

Position Requirements/Qualifications:

- Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting.
- The successful applicant will need to be available for a rotating roster, including a close call roster requirement.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly Desirable

- Post graduate qualifications (or working towards) in relevant field.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Donna Gaisford (02) 5124 4333 Donna.Gaisford@act.gov.au

Director of Allied Health

Adult Mental Health Unit

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31846 - 02500)

Gazetted: 19 August 2022

Closing Date: 2 September 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: www.canberrahealthservices.act.gov.au

The Adult Mental Health Unit (AMHU) is an acute inpatient unit for people experiencing moderate to severe mental health illness or mental health disorders providing contemporary evidence-based service, guided by principles of recovery

The Exercise physiologist will provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision. In this role you will contribute clinical expertise to the multidisciplinary team, assist and contribute to the service development and therapy processes and support health promotion strategies within Canberra Health Services

The position will report to AMHU Therapy Manager. Professional and clinical supervision for this position by the exercise Physiology Department

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of one years' experience working professionally, post qualification in a related/ relevant organisation/service.

Exercise / sports Science degree (or equivalent) from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under the ACT Working with vulnerable People ACT 2011

Current Driver's license

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: David Warren 02 5124 5401 David.Warren@act.gov.au

Medicine

Medicine

Diabetes Service

Podiatrist- New Graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 57625-0251L)

Gazetted: 19 August 2022

Closing Date: 2 September 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:

www.canberrahealthservices.act.gov.au

As part of the CHS High-Risk Podiatry team, Diabetes Service, this position would be predominantly based at The Canberra Hospital providing care to inpatients and outpatients experiencing acute high-risk foot complications. Under the direction of the Senior Lead Podiatrist, you will be an integral member of the Interdisciplinary high-risk foot service collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions.

All Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. Under supervision you will be part of a friendly and engaging interprofessional team and will be responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This may include travel to provide outreach services in Southern NSW

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 consumers' needs

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in Podiatry.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Current driver's license

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Note: This is a temporary full-time position available for 12 months with possibility of extension.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

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: (02) 51243794 Kate Storer Kate.Storer@act.gov.au

Medicine

Renal Service

Acute Haemodialysis

Registered Nurse Level 1 Haemodialysis

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 27000-02511)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

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The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

As a Registered Nurse working in haemodialysis, you will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. This position includes participation in provision of after-hours care including the on-call roster. The position is based at the Canberra Health Services and reports to the Clinical Nurse Consultant of the area.

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Behavioural Capabilities

Excellent interpersonal skills to build relationship within the multidisciplinary team to provide excellent care.

Drive for ongoing personal and professional development to achieve goals in consultation with supervisor.

Strong organisational skills with a high degree of drive and a positive attitude

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

Recognize and respect different perspectives and working style.

Accept constructive feedback.

Position Requirements/Qualifications:

Relevant Bachelor of Nursing qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of one years' experience working professionally in haemodialysis is preferred.

The successful applicant will need to be available for occasional weekend and after-hours on call, with access to flex time. For example, time in lieu.

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

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

Note: This is a temporary position 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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Bonny Chen (02) 51243368 Bonny.Chen@act.gov.au

Nursing Midwifery and Patient Support Services

Nursing and Midwifery Resource Office

Clinical Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 56909 - 02511)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Our Vision: creating exceptional health care together

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website: www.canberrahealthservices.act.gov.au

The CNE of the Nursing and Midwifery Resource Office (NMRO) is responsible for the day-to-day educational management of the relief and casual nursing staff and a small team of CDN's. The CNE is to provide expert

educational leadership and management. The CNE will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate education. It is expected that the CNE will promote, incorporate, and maintain the National Safety and Quality Health Standards at an educational level. You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the NMRO team to support the professional development of the relief and casual nursing workforce.

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Behavioural Capabilities

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

- Highly organised and motivated
- Adaptability and flexibility to accommodate change and provide responsive services to meet staff and clients' needs
- Good leadership skills with the ability to work independently to agreed outcomes.
- Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 5 years of Clinical experience
- Be an approved train the trainer

Desirable:

- Post graduate qualifications in nursing, education, or related field.
- Recent relevant experience in Education.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Meghann Lang (02) 5124 3178 Meghann.Lang@act.gov.au

Women's Youth and Children Community Health

Maternal and Child Health services

Maternal and Child Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20471 - 024RX)

Gazetted: 18 August 2022

Closing Date: 5 September 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

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

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

Relevant post graduate Qualifications in Child and Family health nursing.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Hold a current driver's licence
- Relevant further tertiary qualifications are highly desirable, including midwifery, paediatrics and education.
- Family Partnership Model Training (or commitment to complete training, Circle of Security Training, International Board-Certified Lactation Consultant
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide the names of two referees, including a current manager.

Contact Officer: Vanessa Bakker (02) 5124 1538 vanessa.bakker@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
CAMHS Adolescent Intensive Home Treatment Team (AIHTT)

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 49492-0250)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

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

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

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Minimum Certificate IV in Youth Work (or equivalent qualification) plus relevant experience.

A current Driver's Licence.

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

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

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

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

Registration under the ACT Working with Vulnerable People Act 2011.

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:

The successful candidate will be required to:

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

This position is a permanent part time HP3 position available at CAMHS Acute services.

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

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Norette Leahy (02) 5124 1095 Norette.Leahy@act.gov.au

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Senior Diagnostic Imaging Medical Physicist

Senior Medical Physics \$162,616 - \$190,761, Canberra (PN: 21212 - 0255V)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

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POSITION OVERVIEW

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The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation and is active in improving education in these areas. We contribute technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will contribute to the delivery of state-of-the-art medical diagnosis and interventional treatment for our patients. Throughout Canberra Health Services there is a wide range of diagnostic equipment modalities, including CT, Cardiology, Digital Breast Tomosynthesis, PET-CT, General and Dental radiography, Ultrasound, DXA etc. with varying demands on routine quality testing and for dose audit. MPRE has an extensive technical library, good access to software, is well provided with radiation instrumentation and phantom access and also utilises on-line dose audit software to assist in audit processes.

Currently we are undergoing a rapid major expansion in imaging capacity throughout the Canberra Health Services giving opportunity for medical physics input in shielding design, procurement and commissioning for this new equipment.

Our team welcomes collaborative research with active collaborations with University of Sydney, Wollongong University and the Australian National University, also currently we are completing a significant project in mammography. The department is also active in education with departmental accreditation to train diagnostic radiology and radiation oncology medical physics registrars and with input into education for radiology and cardiology registrars.

ABOUT YOU

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Behavioural Capabilities

1. Researches and consults widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise.
2. Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes.
3. Has an adaptive mindset, continuously learning and keeping abreast of technology and emerging thinking.
4. Prioritises workload appropriately and establish realistic timeframes for the completion of work and am accountable for my own and the team's performance and achievement of results.

Position Requirements/Qualifications:

Mandatory

- Registered, or demonstrate eligibility for registration, on the register of Qualified Medical Physics Specialists in Diagnostic Imaging Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
- Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.
- Experience working as a medical physicist in a clinical environment.
- Eligible for, or possess, an ACT radiation licence
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Hold a PhD in Medical Physics.
- Experience in teaching diagnostic imaging medical physics registrars
- Hold certification from the ACPSEM, or equivalent, in one or more of the following: Diagnostic Imaging (DR and or NM), Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.
- Have experience in magnetic resonance imaging, preferably in a clinical environment.
- Have experience in laser safety, preferably for medical lasers.
- 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: Ben Cooper (02) 5124 5300 Ben.cooper@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

MHS Neuropsychology

Clinical Neuropsychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22804 - 02537)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

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website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services via inpatient and outpatient settings (e.g., hospital, community health centres, justice health facilities, people's homes). MHJHADS aim to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive **MHS Neuropsychology team**. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

Child and Adolescent Mental Health Services

Adult and Older Persons Mental Health Services

Alcohol and Drug Services
Justice Health Services
Secure Mental Health Inpatient Services
MHS-Intellectual Disability
Adult Mental Health Rehabilitation Unit
Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention. The overall functions of the Clinical Neuropsychologist include:

Promoting positive client outcomes through high-quality clinical services
Providing individual or group service delivery
Performing normal professional work under general professional guidance
May perform novel, complex, critical, or difficult tasks with professional supervision
Participating in the supervision and training of other staff, as directed

The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology.

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Behavioural Capabilities

Ability to manage confidential and sensitive information.
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.
High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

Position Requirements/Qualifications:

Mandatory

Postgraduate psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology
General psychology registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (Ahpra).

Area of Practice Endorsement in Neuropsychology and eligibility to supervise higher degree students. Applicants with an AOPE who are not yet a Board approved supervisor are still encouraged to apply.

3 years (ideally 5) post qualification experience.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Previous experience working in a mental health setting

Current driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Mia Cotan Utomo 5124 1269 mia.cotanutomo@act.gov.au

Rehabilitation Aged and Community Services

Community Nursing

Community Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 31355 - 02560)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

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website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS values: reliable progressive, respectful, and kind.

The Community Care Program (CCP) Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program emphasises person-centered care that is integrated into the patients' life. Services provided include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

RACS services work collaboratively with the individual, carers and other services within and external to CHS. CHS is a values-led Directorate.

Within this recruitment process there are both full time permanent and full-time temporary positions available.

ABOUT YOU

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Behavioural Capabilities

A positive, collaborative and effective communicator with well-developed written, oral and interpersonal skills including negotiation and liaison abilities

Organisational ability and time management skills

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach

Position Requirements/Qualifications:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Tertiary qualifications in Bachelor of Applied Science in Nursing
- Must hold a current driver's licence
- Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position (Desirable)
- Previous community nursing experience (Desirable)
- The successful applicant will need to be available for occasional weekend shifts and to work across multiple sites.
- 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: Maryanne Benkovic (02) 5124 1672 MaryAnne.Benkovic@act.gov.au

Chief Operating Officer Clinical Services

CHS Surgery

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20202, several - 024QV)

Gazetted: 24 August 2022

Closing Date: 16 September 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Holds or working towards a Certificate IV in Workplace Training and Assessment or nationally recognised.

vocational competency units in competency assessment and work-based training.

Postgraduate qualification in nursing or clinical education

Current clinical experience as a CDN.

Other:

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

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

Prior to commencement successful candidates will be required to:

- 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: Ben Lollback 51243437 benjamin.lollback@act.gov.au

Women, Youth and Children

Booking and Scheduling

Booking and Scheduling, Women, Youth and Children

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 25067, several - 02587)

Gazetted: 24 August 2022

Closing Date: 7 September 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: www.canberrahealthservices.act.gov.au

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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

Antenatal services, including Fetal Medicine Unit

Paediatrics

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

ABOUT YOU

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Behavioural Capabilities

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Position Requirements/Qualifications:

Mandatory:

Current Driver's Licence

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

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

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Note: As well as the permanent position, there is one temporary position available immediately for six months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sandra Fisher 51247677 Sandra.fisher@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

MHS Neuropsychology

Psychologist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 50765 - 0255J)

Gazetted: 24 August 2022

Closing Date: 23 September 2022

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

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

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This is an exciting opportunity to join the friendly MHS Neuropsychology team, whose core business is to provide neuropsychological assessment and intervention across the Division of Mental Health, Justice Health, Alcohol and Drug Services. The team is centrally located in Woden with easy access to shops, public transport, and parking. Our clinicians are part of a large network of psychologists and are supported to meet their professional learning goals with access to internal supervision and training.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Psychologist with a strong interest in cognitive function to join the friendly and supportive MHS Neuropsychology team. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

Child and Adolescent Mental Health Services

Adult and Older Persons Mental Health Services

Alcohol and Drug Services

Justice Health Services

Secure Mental Health Inpatient Services

MHS-Intellectual Disability

Adult Mental Health Rehabilitation Unit

Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention.

The overall functions of the Psychologist include:

Promoting positive client outcomes through the provision of high-quality clinical services, with support

Providing individual or group service delivery

Performing normal professional work under general professional guidance

May perform novel, complex, critical, or difficult tasks with professional supervision

The Psychologist position reports to the Team Manager of MHS Neuropsychology.

This is a position for a new graduate psychologist. Provisional psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply.

The successful applicant will be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals.

At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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.

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

Position Requirements/Qualifications:

- Be registered or be eligible for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (Ahpra).
- A strong interest in psychometric testing. This position is ideal for those who seek to professionally develop their knowledge and skills in the assessment of cognitive function.

Desirable:

- Previous clinical placement experience in psychometric assessment
- Current driver's licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Mia Cotan Utomo (02) 5124 1269 mia.cotanutomo@act.gov.au

Women, Youth and Children

Paediatrics

Clinical Nurse Manager – Paediatric Day Stay and OPD

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22169 - 0255N)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

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

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POSITION OVERVIEW

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An exciting opportunity exists to join the team in the Department of Paediatrics as the Clinical Nurse Manager for Paediatric Outpatients and Day Stay Unit. You will contribute to the strategic direction and clinical governance of the Paediatric Services.

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

As Clinical Nurse Manager you will be leading an exceptional team of Paediatric nurses in the Paediatric Outpatient and Day Stay Unit, who are passionate about striving to improve outcomes for all Paediatric patients and their families.

Reporting to the Assistant Director of Nursing (Paediatrics and Neonatology) the Clinical Nurse Manager will provide nursing leadership and support staff of the Paediatric Outpatient and Day Stay Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

ABOUT YOU

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Behavioural Capabilities

Strong leadership skills, including capacity to build cohesive high performing teams

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

- Post Graduate qualifications in Paediatric Nursing
- Post Graduate qualifications in Management and/or Leadership
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for five months with 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: Donna Cleary 0481452565 donna.cleary@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26452 - 0257V)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

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

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POSITION OVERVIEW

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

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary

Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

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

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

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

ABOUT YOU

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Behavioural Capabilities

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

Strong clinical leadership and supervision skills.

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

Position Requirements/Qualifications:

Mandatory

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of 3 years' experience working professionally in Nutrition and Dietetics.

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

Hold a current Driver's Licence.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Note: This recruitment round may be used to establish an order of merit list to fill any upcoming vacancies casual, temporary or permanent which may arise in the next 12 months.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Andrew Slattery 51245135 andrew.slattery@act.gov.au

Women, Youth and Children

Obstetrics and Gynaecology

Specialist 1-5 / Senior Specialist – Maternal Fetal Medicine/DDU Subspecialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57248 - 0254F)

Gazetted: 24 August 2022

Closing Date: 16 September 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

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The CHS Fetal Medicine Unit is seeking a Maternal Fetal Medicine Subspecialist or DDU trained Specialist. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. The Centenary Hospital's Centre for Newborn Care has over 650 admissions per year. The Fetal Medicine unit comprises a multidisciplinary team who work closely to provide high quality care for high risk pregnancies. This includes close collaboration with the Neonatology team and allied health including Genetics. The successful applicant must have RANZCOG Fellowship and MFM Subspecialist qualifications or equivalent. They must possess excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and have a demonstrated commitment to teaching.

This position will be embedded in the Fetal Medicine Unit, with pro-rata on call duties and contribution to inpatient management when required.

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

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

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

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ 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.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

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

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

Mandatory:

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

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

Hold a Subspecialty Qualification in Maternal Fetal Medicine (MFM) with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or a Diploma of Diagnostic Ultrasound with Australian Society for Ultrasound in Medicine (ASUM), or an equivalent subspecialist qualification

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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:

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.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

Division Of Surgery

Intensive Care Unit

Intensive Care Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21369, several - 0255M)

Gazetted: 23 August 2022

Closing Date: 2 September 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: www.canberrahealthservices.act.gov.au

The Intensive Care Unit is a 39-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardio-thoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Nurses at this level provide an advanced level of nursing care. They are able to function as a team leader, access and can promptly respond to rapidly changing situations while ensuring staff and patient safety, in collaboration with the multi-disciplinary team.

The activities required of this role includes clinical, leadership, education, work health and safety and quality improvement. Nurses at this level accept accountability for their own practice standards, participate in team building and decision making; and support less experienced staff in the clinical area.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication, interpersonal, negotiation and conflict resolution skills.

Position Requirements/Qualifications:

Mandatory

A minimum of 5 years' experience working professionally in a hospital-based Intensive Care environment, with proficiency in leadership and management

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Post Graduate Certificate in Critical care nursing

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

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

Note: There are permanent and temporary positions for up to six months available.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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: Amanda McCarthy (02) 5204 2756 amanda.mccarthy@act.gov.au

ACT Pathology

Pathology Administration

Director, Pathology Services and Strategy

Senior Officer Grade A \$157,201, Canberra (PN: 21618 - 02567)

Gazetted: 23 August 2022

Closing Date: 9 September 2022

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POSITION OVERVIEW

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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 Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

This is a unique opportunity for a visionary leader to design and lead a value-based public pathology service for the ACT community. You are an accomplished strategic thinker with sound business acumen, strong customer

engagement experience and a passion for value-based healthcare. Your talent for stakeholder engagement, combined with your analytical skills, will help ACT Pathology develop service delivery models aligned to CHS and community expectations. Reporting to the Executive Director of Pathology, you will work with a team to develop innovative models for unlocking and communicating value for various stakeholders. Together we will develop a unique brand for ACT Pathology that recognises our critical role in care, and our leadership in delivering value in a contemporary healthcare environment. Eligibility is open to applicants with transferable skills and experience from beyond the healthcare industry."

The role also works with CHS Finance and other business partners to ensure that Pathology's business strategy is effectively informed by timely financial analysis and business intelligence reporting.

ABOUT YOU

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Behavioural Capabilities

1. High level written and oral communication skills.
2. Effective organisational skills with a high level of initiative, self-motivation and a values-based work ethic.
3. An agile and adaptive leadership style.

Position Requirements/Qualifications:

- Relevant Tertiary qualifications (or equivalent) in a health or related discipline are highly desirable.
- High level leadership experience in a health industry context
- Experience in business development, project management, product development and/or marketing and brand management in the Australian health industry
- Knowledge of the Australian pathology sector, including funding and regulatory requirements is highly desirable
- Knowledge of the governance and compliance requirements for public sector entities is highly desirable
- Experience with media and communications in a health setting is highly desirable
- A strong network in the primary health community and government in the ACT is highly desirable
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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 Occupational Assessment, Screening and Vaccination policy.

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

Rehabilitation, Aged and Community Services

Community Physiotherapy

Program Administrator (GLAD)

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58381 - 02530)

Gazetted: 22 August 2022

Closing Date: 5 September 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: www.canberrahealthservices.act.gov.au

There is a new opportunity for an experienced administrative officer to join the Rehabilitation, Aged and Community Services (RACS), Community Care Physiotherapy Team. This administrative officer will assist the team with the operational management of the GLA:D program (<https://gladaustralia.com.au/>) and day to day running of the community physiotherapy service.

This is a permanent full-time position working across community health centres in the ACT.

The work will include, but is not limited to:

- booking and scheduling appointments,
- screening and registering of patients with GLA:D Australia,
- assisting patients with survey completion,
- creating and maintaining spreadsheets,
- development of monthly reports to the Community Physiotherapy manager,
- mail outs to patients on waiting lists,
- collaborating with research partners,
- monitoring and encouraging attendance at exercise and education sessions.

We are a friendly team with strong supportive links across the Canberra Health Services including other community allied health teams. Staff meet weekly to share knowledge and foster a positive team culture to strive for continual quality improvement and excellent patient outcomes.

Community Care physiotherapists assess and treat a range of musculoskeletal conditions including muscular strains, joint sprains, arthritic conditions, post operative recovery and spinal conditions. There is a community pelvic health physiotherapy service who are part of this team providing education and treatment to patients with pelvic health problems. Interventions are provided on an individual basis or in group settings at health centres.

One physiotherapist within the team delivers services in the patient's home.

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

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

Flexible, adaptive, and comfortable with a changing working environment

Effective communication skills, particularly with consumers, and the ability to develop and maintain relationships across Canberra Health Services and relevant external parties

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

Commitment to providing high quality customer service and achieving positive outcomes for clients and the Division

Position Requirements/Qualifications:

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- The successful applicant will have demonstrated experience of program administration, clerical duties, and data management.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.
- A sound background in computing, excel and word processing is required.
- Demonstrated excellent communication skills via phone, video conferencing and face to face is essential.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Contact Officer: Judy Stone 0401692520 judy.stone@act.gov.au

Medical Services

Pharmacy

Lead Pharmacist, Aseptic and Production

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 29898 - 0254P)

Gazetted: 23 August 2022

Closing Date: 9 September 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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www.canberrahealthservices.act.gov.au

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

CHS Pharmacy is currently involved in two major projects which will modernise and enhance the aseptic and production services provided at CHS. These projects will deliver a new dedicated compounding pharmacy designed to meet standards required for TGA licencing and will implement a digital health record which will change the way in which work is organised and delivered.

The position holder will lead the delivery of production services within the Pharmacy and will contribute significantly to the high quality and cost-effective use of medicines across Canberra Health Services.

ABOUT YOU

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of personal drive
2. Strong leadership skills and high degree of self-motivation
3. High level customer service skills
4. Ability to maintain high work standards and accuracy
5. Excellent communication skills

Position Requirements/Qualifications:

Mandatory

- Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) with no restrictions on scope of practice.
- Minimum of five years hospital pharmacy, sterile compounding or relevant pharmaceutical manufacturing experience.
- Postgraduate qualifications in clinical pharmacy, management, or relevant research degrees.
- The successful applicant will be required to work weekends, public holidays and after-hours as rostered.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

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

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

Rehabilitation, Aged Care and Community Services

Occupational Therapy

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),
Canberra (PN: 35331 - 024WJ)**

Gazetted: 22 August 2022

Closing Date: 7 September 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: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes the Canberra Hospital, University of Canberra Hospital and community based services. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, provides a variety of inpatient, day, ambulatory and community-based rehabilitation services. Allied Health assistants (AHAs) work within all of these settings delivering rehabilitation programs as part of the Occupational Therapy, Physiotherapy and Speech pathology teams, or within the interprofessional Allied Health team comprising Brindabella Day and Ambulatory Rehabilitation Services.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants with a focus on improving patients' independence and ability to engage in activities and their community. Occupational therapy provide rehabilitation for persons with a range of conditions and injuries, including: neurological disorders, orthopaedic conditions, complex medical conditions and frail aged.

All AHAs work under the direct or indirect supervision of an Allied Health Professional (AHP) and play a key role in the day to day functioning of the occupational therapy team. AHAs are provided with regular clinical supervision and access to education and training. Therapy can be provided to individuals or in group settings.

Allied Health Assistants in RACS work flexibly across services and locations where services are offered and may be required to participate in a weekend roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative and engagement

Friendly, warm, caring and empathetic

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

Able to work with others in a team.

Position Requirements/Qualifications:

Mandatory

Certificate IV in Allied Health Assistance or equivalent

Current Australian Driver license.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Jane Lawrence 02 51240073 jane.lawrence@act.gov.au

CHS Finance and Business Intelligence

Revenue and Hospital Financial Services

Senior Director - Revenue and Financial Services

Senior Officer Grade A \$157,201, Canberra (PN: 44334 - 0255Q)

Gazetted: 23 August 2022

Closing Date: 30 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: www.canberrahealthservices.act.gov.au

The Finance and Business Intelligence (FBI) Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the Division manages revenue and patient account services as well as health information services. Reporting to the Executive Branch Manager, Deputy Chief Finance Officer (DCFO), the Senior Director, Revenue and Hospital Financial Services is responsible for a diverse range of activities including administration of the Private Practice arrangement schemes, Medical Education Expenses, Special Purpose Accounts and the Interstate Patient Travel Assistance Scheme. This position is also responsible for integrity in revenue collection across the CHS, receipting and debt collection, VMO claims audit, superannuation payments and Cashier services.

In order to support the Deputy CFO and CFO, the Senior Director requires strong people management skills and flexibility to respond to the various issues arising from their diverse portfolio. The position will also provide high level support and advice to the Executive group and other senior FBI staff, undertaking a range of reporting functions, liaising with key stakeholders and leading a diverse team of financial administration staff.

ABOUT YOU

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Behavioural Capabilities

High level communicator, with demonstrated capability to effectively manage and liaise with staff across the organisation, consumers and stakeholders.

High degree of initiative and drive.

Ability to be adaptable and flexible to accommodate change and provide responsive services to meet organisational needs.

Position Requirements/Qualifications:

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Tasfia Khan 5124 9859 Tasfia.khan@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Medicine

Ward 6A Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22389 - 0254L)

Gazetted: 23 August 2022

Closing Date: 6 September 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 Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of the Medical Ward. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to the Medical Ward. The position is full time working Monday to Friday within business hours, provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of 5 years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

Hold a current driver's license.

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

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

Note: This is a temporary position available immediately 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: Anne Corney 0466011807 anne.corney@act.gov.au

Women, Youth and Children

Paediatric Endocrinology and Diabetes Service

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48608 - 0255S)

Gazetted: 23 August 2022

Closing Date: 8 September 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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Social Work service provides individual interventions for children and young people with diabetes and their families and carers. As a social worker you will provide clinical assessment, management, and evaluation of social work care to patients in tertiary and ambulatory care settings, with diabetes and other chronic conditions. The Social Worker will understand issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Dietitians to provide interdisciplinary care for people with complex diabetes.

The Diabetes Social Worker will be operationally responsible to the Service Coordinator of the Paediatric Endocrinology and Diabetes Service in the Division of Women, Youth and Children. You will report professionally to the CHS Social Work Profession Lead.

ABOUT YOU

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Behavioural Capabilities

Ability to work within an interdisciplinary team environment

Effective communication and interpersonal skills

Effective communication and interpersonal skills

Willingness to critically reflect on and develop your practice skills and framework

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary social work qualification and a minimum of one years' experience working professionally in social work.
- Be available for occasional after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 permanent part-time position at (0.5 FTE). The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Rosemary Young (02) 5124 7495 Rosemary.young@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Administrative Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 28774 - 02559)

Gazetted: 23 August 2022

Closing Date: 6 September 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital. Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

ABOUT YOU

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

Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

Strong organisational skills with a strong work ethic.

Able to work in a collaborative manner as part of a multi-disciplinary team.

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check

Contact Officer: Steve Sculac 51240226 steve.sculac@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Women, Youth and Children

Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 29754 - 0255A)

Gazetted: 22 August 2022

Closing Date: 5 September 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 Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic.

Good communication and interpersonal skills.

Able to work and collaborate with others in a team.

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Danielle Treloggen 51242776 Danielle.Treloggen@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 58449 - 0253X)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

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

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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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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 manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

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

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

Contact Officer: Sarah Toohey 5124 6543 sarah.toohey@act.gov.au

Child and Adolescent Mental Health Services

Community Teams

Clinical Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 24304, several - 02513)

Gazetted: 22 August 2022

Closing Date: 26 August 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS Community Team. This clinical managerial role will include the daily management of the choice and partnership approach clinical service system, multidisciplinary service, the duty officer role, facilitating group work and provide clinical supervision to HP1, HP2, HP3, RN's and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

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 applicant will have the following attributes:
Strong Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients

Teamwork and ability to work collaboratively as part of a management team

Position Requirements/Qualifications:

Relevant Tertiary qualifications in either Social Work, Psychology or Occupational Therapy and a minimum of 5 years' experience working professionally in a health setting is preferred.

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

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

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

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police Check.

Note: The successful candidate will be required to:

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

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

Contact Officer: Kirsten Stafford 02 5124 6544 kirsten.stafford@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Clinical Team Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 58401, several - 0252F)

Gazetted: 22 August 2022

Closing Date: 26 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:

www.canberrahealthservices.act.gov.au

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

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

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS North and South Community Teams. This clinical managerial role will include the daily management of a multidisciplinary service, including management of the choice and partnership approach clinical service system, duty officer role, facilitating group work and provide clinical supervision to RN1, RN2, and RN3.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

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 Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Teamwork and ability to work collaboratively as part of a management team.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications or equivalent in Nursing and current unrestricted registration with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions and a minimum of five years' experience working professionally in mental health services.

Must hold a current ACT driver's license.

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable:

Experience in working with children and young people.

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

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: The successful candidate will be required to:

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

This position is a permanent full-time RN4.1 position available at CAMHS.

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

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

Contact Officer: Kirsten Stafford 02 5124 6554 Kirsten.Stafford@act.gov.au

Community Adult Mental Health Services

Adult Community Mental Health Services

Team Leader, Mental Health Link Team

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 57609 - 02521)

Gazetted: 22 August 2022

Closing Date: 7 September 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: 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 ACMHS has community recovery services teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin and a Mental Health Link Team based at the City.

Within the ACMHS 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 ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS MoC is underpinned by principles of recovery and aims to:

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

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

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

As Team Leader, you will be responsible for managing and supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of performance planning principles and practices.

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1, 2 and 3 Levels as well as supervising students.

The position is based at the City Community Health Centre and reports to the ACMHS Senior Manager. 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. MH Link Team Leader position, 6 months temporary contract, with possibility of extension and or permanent appointment.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

Mandatory

Hold a qualification in nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

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

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

Hold a current driver's licence

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Kylie Henson (02) 51241705 Kylie.Henson@act.gov.au

Chief Financial Officer

Health Information Services

Discharge Summary Liaison Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 35635 - 025A4)

Gazetted: 24 August 2022

Closing Date: 7 September 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: www.canberrahealthservices.act.gov.au

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, 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.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills and attention to detail

Confident communicator with strong liaison/negotiating skills

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

Position Requirements/Qualifications:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Knowledge or understanding of medical terminology.
- Previous experience in data management.
- 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 four months with the possibility of extension.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Natalie Blore (02) 5124 3331 Natalie.Blore@act.gov.au

Cancer and Ambulatory Support

14 A and B

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 32308, several - 0256G)

Gazetted: 23 August 2022

Closing Date: 8 September 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: www.canberrahealthservices.act.gov.au

Opportunities exist for experienced Level 1 Registered Nurses to support high quality outcomes in the cancer side of Cancer and Ambulatory Care. Our two inpatient wards provide nursing care to patients at all stages from a cancer diagnosis, through treatment and when there is the need, at the end of their life. Staff will be provided with specialised training for the haematology and oncology nursing

Please provide a current CV and answers to the selection criteria for your application to be considered

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

High level of communication skills

Ability to accommodate change and provide responsive services

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Diljo Augustin (02) 5124 8608 diljo.augustin@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Education and Training Services Management

Executive Officer, Education and Training Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13009)

Gazetted: 19 August 2022

Closing Date: 26 August 2022

Details: Expressions of Interest are sought from potential candidates to fill the role of Executive Officer, CIT Education and Training Services.

CIT is seeking a dynamic and energetic individual to provide high level support and strategic advice to support the Executive Director, Education and Training Services.

As the Executive Officer you will support the Executive Director to meet organisational objectives in a complex, high pressure, and highly confidential environment.

You will have experience in balancing competing priorities and demands as well as coordinating and implementing strategies to achieve effective and efficient services and outcomes.

Your ability to use tact and diplomacy is paramount and you will forge strong partnerships with key internal stakeholders and subject matter experts, to engage, support and inform the decision-making of the Executive 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.

How to apply: Expressions of Interest should include a one page supporting statement outlining your experience, skills and knowledge against the attached Position Description and a curriculum vitae with two referees including your current supervisor.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Rikki Norris (02) 6207 4877 Rikki.Norris@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager (Chief Operating Officer), Access Canberra

Temporary Vacancy (22 August 2022 to 30 November 2022)

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E847

(Remuneration equivalent to Executive Level 2.3)

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

Date circulated: 17 August 2022

Are you looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse and busy agency that performs both regulatory and customer service functions, and is the front face of the

ACT Government? If so, an exciting short-term relief opportunity as the Chief Operating Officer (Executive Group Manager) is anticipated within Access Canberra. Access Canberra is all about providing people with easy access to ACT Government services, payments and information, while offering a great customer experience and delivering timely regulatory compliance outcomes to achieve our vision of a safe and liveable city. We seek to help community organisations, business and individuals engage with the ACT Government and constantly look for new ways to deliver our services to make them simpler, easier and quicker. We actively apply a risk-based approach to harm to support regulatory compliance outcomes to best protect our community, citizens and the environment across a broad range of areas to help build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in supporting the government's response to COVID-19. The Chief Operating Officer position reports directly to the Head of Access Canberra and is responsible for managing day-to-day operations right across the agency. In this role you will lead and support the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role also plays a primary role in managing corporate matters relating to the operations of the agency and representing Access Canberra at key inter-directorate meetings and working groups. For further information please see the Executive Capabilities attached.

To apply: If you have what it takes and are up for a challenge that will take your leadership and organisational skills to the next level, please submit an Expression of Interest of no more than one page along with a copy of your current curriculum vitae to Deputy Director-General David Pryce via email, david.pryce@act.gov.au by COB Friday 19 August 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963. Contact Officer: David Pryce (02) 6205 9898 or david.pryce@act.gov.au

Digital, Data and Technology Solutions

Tech Service Delivery

End User Services

Senior Test Analyst

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 15732)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of Senior Test Analyst. This role is responsible for assisting in the testing phases of operational and development activities including large-scale upgrades of a Standard Operating Environment (SOE). The role will successfully coordinate and conduct BAU and UAT testing, take ownership and provide advice on a range of identified issues during testing to ensure timely resolution and manage individual and team workflows using testing tools and documents. 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. Former ADF members are also encouraged to apply.

Eligibility/Requirements

The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent)

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

Selection may be based on application and referee reports only.

Please note, this position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part-time may form part of the flexible work arrangements for this position.

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

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual seven capabilities listed in the "What you require" based on the 'What you will do' section. Describe experience, examples, and claims of suitability for each capability separately.

Applications should be limited to cover sheets, the applicant's curriculum vitae, and not more than two pages of response that address the capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Larissa Wurzer (02) 6207 5929 Larissa.Wurzer@act.gov.au

Policy and Cabinet

Executive Branch Manager, Better Regulation Taskforce

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1263)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: Policy and Cabinet is looking for an individual who can work across directorates and with business and the community to support the delivery of the Government's Regulatory Reform agenda.

The role supports the Head of the Better Regulation Taskforce who leads the Government's program of regulatory reform and provides advice and support to the Minister for Business and Better Regulation.

The Executive position leads the Better Regulation Taskforce in developing, implementing, and coordinating key government regulatory reforms.

The Executive Branch Manager (EBM) is also responsible for providing advice to the Attorney General regarding regulatory reform matters, the Chief Minister in their role of Chair of Cabinet and the Head of Service as the Cabinet Secretary.

The EBM is responsible for managing and developing staff, including their professional development, and fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS.

The EBM reports to the Coordinator General Climate Action and Head of the Better Regulation Taskforce.

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

Contract: The successful applicant will be placed on a short-term contract for up to two years.

How to Apply: Please submit your curriculum vitae and an Expression of Interest no longer than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Workforce Capability and Governance Division

ACTPS Workforce Strategy and Capability

Whole of Government Workforce Policy and Programs

Program Director, Future Talent

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14236)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Are you looking for an opportunity to lead a dynamic Whole of Government program? Do you relish working in a fast paced, challenging and rewarding role? Do you have passion for and experience in program management, stakeholder relations, strategic recruitment, leadership and/ or capability development?

The Future Talent team is responsible for delivery of several Future Talent Programs across the Service, including:

Current Graduate Program, including delivery of:

Graduate Learning and Development Program,

Graduate Rotation Program,

Talent Bank Program, and

Graduate Diversity and Inclusion Cohort, and

Graduate Talent Acquisition Program (End to end recruitment for following year's Graduate Program and Talent Bank Program).

What we are looking for:

We are looking for a Program Director adept at managing a breadth of interrelated program activities, working across a large and complex system of stakeholders, problem solving and thinking innovatively about ways to continually improve and contemporise the program.

You will excel in this role by demonstrating your:

excellent team management and leadership capability,
extensive understanding of a range of talent management opportunities, including contemporary attraction, recruitment and learning and development methodologies which drive successful outcomes,
experience and success in complex and fast paced program management and delivery,
Well-developed conceptual, analytical, problem-solving and communication skills,
Confident stakeholder and event management skills, including the ability to creatively resolve complex cases involving multiple senior stakeholders

Further details on the role and its organisational context can be found in the Position Description.

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

Eligibility/Other Requirements:

Qualifications in a relevant discipline, and/or membership of a relevant professional association are highly desirable.

An understanding of the ACTPS, or the ability to quickly develop this understanding, is highly desirable.

How to Apply:

Applicants should submit a statement outlining their skills and experience relevant to the role and selection criteria described in the Position Description (maximum 2 pages).

A copy of a current curriculum vitae and contact details of two relevant referees is required with the submission.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Schacht (02) 6207 3993 Angela.Schacht@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming

Operations Reform Project, Director - Liquor and Gaming

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58123)

Gazetted: 19 August 2022

Closing Date: 26 August 2022

Details: Are you a motivated and talented individual with experience in project delivery and operational policy reform?

Access Canberra is responsible for the administration and regulation of the Gaming industry, and looking for a Director to lead a dedicated project in the Liquor and Gaming team .

This temporary position will be directly responsible for leading the operational scoping and implementation of a major element of the *Parliamentary and Governing Agreement* relating to reform in the Gaming Machine sector. 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 extension and/or permanency. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two-page pitch (maximum) which outlines their suitability for the position and addresses the required Skills, Knowledge, Behaviour criteria through providing practical examples. As well as provide a copy of a current curriculum vitae and contact details of at least two relevant referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Fleck (02) 6205 8415 Katrina.Fleck@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Licensing/Authorised Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 02759, several)

Gazetted: 19 August 2022

Closing Date: 26 August 2022

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing/Authorised Officer. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. The Licensing/Authorised Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes.

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

Eligibility/Other Requirements:

To be successful in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. For 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 candidates are requested to submit a one-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Miles (02) 6207 9364 Matthew.Miles@act.gov.au

Policy and Cabinet Division

Regional, Infrastructure, Planning and Transport

Assistant Director, Infrastructure Plan

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45611)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and across-government regulatory reform.

Policy and Cabinet supports the Chief Minister, Minister for Business and Better Regulation, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

The Regional, Infrastructure, Planning and Transport Branch provides whole of Government policy advice and support in relation to policy matters within the portfolio areas of the following ACT directorates:

Environment, Planning and Sustainable Development Directorate;

Transport Canberra and City Services Directorate; and

Chief Minister, Treasury and Economic Development

The Branch also has lead responsibility for updating the ACT Infrastructure Plan; provides strategic advice in relation to Auditor General matters; leads the ACT Government's regional and cross-border engagement and policy development; and coordinates ACT Government services in Jervis Bay Territory.

The Assistant Director – Infrastructure Plan will be a key member of the Regional, Infrastructure, Planning and Transport Branch. The position will contribute to building strong relationships across the public service, and with key external stakeholders, to support the update of the ACT Infrastructure Plan.

The Assistant Director - Infrastructure Plan will work in a small team in CMTEDD, as well as with officers across Government, to analyse existing infrastructure plans; understand current and emerging infrastructure priorities

across the full range of infrastructure categories; provide evidence-informed advice to Government on infrastructure planning; and draft updates to the ACT Infrastructure Plan to ensure that the Territory's infrastructure planning achieves its objectives. The Assistant Director – Infrastructure will also work closely with Directorates on supporting the ACT's relationship with Infrastructure Australia.

The position may also be required to provide strategic policy advice in relation to Cabinet matters and Government priorities within the Team's other portfolio responsibilities.

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

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

Selection may be based on application and referee reports only.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home.

How to apply: A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the "Apply Now" button below:

Contact Officer: David Clapham (02) 6205 7261 David.Clapham@act.gov.au

Director - Capability

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 01405)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Procurement ACT is seeking a motivated and experienced Director – Capability to manage and support our small team in completing our business as usual program of works as well as the relevant areas of the Procurement Reform Program.

The Capability team support procurement workforce planning and the development of Procurement Professionals across the service and associated learning activities, engaging and collaborating with internal and external stakeholders both across the ACT Government and externally.

In addition, the Capability team also provide governance and secretariat support to the Procurement Community of Practice, boards, committees and working groups as required.

This is an exciting and challenging role that would suit an experienced business leader who is experienced in planning and delivering a challenging program of business as usual as well as driving and supporting the development of content for programs delivering significant change. You will also need a passion for governance and secretariat work.

In return, we will offer you a supportive and professional team environment that allows you to develop and support strategic packages of work, lead a team of enthusiastic and capable individuals and play a pivotal role in supporting the procurement reform and continue to build on your leadership and management skills to advance your career to the next level.

If a career in driving innovation and supporting the ACT Government to deliver better outcomes to the community through procurement is your dream and you want to be part of a supportive and high performing team, Procurement ACT wants to hear from you. Send us your application and get started on the next exciting chapter in your career!

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 curriculum vitae and responses to each of the Selection Criteria (maximum 500 words per criterion).

Applications should be submitted via the Apply Button below.

Contact Officer: Sarah Burns (02) 6205 9056 Sarah.Burns@act.gov.au

Corporate

Physical Records Project Lead

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58036)

Gazetted: 18 August 2022

Closing Date: 2 September 2022

Details: Workforce and Information Services has an opportunity for an experienced and passionate records officer to join the Information Management Team by directing and driving a large-scale physical records sentencing project.

As the successful candidate, you will possess a sound working knowledge on records appraisal, conducting effective records sentencing and disposal, and the controlling of metadata. You will be self-motivated and able to manage the day-to-day operations of a small team of physical records sentencers. Ideally, you will also have a level of proficiency in the use of HP Content Manager and familiarity around government administrative practice. Your ability to provide a strong customer service focus, problem-solve, and apply of a high level of attention to detail in the controlling of government records, will be key in the overall success of the project.

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

Note: This is a full-time temporary position for two years. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed within the Position Description.

Please submit the following:

A maximum two-page pitch detailing your ability to carry out the advertised role and why you are the best person for the position. This should include that you have the outlined capabilities in "What you Require" as well as demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do".

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

Contact details of at least two referees.

Applications should be submitted via the Apply Button below.

Contact Officer: Lynda Weller (02) 6205 3955 Lynda.Weller@act.gov.au

Digital Data and Technology Solutions

Director Strategic Contracts

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42562)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Fast-paced and dynamic team seeks motivated and enthusiastic self-starter for a role managing Strategic Contracts

Do you like to achieve outcomes and implement innovative solutions? Do you want to work with diverse stakeholders and engage with vendors? Are you able to step back and identify strategic opportunities comfortably communicating your views? If you said yes, then this is the role for you!

The Business Enablement and Advisory Services Team in Strategic Business Branch is responsible for the delivery of whole of government Information and Communication Technology (ICT) agreements and ensuring compliance with procurement legislation and ACT Public Service values. From making sure our vendors are doing their part to providing maximum value to our colleagues in the directorates, we play a diverse and essential role in the ACT Government ecosystem.

This role is suited to a highly organised and driven applicant who can apply a commercial lens in order to identify opportunities for innovation and improvement. They will provide advice to key stakeholders on contract and procurement obligations and facilitate the development of strategic ICT contracts, and associated support services.

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

Eligibility/Other Requirements:

Qualifications in procurement or contract management would be advantageous.

An ACT Government CMTEDD baseline clearance is required for this position.

Highly Desirable:

Knowledge of procurement and contract management activities within government.

Well-established communication skills to support and articulate key concepts and issues, the ability to develop and convey strategic solutions.

Knowledge of the administration and governance processes that apply to ICT procurement and contracts

Note: This is a temporary position available to 31 December 2022 with the possibility of extension and/or permanency. A merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months that may be shorter in duration.

Remote working can be facilitated for the suitable applicant, noting it will be necessary to attend the office under a hybrid working arrangement as required. When in the office, the workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a pitch of no more than two pages outlining their suitability for the position in line with the selection criteria identified in the Position Description and a current curriculum vitae with the details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytic Centre

Data Policy team

Senior Data Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40126)

Gazetted: 19 August 2022

Closing Date: 16 September 2022

Details: Do you like creating important whole of government policy? Do you want to guide how government uses data? The ACT Data Analytics Centre (ACTDAC) is the ACT Government's central team supporting directorates to and use data and we are seeking a passionate Policy Officer to join our Data Policy team.

The Data Policy team works with stakeholders from all ACT Government directorates to develop effective policy.

We also work with teams on data and digital projects. The team leads work across the ACT Government to get the best out of our data and information assets, improving Canberra's wellbeing.

In this role, you will research and support the development of whole of government data frameworks, capability, and governance. You will also contribute to the ACT's participation in national digital and data projects and engage with stakeholders from all jurisdictions.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation, and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

If this sound like the job for you, we would love to hear from you!

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

Eligibility/other requirements: This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to apply: Please provide a maximum of a two-page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Thomas Whitting 0488148448 thomas.whitting@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Director, Unified Communications

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50514)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

Details: The Unified Communications team requires someone who can strategically set the agenda for the ACT Government’s telephony, collaboration, video conferencing and digital signage environment and provide leadership to a team of technical specialist. This team within the Technology Services Branch of Digital, Data and Technology Solutions, is looking for a dynamic person who is self-motivated, has excellent organisation skills and can coordinate multiple operational and project activities in the support of a large enterprise 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.

Eligibility/Other Requirements:

Current AGVSA Baseline security clearance or ability to obtain and hold an AGSVA Baseline security clearance is mandatory.

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

How to Apply: Candidates are asked to review the Position Description and address the skills under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jake Radloff (02) 6207 2341 Jake.Radloff@act.gov.au

Workforce Capability and Governance

Executive Branch Manager, Cultural Transformation Branch

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1253)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced leader to fill the position of Executive Branch Manager, Cultural Transformation Branch.

The Executive Branch Manager, Cultural Transformation Branch will assist the ACTPS to develop and maintain culturally safe work places and practices for Aboriginal and Torres Strait Islander staff, which will contribute to retention and enabling successful and meaningful careers within the Service. The Cultural Transformation Branch will also have an initial remit of attracting and retaining Aboriginal and Torres Strait Islander staff to the ACT Public Service. Over the first six-month period, the successful applicant will be required to establish the Cultural Transformation Branch including clearly defining the remit, forward workplan, ongoing resourcing requirements and priority strategic projects.

This position requires a strategic leader who can draw on their comprehensive knowledge of contemporary workforce, leadership, and management and change management principles to establish the Cultural Transformation Branch and its forward work plan. The ideal candidate will be able to bring together a team and embed practices and ways of working that result in strategic, tangible and meaningful change being delivered across the ACTPS and that set up the Cultural Transformation Branch as a leading place for innovation, collaboration and professional excellence across the ACTPS in regard to workplace cultural reform.

Eligibility/Other Requirements: This is an identified position and is only open to Aboriginal and/or Torres Strait Islander people.

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

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

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

How to Apply: Applicants should submit a 'one page pitch' as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dr Damian West (02) 6207 5397 damian.west@act.gov.au

Shared Services

Financial Services

Salary Packaging Team

Assistant Director Salary Packaging Customer Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57749)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: An exciting opportunity has become available within the Shared Services Salary Packaging Team. The position provides leadership to a small team for the provision of a suite of salary packaging services to employees of the ACT Government. The successful applicant will be energetic and enthusiastic as they will be responsible to ensure the delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a very busy and dedicated team environment.

You should have a demonstrable commitment to high quality customer service including research and auditing capability, sound attention to detail, excellent written and oral communication skills, as well as the knowledge of the benefits of salary packaging and the software solution which supports such services.

The successful applicant must be able to demonstrate they can provide leadership and manage competing priorities to ensure tight deadlines are met.

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/Requirements

Relevant tertiary qualifications would be highly desirable.

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

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

How to Apply: Applicants are asked to submit a written pitch of no more than two pages and a copy of your current curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Desley Croker (02) 6205 7634 Desley.Croker@act.gov.au

Access Canberra

Construction Occupations Licensing Act Administrations Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 22814, several)

Gazetted: 24 August 2022

Closing Date: 14 September 2022

Details: Do you want to contribute to improving building quality in the ACT?

Access Canberra has an opportunity for a person with a unique combination of Skills, Knowledge and Behaviours to fill the role of a Construction Occupations Licensing Act Administrations Officer.

The preferred candidate will be able to read, interpret and apply legislation as well as internal policies and procedures in carrying out their duties under supervision. It will also be necessary to have a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced environment whilst liaising with a diverse range of internal and external stakeholders.

In this role you will assist in improving building and planning compliance outcomes.

You will be required to support senior officers to undertake complex regulatory activities including assessing compliance with the ACT's building, planning and construction licencing laws, and technical documents such as the National Construction Code, Building Code of Australia. You will be required to assist senior officers to undertake

assessments of construction occupations licences, on-site building inspections and compliance audits whilst working within Access Canberra's regulatory framework which directs our approach to regulation. This role involves significant engagements and liaison with the construction industry and members of the community, so communication skills of high order and impartiality are important skills to successfully undertake this role.

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

Note: This is a full-time permanent position. 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.

Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: If you would like to apply for the role please send your curriculum vitae with a **two-page** pitch on why you think you're the best person for this position outlining your experience and/or abilities against the key areas of Skills, Knowledge and Behaviours to successfully perform this role as outlined in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Tamara Blissenden (02) 6207 3268 Tamara.Blissenden@act.gov.au

Communications and Engagement

Governance and Protocol

Governance and Protocol Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46010, several)

Gazetted: 22 August 2022

Closing Date: 8 September 2022

Details: Are you well-organised, reliable, and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies, and services?

The CMTEDD Communication and Engagement division is looking for a Governance and Protocol Officer to join our team for up to 12 months with the possibility of permanency.

This position provides strategic, operational, and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

If this role sounds like you, get in touch!

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 experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

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

The ability to work flexibly under limited supervision is required.

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

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

How to apply: If you are interested in joining our progressive team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description.

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a curriculum vitae and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katriina Kancans (02) 6205 2130 Katriina.Kancans@act.gov.au

Communications and Engagement

Content, Governance and Protocol

Governance and Protocol

Protocol, Honours and Ceremonial Events Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 23587, several)

Gazetted: 22 August 2022

Closing Date: 8 September 2022

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement Division that ensures that the Canberra community is well informed on government programs, policies and services?

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement Division is looking for a Protocol, Honours and Ceremonial Events Officer for up to 12 months with the possibility of permanency. This position provides ceremonial and hospitality support to the Chief Minister including high level protocol advice. You will also manage a number of award programs.

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 or a minimum of two years' experience working professionally in honours and awards administration (or related industries) is desirable but not essential.

A current driver's licence is desirable.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Under activity-based working (ABW) arrangements this position will not have a designated workstation/desk.

How to apply: Please submit: a maximum two-page pitch outlining your suitability to show that you have the capabilities in the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities; a curriculum vitae outlining your work history and experience; two referee contact details (one should be a current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Jacobsen (02) 6205 3031 Angela.Jacobsen@act.gov.au

Property and Shared Services

ACT Property Group

Executive

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25303)

Gazetted: 22 August 2022

Closing Date: 7 September 2022

Details: ACT Property Group are seeking a dynamic executive assistant who has the skills and experience to work in a busy operational work area. The Executive Assistant manages the smooth operation of the Executive Unit including the Executive's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position also provides a coordination function to the Branch, regularly communicating with the Executive Group Manager's area, to coordinate corporate reporting and ministerial responses ensuring a high level of service and support is provided.

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

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

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 experience and/or qualifications in executive support/office management.

Driver's Licence.

Notes: This is a temporary position available for six months with the possibility of permanency. Selection may be based on application and referee reports only. his position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mikayla Thomas (02) 6207 9887 Mikayla.Thomas@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Licensing/Authorised Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42544)

Gazetted: 23 August 2022

Closing Date: 30 August 2022

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing/Authorised Officer. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. The Licensing/Authorised Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes.

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

Eligibility/Requirements

To be successful in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

Notes: This is a temporary position available immediately for three 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.

How to Apply: Interested candidates are requested to submit a one-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role.

Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Miles (02) 6207 9364 Matthew.Miles@act.gov.au

Revenue Management

Office of the Commissioner

Executive Officer, Office of the Commissioner

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34260)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: The ACT Revenue Office is seeking applications from highly motivated individuals to fill the role of Executive Officer, Office of the Commissioner, for a period of 6 months with the possibility of extension and/or permanency. The role provides executive support to the Commissioner for ACT Revenue/Executive Group Manager, Revenue Management Group, and administrative support to the senior management team and to the whole of ACT Revenue Office.

The successful applicant will have extensive experience in providing high level executive support and assistance to a senior Executive and will also have experience in managing and supporting an administrative team. The successful applicant will have very strong organisational skills with the ability to be adaptable and responsive to changing priorities. A high level of confidentiality and discretion is also required in this role.

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

Eligibility/Requirements

An understanding of CMTEDD business, administrative and governance processes, as well as some knowledge of ACT tax legislation is desirable.

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

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement of no more than 2 pages outlining their experience and skills against the capabilities included under the "What You Require" section of the attached Position Description. A curriculum vitae and the contact details of two current referees must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: MaryJane Lalliard (02) 6205 8796 MaryJane.Lalliard@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Network Engineer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 49182)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

Details: The Networks, Communications Services and ICT Facilities team is looking for a network engineer to provide assistance with operational and project related activities in support of the ACT Government network. This includes the management of network routers, switches, firewalls, wireless and monitoring platforms, working in a large and diverse enterprise 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.

Eligibility/Requirements

This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.

- Class C driver licence is essential.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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: Candidates are asked to review the Position Description and address the skills under the What you will do and What you require sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Reid (02) 6205 9514 Jamie.Reid@act.gov.au

Treasury

ACT Property Group

Finance and Systems

Assistant Director, Reporting, Budget, Costing and Asset Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16426)

Gazetted: 24 August 2022

Closing Date: 31 August 2022

Details: We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This position is a leadership role within the Finance team providing expert financial advice and support to the business and business units on reporting, budget, costing and strategic finance matters. The person in this role will provide technical financial advice, analysis, planning and reporting on various financial matters.

This is a diverse and challenging role and would ideally suit a suitably skilled person keen on making a difference.

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:

For this role you not only need to be suitably skilled and motivated but also require :

Tertiary qualification in accounting/finance or audit; and

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA

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

How to Apply: In order to apply for this rewarding role please provide a two page written response outlining your suitability for this position and your current curriculum vitae (with Referee contacts). Selection may be made on applications and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Burton (02) 6207 5863 Ross.Burton@act.gov.au

Policy and Cabinet Division

Various

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36647)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: As an Executive Assistant, you will provide high quality administrative and executive support to one or more members of the Senior Executive of Policy and Cabinet and their associated business units.

This position may also provide administrative functions across the Policy and Cabinet Division.

WHAT YOU WILL DO

As an ASO4 Executive Assistant, under limited direction from members of the Division's Executive, working across the Policy and Cabinet Division you may be required to;

Provide high level administrative support to Executives including calendar, email, phone, meeting paper management and broader branch organisation.

Undertake a range of administrative tasks [across the Division], including monitoring shared email accounts, booking travel, making meeting arrangements, filing, maintaining assets, and answering telephone calls and other enquiries.

Provide a liaison point between the Executives' offices and other areas of the Division, Agency and other ACT Government agencies across a range of matters, with a view to fostering and supporting positive and productive relationships with all areas of ACT Government.

Assist the Corporate Support team with the monitoring, allocation and management of routine business and corporate responsibilities including reporting, finance, and facilities.

Provide secretariat services and organisational support to a range of internal Division meetings, whilst maintaining a high level of confidentiality and discretion.

Action a range of Human Resource processes for the Executive, including organisation of recruitment rounds, scheduling interviews, processing outcomes, and on-boarding new staff.

At times, provide backup executive support assistance to other Executive Assistants in the Division.

This position is an activity-based workplace where staff do not have allocated desks and may work from the office or home according to their needs and business requirements.

Selection for the various roles will be based on skills and experience.

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/Requirements

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated organisational skills of a high order, focusing on the ability to plan, prioritise and support an Executive's work activities. Being able and willing to manage competing priorities to meet timeframes in a fast-paced and busy environment.

Demonstrated experience in managing the administrative functions of a Senior Executive's office, including calendar, email and travel bookings, and basic financial processing including Credit Card reconciliation.

Excellent written communication skills including the ability to draft less-complex responses to correspondence and communications material.

Behavioural Capabilities

Willingness to work flexibly, including demonstrated ability to work collegiately as a team, assisting others where necessary and contributing to wider team goals.

Relationship management skills, including liaison and interpersonal skills that facilitate establishment and maintenance of relationships with people at all levels.

Demonstrated ability to consistently deliver high quality customer service practices and attributes.

Compliance Requirements / Qualifications

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary vacancy available immediately for three months with the possibility of permanency.

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

How to Apply: If this opportunity interests you please submit your application including a pitch no more than two pages, your current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: PeterJ Robinson (02) 6207 7015 PeterJ.Robinson@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Network Engineer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 50513)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

Details: The Networks, Communications Services and ICT Facilities team is looking for a network engineer to provide assistance with operational and project related activities in support of the ACT Government network. This includes the management of network routers, switches, firewalls, wireless and monitoring platforms, working in a large and diverse enterprise 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.

Eligibility/Requirements

This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.

Class C driver licence is essential.

This position may require a Working with Vulnerable People Check.

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

How to Apply: Candidates are asked to review the Position Description and address the skills under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Reid (02) 6205 9514 Jamie.Reid@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Collaboration Training Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 30612)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

Details: The Unified Communications team requires someone who is self-motivated, has excellent organisational skills and can work with a range of stakeholders in delivering in-house training programs for collaboration technologies. You will get to work with different directorates in assisting them with video conferencing, online events and webinars, and more.

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:

An ACT Government CMTEDD Baseline clearance is required for this position

This position does require a Working with Vulnerable People Check.

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

How to Apply: Candidates are asked to review the Position Description and address the skills under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Shane Eccleston (02) 6207 7963 Shane.Eccleston@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Policy Team

Senior Data Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55384)

Gazetted: 22 August 2022

Closing Date: 21 September 2022

Details: Do you like creating important whole of government policy? Do you want to guide how government uses data? The ACT Data Analytics Centre (ACTDAC) is the ACT Government's central team supporting directorates to and use data and we are seeking a passionate Policy Officer to join our Data Policy team.

The Data Policy team works with stakeholders from all ACT Government directorates to develop effective policy.

We also work with teams on data and digital projects. The team leads work across the ACT Government to get the best out of our data and information assets, improving Canberra's wellbeing.

In this role, you will research and support the development of whole of government data frameworks, capability, and governance. You will also contribute to the ACT's participation in national digital and data projects and engage with stakeholders from all jurisdictions.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive and connected city.

If this sound like the job for you, we would love to hear from you!

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

Notes: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Please provide a maximum of a two (2) page Expression of Interest addressing the selection criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thomas Whitting 0488148448 Thomas.Whitting@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

Strategic Policy

Policy and Service Design

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43559)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: Want to make a difference? Now is your chance. Policy and Service Design Branch is looking for people who want to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice. Manage and collaborate with others to deliver high profile projects.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of people in the community, we want to hear from you. If your project management skills set you apart, we want to hear from you.

Eligibility/Other requirements: Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch. There are several positions in the Policy and Service Design Branch. The branch is working in project teams to deliver priority projects.

Notes: There are several temporary positions available immediately for 12 months with the possibility of extension and/ or permanency. This recruitment process will be used to create a merit pool, valid for 12 months. Selection may be based on application and referee reports only, if interviews are required, they will be conducted online.

How to Apply: Provide a maximum of two pages outlining your skills and experience, your curriculum vitae, and the names of two referees.

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

Contact Officer: Louise Bassett (02) 6205 7743 Louise.Bassett@act.gov.au

Strategic Policy

Policy and Service Design

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41698)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: Want to make a difference? Now is your chance. Policy and Service Design Branch is looking for people who want to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice. Manage and collaborate with others to deliver high profile projects.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of people in the community, we want to hear from you.

Eligibility/Other requirements: Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch. There are several positions in the Policy and Service Design Branch. The branch is working in project teams to deliver priority projects.

Notes: These are temporary positions available immediately for 12 months with the possibility of extension and/ or permanency. This recruitment process will be used to create a merit pool, valid for 12 months. Selection may be based on application and referee reports only, if interviews are required, they will be conducted online.

How to Apply: Provide a maximum of two pages outlining your skills and experience, your curriculum vitae, and the names of two referees.

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

Contact Officer: Louise Bassett (02) 6205 7743 Louise.Bassett@act.gov.au

Inclusion and Participation

Community and Social Inclusion

National Multicultural Festival

National Multicultural Festival Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 39135)

Gazetted: 23 August 2022

Closing Date: 30 August 2022

Details: Are you creative, well-organised, customer-focused and an event management expert? A fabulous opportunity to lead the 2023 National Multicultural Festival is now available. The Festival is a hugely popular high-

profile major event held each year in the Canberra CBD and is a key highlight on Canberra's cultural calendar. The Festival serves as an important platform for the multicultural community to showcase cultural traditions and heritages through food, music and dance and social interaction. The Senior Director coordinates and manages the annual Festival including leading, developing and implementing the broad project plan and all policies and programs related to the event.

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 six months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Freya Obrien (02) 6205 8434 Freya.O'Brien@act.gov.au

Housing ACT

Executive

Office of the EGM

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57980)

Gazetted: 23 August 2022

Closing Date: 30 August 2022

Details: We are on the search for an Executive Officer to the Executive Group Manager, Housing ACT, Community Services Directorate. The Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office; liaison with the Government Business Team on government and Assembly business and business planning; coordination of divisional, directorate and whole of government corporate reporting; human resource management for the Office; and other priority projects. The Executive Officer works closely with the Executive Team across the directorate, and senior leaders of Housing ACT. The Executive Officer has one direct report; the Executive Assistant to the Executive Group Manager.

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

If this sounds like you, we would love to hear from you!

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

Eligibility/Other requirements:

Relevant Executive Assistant or Executive Officer experience, of more than five years.

Experience in working within an Executive office in a government environment.

Relevant qualifications in a related field such as a Business Administration Certificate.

Experience using TRIM.

Notes: Selection may be based on application and referee reports only. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide your current curriculum vitae and a two-page pitch outlining why you are best suited for this position and your experience in line with the duties and capabilities in the Position Description. You are also required to provide two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Lianos 0412261711 Tracey.Lianos@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Facilities Officer

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 19003)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to permanently fill the role of Facilities Officer. You will work as part of a small team responsible for undertaking on the job activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds. This role also assists in the coordination of external contractors and liaises with internal clients and participates in minor building projects and improvements.

The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

Eligibility/Requirements

Desirable qualifications and experience:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment.

Essential requirements:

Possession of a current driver's licence

Senior First Aid Certificate

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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 are sought from potential candidates that should include;

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description; and.

Names and contact details of at least two referees, including your most recent/current supervisor or manager.: and a

Current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Campbell (02) 6207 3582 Stuart.Campbell@act.gov.au

Housing ACT

Housing and Homelessness Strategy and Policy

Policy Officer - Identified Position for Aboriginal and/or Torres Strait Islander Peoples

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58458)

Gazetted: 22 August 2022

Closing Date: 7 September 2022

Details: This is an Identified position in accordance with section 42, Discrimination Act 1991 and is open to Aboriginal and/or Torres Strait Islander people.

Housing ACT is seeking an enthusiastic and effective person with strong engagement/ relationship skills working with Aboriginal and Torres Strait Islander individuals, families, and kinship members within the ACT and surrounding regions, in conjunction with ACT Government and the wider housing community sector. Your genuine interpersonal skills require a combined balance with research, writing and organisational skills, that support policy and project planning initiatives within a small dedicated Aboriginal and Torres Strait Islander team.

This new role sits within the Housing and Homelessness and Strategy Policy Unit, Housing ACT. To be successful in this position, you must demonstrate that you have the following:

Strong communication skills interacting with diverse range of key stakeholders, including the ACT Aboriginal and Torres Strait Islander community.

Time management and organisational skills with the ability to multitask and work under pressure with minimal supervision.

Strong written skills to develop quality, detailed documentation and provide secretariat support.

Strong problem-solving skills to resolve matters as they arise as well as anticipate obstacles in advance.

If this sounds like a job for you, Housing ACT invites you to apply for the position via the below instructions. (You joining Housing ACT/CSD will increase workforce numbers for Aboriginal and/or Torres Strait Islander in the ACTPS).

Eligibility/Other Requirements:

This is an Identified position in accordance with *section 42, Discrimination Act 1991* and is open to Aboriginal and/or Torres Strait Islander people. Therefore, a Confirmation of Aboriginality may be requested.

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

How to Apply: Please submit a written application of no more than two pages, responding to the Selection Criteria - skills, knowledge and behaviours.

Please also include a current curriculum vitae and contact details of two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Lesiputty (02) 5124 9793 Joanne.Lesiputty@act.gov.au

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

Inclusion and Participation

Office for Disability

Senior Director, Office for Disability

Senior Officer Grade A \$157,201, Canberra (PN: 38690)

Gazetted: 19 August 2022

Closing Date: 6 September 2022

Details: This is an exciting opportunity to join the senior leadership team of the Office for Disability.

You will have exceptional leadership skills and a strong commitment to driving social change and inclusion for people with a disability in the ACT.

The Office for Disability oversees implementation of the National Disability Strategy, ACT disability policy, programs, grants and events, and connection with the community via groups such as the ACT Inclusion Council and Disability Reference Group. The Office for Disability includes National Disability Insurance Scheme (NDIS) responsibilities, engagement with the Commonwealth, and high-level support to Ministers and ACT Senior Executive on matters relating to disability.

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 three months with the possibility of permanency.

How to Apply: Please submit a two page response to the skills, behaviours and knowledge identified in the position description and a recent curriculum vitae. Your application should be supported by the names and contact details of two referees, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Kelly (02) 6207 6424 Shaun.Kelly@act.gov.au

Children, Youth and Families

Business Support

Business Support

Senior Director Business Support

Senior Officer Grade A \$157,201, Canberra (PN: 26671)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

Details: Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and

management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

The unit takes the lead in the implementation of the CSD Strategic Plan, whole of CYF Work Health and Safety response, management of Risk Registers and Business Continuity Plans, manage the Complaints and Client Services Team which includes complaints and stakeholder liaison across CSD and community, and provides strategic business support to the branches within Children, Youth and Families.

The SOGA Senior Director role is responsible for providing strong leadership in supporting the Executive Group Manager to deliver the Strategic Plan. The role will be required to work across all Branches to ensure Children, Youth and Families has the capability to meet statutory obligations. The Senior Director will lead the development and maintenance of strategic relationships across government and the community sector. The position will require a person with significant experience in managing, developing, implementing and monitoring strategic policy and coordination activities. The position is responsible for leading, mentoring and supporting staff in the Business Support team, and reports to the Executive Group Manager.

Note: A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae, and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the “Apply Now” below:

Contact Officer: Anne Maree Sabellico (02) 6205 0839 AnneMaree.Sabellico@act.gov.au

Office of the Director-General

Executive Branch Manager

Executive Level 1.4 \$235,922 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E418, several)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: The Community Services Directorate (the Directorate) manages the human services responsibilities of the ACT Government. The Directorate assists families, children, young people, people with disabilities, Aboriginal and Torres Strait Islander people, women, older people, culturally and linguistically diverse groups, migrants and refugees and community groups and organisations. The Directorate works with the community and manages services that assist the Canberra population.

As the Executive Branch Manager, Office for Aboriginal and Torres Strait Islander Affairs (Executive Level 1.4, E418) you will be responsible for the provision of high level strategic advice and policy for the ACT Government and Aboriginal and Torres Strait Islander communities. You will communicate sensitivity and effectively and will provide best practice advice, policy guidance and reporting support to those areas of Government responsible for delivering specialist Aboriginal and Torres Strait Islander services as well as building cultural integrity across all mainstream services. The position is also responsible for the day to day management of the Office of Aboriginal and Torres Strait Islander Affairs and provides leadership to ensure the Office for Aboriginal and Torres Strait Islander Affairs and government agencies have robust working relationships to deliver effective policy and programs to enhance the wellbeing of Aboriginal and Torres Strait Islander peoples in the ACT.

As the Executive Branch Manager, Aboriginal and Torres Strait Islander Service Development (Executive Level 1.2, E1218) you will lead a team that will support the establishment of Aboriginal and Torres Strait Islander Community Controlled Organisation's (ACCO's) across the ACT region with expertise in providing high level strategic policy development, service design and the establishment and implementation of partnerships with Aboriginal and Torres Strait Islander community and sectors. You will influence decision-making across government and collaborate with senior Aboriginal and Torres Strait Islander community leaders and organisations to establish and enhance Aboriginal Community controlled organisations to deliver Child and Family Services, Family Safety Support Services and Community Housing.

To be a strong contender for these important roles you will have a proven record and experience in Aboriginal and Torres Strait Islander Affairs, particularly working with Aboriginal and Torres Strait Islander people and communities. You will excel in working in complex environments and be forward thinking, self-motivated, resilient and adept at building relationships across a broad range of sectors. Your integrity, judgement and strong

leadership credentials will be paramount. You will have a strong focus and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society. You be adept at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by your excellent people skills, intellectual rigor, and first-class influencing skills.

Remuneration: The level 1.2 position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347. The level 1.4 position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contract: The successful applicants 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: Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 815. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey on (02) 6232 2200. Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 Leanne.Green@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

School Improvement

Belconnen

Cranleigh School

Business Manager - Cranleigh School

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53771)

Gazetted: 24 August 2022

Closing Date: 7 September 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. 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/Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.act.gov.au/working-with-vulnerable-people)

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 your response of no more than three 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 and knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Croke (02) 6142 0444 Kylie.Croke@ed.act.edu.au

School Performance and Improvement

School Improvement

Covid Surge Team

Assistant Director, Covid-19 Response Team

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56817, several)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: Successful applicants will be member of a small dynamic team providing leadership and support to all ACT public schools in response to Covid-19. Team members will need to establish highly effectively relationships with schools to support principals to manage the impacts of Covid-19 in schools. You will have proven ability to provide high level customer service, strong organisation skills, with an ability to quickly understand and resolve complex management and operational issues in a service delivery capacity. A proven ability to collaborate productively with internal teams; as well as develop and maintain professional relationships across the sector, is essential, as is the ability to communicate with influence.

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/Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available immediately for three months.

This position is available to ACT Government officers and employees only.

A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

Applicants may be selected on application and referee reports only.

How to Apply: If you are interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

Individual response to the selection criteria

In two pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be sent directly to the Contact Officer.

Contact Officer: Alex Nagy (02) 6205 9290 Alex.Nagy@act.gov.au

Service Design and Delivery

Student Engagement

Student and Family Engagement Officer

ASO6/HP3 \$91,315 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 58053,58058)

Gazetted: 23 August 2022

Closing Date: 8 September 2022

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of a multidisciplinary team, the SFEO will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. These positions will work directly with students and families, which could involve completing outreach in settings such as homes, schools and community.

Eligibility/Other Requirements:

ASO6

Essential

Currents drivers' licence is essential.

Highly Desirable experience for the ASO6 Level

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Access to personal vehicle is desirable.

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

HP3

Essential qualifications and experience for the Health Professional Level 3:

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

At least three years post qualification experience in a relevant field of case management working with children and families.

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Currents drivers' licence is essential.

Access to personal vehicle is desirable.

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

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months or permanency. This position will be filled at either the ASO 6 or HP3 level, dependant on the skills and experience of the successful applicant. Please ensure you apply for the appropriate classification to meet your qualifications and experience. 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 response to the Selection Criteria (maximum four pages) curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

Service Design and Delivery

Student Engagement

Speech Language Pathologist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54142)

Gazetted: 23 August 2022

Closing Date: 8 September 2022

Details: Black Mountain School are seeking a Speech Language Pathologist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum.

Eligibility/Other Requirements:

Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Possession of a current driver's licence and access to a private vehicle.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months or permanency. This position will be filled at either the HP2 or HP3 level, dependant on the skills and experience of the successful applicant. 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 response to the Selection Criteria (maximum three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

Campbell Primary School

Executive Teacher - Campbell Primary School

School Leader C \$132,293, Canberra (PN: 43971)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: Campbell Primary School is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the executive team.

The potential applicant demonstrates strength in building positive and productive relationships with staff, students, and their families. The successful applicant will be required to lead professional learning communities from preschool to year 6 with a strong focus on student agency and innovation.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Minehan (02) 6142 3576 Erin.Minehan@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

North/Gungahlin

Throsby School

Executive Teacher

School Leader C \$132,293, Canberra (PN: 57966)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: Throsby School is Canberra's newest P-6 school. The School Leader C will be part of a collaborative leadership team and will lead a welcoming and inclusive culture for students, staff and families. They will demonstrate high level leadership skills enacting teacher learning through PLCs, focus on literacy, numeracy and inquiry pedagogy and manage student and staff well-being.

Promote and reinforce the school's mission, vision and improvement strategies to deliver excellent student learning outcomes in all areas. They will work as part of the school leadership team to cultivate and promote respectful and productive relationships with students, staff and parents in a dynamic school community. Lead the implementation of the 10 Essential Instructional Practices, including coaching and support for staff. This role will include a part-time teaching load.

Establish processes that encourage and enable staff to take individual and collective responsibility for professional learning and model a personal commitment to lifelong learning.

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/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).

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annamaria Zuffo (02) 6142 2880 Annamaria.Zuffo@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong

Isabella Plains Early Childhood School

Building Services Officer

Building Service Officer 2 \$62,860 - \$65,718, Canberra (PN: 45762)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: IPECS is a place of learning where all young children thrive and belong. We value strong partnerships with families and our Education and Care provider Communities at Work. We are seeking an energetic and motivated Building Services Officer to join our vibrant team. This position requires someone who is reliable, able to work with minimal supervision with effective communication and problem solving skills. We are seeking a person who can attend to a range of maintenance and repairs across the school. Our school grounds require regular maintenance to ensure our indoor and outdoor spaces can be enjoyed safely by all children and staff. This includes maintenance of our farm area, preschool outdoor play area and two large K-2 playground spaces and large oval. The BSO works in consultation with the Business Manager to liaise directly with contractors and Directorate staff to ensure the upkeep of the school.

Interested applicants are highly encourage to contact the Business Manager to request a tour and learn more about the context of the school before applying.

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/Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Electrical testing and tagging training is highly desirable.

Notes: This is a temporary position available immediately for up to 12 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.

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 provide a written response to the Selection Criteria (one page maximum for each criteria) and attached your curriculum vitae, and contact details for two referees.

Selection Criteria

Use initiative to undertake a range of building and equipment repairs and maintenance.

Supervise and monitor the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.

Communicate and liaise effectively with staff, students, members of the public and contractors.

Work with minimal or no supervision, determine efficient work priorities, operate effectively under pressure and organise workloads to meet deadlines. Complete appropriate records.

Comply with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shauna O'Halloran (02) 6142 3777 Shauna.O'Halloran@ed.act.edu.au

School Performance and Improvement

School Improvement

Director School Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44971)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: THE DIRECTORATE

The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

THE GROUP

The School Improvement Group are responsible for strategically leading and coordinating the school improvement agenda for the directorate's ESO and schools. The work of the School Operations team specifically provides strategic and operational management of incidents and proactive support to principals and school leaders. The team use multiple sources of evidence to manage incidents and monitor the functional health of schools.

THE POSITION

The Director School Operations is required to deliver timely and professional services to Canberra public schools, the School Improvement Group and Directorate senior executive team. The Director leads a team responsible for the management and coordination of incidents and case management, supporting 90 public schools who each day are responsible for upwards of 55,000 students.

The role is fast-paced and requires someone with high levels of attention to detail, high levels of emotional intelligence and de-escalation skills.

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

Eligibility/Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: If you are interested in this position, we encourage you to apply. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Individual response to the selection criteria

Two Referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Paternoster (02) 6207 5937 EGMSlooffice@act.gov.au

Service Design and Delivery

Student Engagement

Allied Health Team

Allied Health Manager - Operations

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 40732)

Gazetted: 22 August 2022

Closing Date: 4 September 2022

Details: Student Engagement is seeking high performing allied health professionals to provide operational team leadership to an interprofessional team who work with schools, students and families to support all students access and participate in education. This is a new position to support the implementation of the recently revised Allied Health Service deliver. The position includes:

Leading and managing an interprofessional team of allied health professionals including occupational therapists, physiotherapists, social workers, speech language pathologists and allied health assistants who support all Canberra public schools

Managing school-based requests for support through interprofessional case discussion, allocation and response

Leading the establishment and implementation of processes, policies and procedures to support high quality service delivery

Eligibility/Other requirements:

Tertiary qualifications in an Allied Health Profession in particular Social Work, Occupational Therapy,

Physiotherapy, Speech Language Pathology or Psychology

Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) for registered professions or eligibility for professional membership with relevant professional organisation.

Current Working with Vulnerable People registration (WWVP).

ACT driver's license and use of own vehicle for work purposes.

Minimum of five years' experience as allied health professional desirable.

Notes: This is a temporary position available immediately until 30 June 2023, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current Curriculum Vitae

Your Curriculum Vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional Resumé concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the selection criteria

In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interest to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abby James 0434 829 722 Abby.James@ed.act.edu.au

Business Services

People and Performance

People Strategy

Senior Director, People Strategy

Senior Officer Grade A \$157,201, Canberra (PN: 00265)

Gazetted: 22 August 2022

Closing Date: 4 September 2022

Details: The People and Performance Branch is seeking a highly motivated and capable Senior Director to lead the People Strategy team for the Education Directorate. The successful candidate will lead the alignment of industrial relations strategies to the Directorates strategic plan, deliver whole of Government and Directorate development and recognition programs, lead the implementation of whole of government and directorate diversity and inclusion programs, and deliver and implement future-focused workforce strategy and analytics for the Directorate.

Eligibility/Other Requirements: This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

How to Apply: Please provide a maximum two page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ackland (02) 6205 1820 Daniel.Ackland@act.gov.au

Service Design and Delivery

various

various

Administration and Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57750, several)

Gazetted: 19 August 2022

Closing Date: 2 September 2022

Details: Service Design and Delivery Group are seeking high performing administration and support officers to support various sections across the group at the ASO5 level.

These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy and Service Design or Digital Strategy, Services and Transformation. The roles that may be filled via this merit pool include, but are not limited to:

Administration and Coordination Officers

Executive Assistants/Executive Support Officers

Incident Reporting Officers

Project/Program Support Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group.

Eligibility/other requirements:

Highly Desirable:

Highly developed proficiency in the Microsoft Suite of applications.

Incident Reporting Officers - Demonstrated knowledge and experience in Riskman Incident Reporting systems

Note: These are temporary positions available immediately for six months with the possibility of extension up to 12 months and/or permanency

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

How to apply: Please provide a response to the selection criteria (maximum 4 pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the "Apply Now" button below:

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Business Services Group

People and Performance

People and Conduct

Assistant Director Injury Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17145)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: Do you consider yourself to be an enthusiastic and experienced professional? Are you client focussed with a true passion for driving positive change for ill and injured workers? If so, then we want to hear from you!

We are seeking an Injury Management Assistant Director to join our People and Conduct Team. The role is pivotal in assisting us lead our current injury management portfolio and would suit an individual with a dynamic view for modernising practices into the future. You may have an allied health or case management background or be a well-rounded HR professional looking for your next challenge.

Reporting to the Director HR Business Partnering, you will be experienced in and required to advise and assist managers to address and resolve complex work and non-work related physical and psychological injuries. This role provides a holistic approach to the case management of both workers compensation claims and non-work-related injuries or illnesses, in direct partnership with our colleagues across the ACT Government. You will use your expertise and extensive technical knowledge to implement return to work programs and support insurance premium reduction strategies.

To be successful in this role, you will work as part of the HR Business Partnering team with excellent communication skills and the ability to influence stakeholders. You must be highly autonomous with a willingness to assist others across the People and Performance Branch. You will possess excellent time management and planning skills and be comfortable in immersing yourself in the detail.

Eligibility/other requirements:

High level of understanding of legislative and regulatory requirements pertinent to the role.

Proven experience in claims and injury management or advanced knowledge of claims and injury management practice.

Sound skills in identifying trends and issues related to injuries and making recommendations that contribute towards ongoing improvement.

Note: This is a permanent position available immediately. 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 response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Justine Fisher 0468563432 Justine.Fisher@act.gov.au

Environment, Planning and Sustainable Development

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

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

Development and Implementation

Senior Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 16822)

Gazetted: 24 August 2022

Closing Date: 9 September 2022

Details: Can you lead a team of motivated professionals to deliver on the ACT Government's land development objectives? Would you like to shape land supply for future development across Canberra? Your leadership style will foster a culture of collaboration, innovation and excellence. You will facilitate co-operation and partnerships with other parts of EPSDD, ACT Government, key private sector organisations and the community as you enable the delivery of complex greenfield and urban renewal projects, and shape future land supply.

Eligibility/Other Requirements:

Mandatory:

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

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

i) a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management;

or

iii) have a least 10 years relevant experience in Project Management, as prescribed in the attached work level descriptors.

Notes: This is a temporary position available immediately until 30 December 2022 with the possibility of extension up to six months. A Merit Pool may be established from this selection process to be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position by addressing the Selection Criteria - Skills, Knowledge and Behaviour. A copy of a current curriculum vitae and contact details of at least two referees should be provided.

Applications should be sent to the Contact Officer.

Contact Officer: Lynette Marsh (02) 6205 8592 Lynette.Marsh@act.gov.au

Statutory Planning

Merit Assessment, Deeds Management, Leasing Services, Impact Assessment and DA Gateway

Assessment Officer, Gateway Officer, Deed Management Officer and Leasing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42883)

Gazetted: 23 August 2022

Closing Date: 15 September 2022

Details: Have you ever wanted to be a part of shaping Canberra's future and have great customer service skills?

The Statutory Planning Division is seeking a motivated and enthusiastic person to assist the division in a wide range of functions associated with development applications, planning support, deed management and leasing services.

As an officer within the Statutory Planning Division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service. You will provide advice, information and recommendations to senior officers to assist in decision making and prepare input for Ministerial briefs and correspondence. You must be a team player, with the ability to work independently, identify solutions to problems and contribute to a positive team culture.

Merit Assessment:

The Merit Assessment team is responsible, under *the Planning and Development Act 2007*, for assessing and determining a large range and number of development proposals, including complex commercial proposals, multi-unit, mixed use development, and estate development plans. The Merit Assessment team also handles the assessment and decision process of exemption declarations (single dwelling minor departures). The team also assists the ACT Civil and Administrative Appeals Tribunal in its review of decisions.

Impact Assessment:

The Impact Assessment team is responsible for managing the assessment of applications for Environmental Impact Statements (EIS), EIS Exemptions, Environmental Significance Opinions and assessing and determining development applications in accordance with *the Planning and Development Act 2007*. The team is also responsible for contributing to policy and regulatory reform as needed.

Gateway Team:

The DA Gateway Team is the primary public interface for planning and development matters. The team handles all pre-application meetings for development applications and provides advice on potential applications. The Gateway Team also undertake completeness checks for development applications, which is the documentation check process prior to a development application being lodged.

Deed Management:

The Deed Management Unit is responsible for managing Holding Leases and associated Deeds of Agreement for greenfield development and commercial redevelopments in accordance *with the Planning and Development Act 2007*, the National Capital Plan and the Territory Plan. The management of Holding leases and Deeds of Agreement for private sector development includes the issuing of consequential Crown leases from the Holding Lease, changes to the purpose clause, increasing development rights, subdivision, consolidation and the overseeing of works to be returned to the Territory as Territory assets. This team also prepares the residential leases for Government land development (on behalf of Suburban Land Agency (SLA)) and coordinates agency and entity circulation of Estate Development Plans (EDPs) for comment and input into Estate Development Plan Development Applications.

Leasing Services:

The Leasing Services area is responsible for undertaking assessments under *the Planning and Development Act 2007*, including development applications, working in consultation with other areas of EPSDD and other directorates, facilitating the determination of lease variation charges and other matters relevant to the ACT leasehold system.

Eligibility/Other Requirements:

Highly Desirable:

Experience or qualifications in:
Crown Lease preparation
Town/urban planning
Development Assessment
Land development
Civil engineering
Urban design
Architecture
Landscape architecture
Environmental law
Environmental science/policy
Project management

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: An application outlining experience and/or ability in relation to the Selection Criteria of no more than two pages, contact details of at least two referees and a current curriculum vitae. Please Note, there is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments - Bushfire Recovery

Program Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50060)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

This position sits within the Fire Recovery Implementation team within the ACT Parks and Conservation Service (PCS). The section is responsible for the delivery of the ACT 2020 Flood and Bushfire Recovery Plan and coordinating recovery actions and activities across the natural environment, built assets and infrastructure and Indigenous and non-indigenous culture. The Team works in collaboration with key policy, regulatory, research, administrative and operational line areas to respond to and realise the vision and primary objectives outlined in the Rapid Risk Assessment – Team Report.

This position will be responsible for the administration and coordination of the ACT Flood and Bushfire Recovery Plan. Specifically, the position will:

Contribute to the strategic direction of the Bushfire and Flood Recovery Program as a member of the broader Management and Executive Team.

Lead and manage Government budget processes to support bushfire recovery.

Assist with the administration of the Bushfire Recovery Program including program and project management, governance, budget and reporting.

Foster, nurture and maintain relationships with delivery partners.

Represent the Directorate and Branch and establish, develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, community organisations, volunteers and interstate counterparts.

Prepare correspondence, briefing, minutes and program and public reports for Government and the Program Control Group.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position may involve direct supervision of staff.

Eligibility/Other Requirements:

Relevant qualifications and experience in environmental and/or natural resource management is required.

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)

Notes: This is a temporary position available from September for 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Cotsell 0448 228 489 Peter.Cotsell@act.gov.au

Climate Change and Energy

Climate Change and Energy Policy

Energy and Emissions Reduction Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19362, several)

Gazetted: 18 August 2022

Closing Date: 8 September 2022

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

The Assistant Director position is based in the Energy and Emissions Reduction Policy team. We are seeking an energetic and experienced Assistant Director to contribute to work on world leading, cutting edge innovations and contribute to policy to help support Canberra as we move to being a net zero city and beyond. This position policy design and covers a variety of responsibilities including climate change mitigation and policy initiatives and energy policy including energy pricing and national energy policy.

This will also include:

Ability to develop policies and the planning, implementation and management of projects and resources to deliver outcomes under limited direction and within budget

Effective collaboration inside and outside the organisation.

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

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be highly regarded, but not essential. Successful candidates may come from a range of backgrounds.

Notes: There are several positions available permanent and temporary available from 03 October 2022 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 similar permanent and temporary vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria in the attached Position Description and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Priestley (02) 6207 2092 James.Priestley@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

Corporate

Chief Information Office

Executive Assistant to Chief Information Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12587)

Gazetted: 24 August 2022

Closing Date: 7 September 2022

Details: Are you a digital juggler? The JACS CIO is looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support in a digital environment. Including tracking of priorities, secretariat duties and have a level of proficiency in Microsoft 365, Microsoft Office Suite including OneNote and TRIM / Records Management System. The successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

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

Notes: This is a temporary position available immediately until July 2023 with possibility of extension up to 12 months.

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

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the Selection Criteria. Specific examples should be provided where appropriate

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandria Furlong (02) 6205 0542 Alexandria.Furlong@act.gov.au

ACT Courts and Tribunal

Registry Operations

Criminal Section

Assistant Director – Criminal

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09783)

Gazetted: 24 August 2022

Closing Date: 2 September 2022

Details: Opportunity

A rare opportunity has arisen to head up the Criminal Section of the Registry. As the **Assistant Director – Criminal**, you will lead the people and coordinate the work of team which looks after the criminal jurisdiction of the Magistrates Court, the Supreme Court and the Court of Appeal. This is a long-term vacancy for up to 12 months with a possibility of permanency.

Our workplace

The **Registry** is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of enquiries and files which we handled.

Our work is unique, interesting and client-focused. Our **people are our superpower**. As a **team**, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

The role

Assistant Director – Criminal is a very busy but a rewarding middle-management role. It will see you become a true master of criminal procedures and court processes.

Given the managerial nature of this role, you will be in the thick of it, making decisions and calls on a range of complex matters. You will work with and support the Senior Director Registry Operations and Registrars to manage the branch. You will manage the section's workflows, manage staff and marshal resources, initiate and lead change and improvement, provide policy and procedural advice, and deal with enquiries from judicial officers, Registrars, clients, parties and legal profession.

As you will be making decisions under various laws and rules, you will need to exercise powers as a Deputy Registrar of a particular court. In doing so, you will use your highly developed judgment and rely on your thorough knowledge of the laws, policies and procedures.

You will never be bored in your job as no two days are the same. This is a great opportunity for an experienced leader who wants to further develop their career in court administration. As we say, **start here and go anywhere!** Who are we after?

We'd take the right attitude over any technical expertise any day. But the role is a managerial and technical one with lots of moving pieces. So, you must be able to demonstrate strong knowledge of court processes and procedures, or be willing and able to learn quickly, and have a knack and previous experience in for following and applying rules and procedures.

Also, as this is an Assistant Director position, you'll have highly-developed managerial and leadership skills, as well as administrative skills, and be a great communicator. You need to be a good problem solver and be creative with your solutions because you will assist to champion the change and lead continuous improvement. An important part of your role is taking your people on a journey with you as you develop organisational capability and strategic nous across the teams. Of course, this will come from your well-developed ability to understand high-level priorities, challenges, risks and opportunities, and a strong track record of skilfully translating and implementing those operationally.

You'll be a self-starter who takes initiative, and works well in a team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, **we'd love to hear from you**.

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 for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

The Selection Committee may also ask the candidates to complete a work sample test or attend an interview.

A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months.

How to Apply: Please use the link in this ad to submit, in a PDF format, the following three documents: your **up-to-date curriculum vitae** (max three pages)

A completed Referee Report from your current or most recent (not older than six months) supervisor please use this Referee Report template

(https://www.jobs.act.gov.au/_data/assets/word_doc/0016/1243123/Referee_Report.doc)

Your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

Tip: we suggest that you pre-fill the template with the following before giving it to your referee to complete:

Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

3. A **one page pitch** (500 words maximum) which outlines why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the skills, knowledge and capabilities required for the role (as outlined in the Position Description). You must use and work through relevant examples to demonstrate your suitability. There is no need to address each capability separately.

Tip: When writing your pitch, do not just make claims of what you did. But using the STAR model to structure your examples to show your suitability against the capabilities in the Position Description. Tell us quickly what you did, expand on how you did it and most importantly, justify why you did it. For more information, please refer to page nine of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

Applications should be submitted via the Apply Now button below.

Contact Officer: Igor Radonjic (02) 6207 8885 Igor.Radonjic@courts.act.gov.au

ACT Courts and Tribunal

Registry Operations

Criminal Section

Senior Team Leader – Criminal

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43643)

Gazetted: 24 August 2022

Closing Date: 2 September 2022

Details: Opportunity

A rare opportunity has arisen to join the Criminal Section of the Supreme and Magistrates Courts Registry. As the **Senior Team Leader**, you will lead the people and coordinate the work of either the Supreme Court or the Magistrates Court sub-units within the Criminal Section of the Registry. We have two long-term vacancies for up to 12 months with a possibility of permanency.

Our workplace

The **Registry** is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of enquiries and files which we handled.

Our work is unique, interesting and client-focused. Our **people are our superpower**. As a **team**, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

The role

Senior Team Leader – Criminal is a very busy but a rewarding middle-management role. It will see you become a true master of criminal procedures and court processes.

Given the public facing and client service nature of these roles, you will also be in the thick of it, making decisions and calls on a range of complex matters. You will manage the sub-unit's workflows, strict deadlines, quality assuring documents and court orders (prepared by junior staff), and dealing with issues and enquiries from judicial officers, Registrars, parties and legal profession.

As you will be making decisions under various laws and rules, you will need to exercise powers as a Deputy Registrar of a particular court. In doing so, you will use your highly developed judgment and rely on your thorough knowledge of the laws, policies and procedures.

You will never be bored in your job as no two days are the same. This is a great opportunity for an experienced leader who wants to further develop their career in court administration. As we say, **start here and go anywhere!** Who are we after?

We'd take the right attitude over any technical expertise any day. But the role is a technical one with lots of moving pieces. So, you must be able to demonstrate strong knowledge of court processes and procedures, or be willing and able to learn quickly, and have a knack and previous experience in for following and applying rules and procedures.

Also, as this is a Senior Team Leader position, you'll have highly-developed managerial and leadership skills, as well as administrative skills, and be a great communicator. You need to be a good problem solver and be creative with your solutions because you will assist to champion the change and lead continuous improvement.

As you're the Registry's Ambassador with the legal profession and the public, your client service must be up there! You'll be a self-starter who takes initiative, and works well in a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, **we'd love to hear from you.**

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 application and referee reports only.

The Selection Committee may also ask the candidates to complete a work sample test or attend an interview.

A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months.

How to Apply: Please use the link in this ad to submit, in a PDF format, the following three documents:

your **up-to-date curriculum vitae** (max three pages)

a **completed Referee Report** from your current or most recent (not older than six months) supervisor

please use this Referee Report [template](#)

(https://www.jobs.act.gov.au/_data/assets/word_doc/0016/1243123/Referee_Report.doc)

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

Tip: we suggest that you pre-fill the template with the following before giving it to your referee to complete:

Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

3. a **one page pitch** (500 words maximum) which outlines why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the skills, knowledge and capabilities required for the role (as outlined in the Position Description). You must use and work through relevant examples to demonstrate your suitability. There is no need to address each capability separately.

Tip: When writing your pitch, do not just make claims of what you did. But using the STAR model to structure your examples to show your suitability against the capabilities in the Position Description. Tell us quickly what you did, expand on how you did it and most importantly, justify why you did it. For more information, please refer to page nine of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

Applications should be submitted via the Apply Now button below.

Contact Officer: Igor Radonjic (02) 6207 8885 Igor.Radonjic@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations, Court Transport Unit

Area Supervisor

Correctional Officer Class 2 \$86,814 - \$92,996, Canberra (PN: 13719)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for individuals interested in becoming an Area Supervisor (Correctional Officer Class 2), at the Court Transport Unit (CTU). This position works on a rotating roster, which includes being rostered on every second weekend and limited shifts at the AMC.

We would like to hear from people who are interested in: (1) community safety; (2) leading a team to promote and maintain safety and security in a custodial environment; and (3) supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody.

As an Area Supervisor, you will be responsible for providing leadership, supervision and management of Correctional Officers (Class 1). In addition, you will take ownership and have strong oversight of the operations within your assigned area. This includes, but is not limited to; safety and security, detainee management, cleanliness and the adherence and promotion of compliance with legislation, policies and procedures.

To be successful, you will demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate exceptional communication and interpersonal skills. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

These positions are based in Canberra, ACT.

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

Eligibility/Requirements

Compliance Requirements/Qualifications

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

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualification is desirable.

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

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Notes: Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia.

How to Apply: To apply, applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aaron Sterck (02) 6205 5465 Aaron.Sterck@act.gov.au

Community Safety

ACT Emergency Services Agency

Corporate Services

Senior Director, ESA Programs

Senior Officer Grade A \$157,201, Canberra (PN: 58253)

Gazetted: 23 August 2022

Closing Date: 6 September 2022

Details: The ACT Emergency Services Agency is seeking to recruit a highly talented individual to join our dynamic team of teams as a Senior Director, ESA Programs with responsibility for providing strategic oversight and high-level coordination of a range of key critical projects and other strategic initiatives across the Agency. The Senior Director, ESA Programs will take the project lead for specific complex and/or sensitive projects and be expected to work closely with and assist project managers to ensure they are working effectively towards Agency objectives. Supporting the Assistant Commissioner, Corporate Services, you will lead on broader key business processes including managing project budget forecasting, tracking and reporting.

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/Requirements

Qualifications in Project/Program Manager, or extensive experience in a project or program management role at a senior level in a public service environment is highly desirable.

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

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch outlining your skills and experience as they align to the position's capabilities, both professional/technical skills and knowledge and behavioural capabilities. Please also provide a copy of your current curriculum vitae, including the names of two referees who can attest to your claims for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Phillips (02) 620 52770 Wayne.Phillips@act.gov.au

Graduate Paramedic Intern

Graduate Paramedic Intern \$76,422 plus penalties, Canberra (PN: 09274, several)

Gazetted: 23 August 2022

Closing Date: 8 September 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

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

Eligibility/Other Requirements:

The role:

ACTAS is seeking applications from recently (or soon to be) graduated paramedics to join the service in the position of Graduate Paramedic Intern. To be successful in your application you will:

Be eligible for registration as a paramedic with Ahpra by no later than the end of first semester of the 2023 academic year,

Be available to commence a graduate program in Canberra between January and August 2023,

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the respective Position Description.

Note: A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. **Offers of appointment made prior to graduation will be subject to successful completion of the programme of study.** Current and former ADF members are encouraged to apply.

How to Apply:

APPLICATION PROCESS

Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

a completed Application Cover Sheet (**note:** this is automatically generated);

a two page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Graduate Paramedic Intern with ACTAS;

a brief employment history/resume (not more than two pages);

a copy of your graduate paramedic qualification (e.g. Bachelor of Paramedical Science or equivalent paramedic graduate qualification), including your academic transcript;

a scanned copy of your Ahpra paramedic registration (or, if not currently held, a statement advising when you expect to receive your registration);

a scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

a points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;

evidence of current immunisations which should include Tetanus, Hepatitis B, and most recent influenza, and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

completed Statutory Declaration (found within the position description); and

a completed personal and medical information release consent form (found within the position description).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button.

Contact Officer: Greg Brown (02) 6207 8443 greg.brown@act.gov.au

ACT Courts and Tribunal

ACT Supreme Court

Court Services

Supreme Court Listings Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44635)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and the ACT Civil and Administrative Tribunal (ACAT) with registry, court support and forensic, corporate and strategic services.

Our work is unique, interesting and client-focused. As a team, we are a diverse group of individuals but we have a few key things in common. We love providing great client service.

Opportunity

This opportunity is the Supreme Court Listings Support Officer.

In this role, preparing and maintaining the court lists for the hearing of matters before the Supreme Court; liaising with legal practitioners and parties; preparing and maintaining statistics; assisting with secretariat support for the Legal Practitioners Admissions Board and advising applicants on admission procedures.

It is a very busy but a rewarding role which will see you become a true master of listing procedure and court processes. Given the public facing and client service nature of the role, you will also be in the thick of it, making decisions and calls on a range of matters, organising operations, managing very strict deadlines, quality assuring documents and orders, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court.

For more information, please contact Ms Felicity Perkins, Assistant Director Court Services on (02) 6207 1386

Who are we after?

The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Supreme Court Listing Support Officer.

This is a varied and dynamic role ideally suited to a highly proactive and adaptable individual. The successful applicant will possess a high level of organisational skill and ability, an understanding of the legal system, has an eye for detail and is adept at meeting tight deadlines in a busy work environment.

If this sounds like you, we'd love to hear from you.

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

Notes: This is a temporary position available immediately until the 3rd of September 2023 with the possibility of permanency.

Selection may be based on application and referee reports only.

The Selection Committee may also ask the candidates to complete a work sample test or attend an interview.

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

How to Apply: Please use the link in this ad to submit, in a PDF format, the following three documents:

Your up-to-date curriculum vitae (max 3 pages)

A completed Referee Report from your current or most recent (not older than 6 months) supervisor

please use this Referee Report template

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

Tip: we suggest that you pre-fill the template with the following before giving it to your referee to complete:

Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

A document with answers to the following four selection questions:

Question 1: Provide an example of when you managed a busy function while achieving tight timeframes and KPIs, and managing multiple competing demands. What made your approach successful? What was the key lesson you learned from your mistakes in that role?

Question 2: Please provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

Question 3: Provide an example of when you interpreted a new legislative provision or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

Question 4: Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

Tip: Please use the STAR model to structure your answers to selection questions. For more information, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

Applications should be submitted via the Apply Now button below.

Joint Selection Committee (JSC) Put this under contact officer

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: Felicity Perkins (02) 6207 1386 Felicity.Perkins@courts.act.gov.au

Public Trustee and Guardian

Governance and Corporate Unit

HR and Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43920)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and also by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our Community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

The Governance and Corporate Unit (GCU) is one of five business units at PTG. GCU are a supportive, close-knit team who provide a full suite of business and administrative services to PTG including the co-ordination of recruitment and human resource processes, accommodation, vehicles, procurement of IT, records management, travel arrangements, and reception.

GCU look forward to welcoming an enthusiastic and motivated HR and Administration Officer to join the team.

Working closely with the Assistant Director GCU, the HR and Personnel Administration Officer will assist to support

and coordinate PTG's overall administrative operations including recruitment, human resources, personnel and staff movements, workplace relations and resource management. Additionally, the successful applicant will oversee the day-to-day activities of our busy reception area. Assisting the team with responding to queries over the phone and in person from both PTG clients and members of the ACT 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.

Eligibility/Requirements

- Experience working in customer facing roles in an office environment with the ability to confidently communicate with a broad range of clients and stakeholders.
- A can do attitude with the ability to use initiative and motivate others.
- Knowledge of current ACTPS HR processes will be highly regarded.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing how you demonstrate the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, found on the position description. Please provide examples in your response.

Applicants should also include a current Curriculum Vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 620 79800 alicia.beauchamp@act.gov.au

Community Corrections

Community Corrections Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46200)

Gazetted: 22 August 2022

Closing Date: 7 September 2022

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections, as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to Apply: To apply, applicants are required to submit three items:
a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements;
a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and
a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button.

Contact Officer: David Fulton (02) 6207 5558 David.Fulton@act.gov.au

Legislation, Policy and Programs

Change Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58456)

Gazetted: 19 August 2022

Closing Date: 6 September 2022

Details: An exciting opportunity exists to make a real and lasting impact on gambling regulation and gambling harm reduction in the Territory. Under the Parliamentary and Governing Agreement of the 10th Assembly the ACT Government has committed to;

Introduce the harm reduction measures of \$5 bet limits and \$100 load-up limits following a thorough review and transitional plan to manage impacts on clubs, particularly smaller clubs that upgrade machines less regularly. A staged rollout of this reform should commence by the end of 2022 at the latest.

The ACT Government proposes to achieve this through the staged introduction of a Central Monitoring System (CMS) in the ACT to implement lower bet and load-up limits for ACT electronic gaming machines (EGMs). A CMS is an ICT system that connects EGMs to a network and allows for their monitoring and control.

As part of a small taskforce, the Change Manager will focus on the impact of the change for both the industry and government with the aim of mitigating risk to the Territory and to business. The Change Manager will do this through proactive stakeholder engagement and relationship development using their high-level verbal and written communication skills. They will have a good understanding of change management principles, techniques and tools as well as effective facilitation and influencing skills. The Change Manager will work closely with other members of the taskforce including a project manager, senior policy officer, lawyers and subject matter experts. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications in business, economics, management, communication or human resources are desirable.

Note: This is a temporary vacancy available for 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.

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: Megan Sparke (02) 6207 0580 Megan.Sparke@act.gov.au

Legislation, Policy and Programs

Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58455)

Gazetted: 19 August 2022

Closing Date: 6 September 2022

Details: An exciting opportunity exists to make a real and lasting impact on gambling regulation and gambling harm reduction in the Territory. Under the Parliamentary and Governing Agreement of the 10th Assembly the ACT Government has committed to;

Introduce the harm reduction measures of \$5 bet limits and \$100 load-up limits following a thorough review and transitional plan to manage impacts on clubs, particularly smaller clubs that upgrade machines less regularly. A staged rollout of this reform should commence by the end of 2022 at the latest.

The ACT Government proposes to achieve this through the staged introduction of a Central Monitoring System (CMS) in the ACT to implement lower bet and load-up limits for ACT electronic gaming machines (EGMs). A CMS is an ICT system that connects EGMs to a network and allows for their monitoring and control.

As part of a small taskforce, the Project Manager will provide complete attention to managing the successful completion of a multi-staged project. The Project Manager will do this through proactive project management and delivery in line with appropriate, best practice methodologies, ICT and data analysis, clear and precise communication of highly technical information and stakeholder. The Project Manager will work with other members of the taskforce including a communication and change manager, senior policy officer, lawyer and subject matter experts.

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

Eligibility/Other Requirements: Relevant qualifications in project management are desirable.

Note: This is a temporary vacancy available for 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.

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: Megan Sparke (02) 6207 0580 Megan.Sparke@act.gov.au

Legislation, Policy and Programs

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 08107, several)

Gazetted: 18 August 2022

Closing Date: 1 September 2022

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and victims of crime.

The Senior Director Crime Prevention and Policing will support the Executive Branch Manager in managing a small team to deliver outcomes related to the administration of the ACT Policing Arrangement and Purchase Agreement, crime prevention initiatives, program development, publishing criminal justice statistics, procurement, contract management, criminology research, and evaluation and data analysis projects.

The Senior Director will provide leadership to drive strategic priorities in a fast paced environment, working with justice portfolio agencies and collaborating across business units responsible for the delivery of justice outcomes and actions.

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Note: These are temporary positions available for a period of up to six months. The successful applicant may be selected based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a current curriculum vitae, including the details of two referees; and a one-page pitch about why you are the best person for this role. Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description in your response.

Applications should be submitted to the Contact Officer.

Contact Officer: KathrynL Johnson (02) 6205 1451 KathrynL.Johnson@act.gov.au

ACT Corrective Services

Corporate Services

Facilities Unit

Facilities Officer

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 48857)

Gazetted: 19 August 2022

Closing Date: 26 August 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly experienced and motivated people to fill the position of Facilities Officer (GSO8).

As part of the Facilities Management Unit, located at the Alexander Maconochie Centre (AMC), the Facilities Officer is responsible for carrying out activities related to technical and asset maintenance, as well as capital upgrade projects.

The successful applicants will coordinate and manage contractors working within ACTCS occupied facilities and monitor and report on contractor compliance, escalating concerns or non-compliance as required.

In addition, you will perform scheduled and unscheduled maintenance tasks for the AMC and other ACTCS premises, with a focus on maintaining safety, security and operability of the facilities.

Further to this, you will offer guidance through coaching and mentoring detainees, driving a positive workplace culture, to develop their work skills, with the goal of improving post release employment opportunities.

To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to demonstrating significant relevant experience working in a building/construction trade, project management, facilities/asset management or similar field.

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

Eligibility/Other requirements:

Applicants will be required to:

Undergo a criminal record check.

Hold and maintain an unrestricted drivers' licence.

Hold and maintain a current Working with Vulnerable People clearance.

Demonstrate qualifications or significant relevant experience working in a building/construction trade, project management, facilities/asset management or similar field.

It is highly desirable for applicants to:

Hold a construction white card and high-risk work licences for working at heights, elevated work platforms and forklift.

Have experience in liaison and negotiation with the public and private sector.

Have experience working within a custodial or secure environment.

The occupant of this position may be required to:

Undertake parts of the duties outside normal business hours.

Provide backfill support to the Facilities Management Unit.

Undertake and complete ACTCS's induction and other training when required.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae with the 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 three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Lenihan (02) 6207 6044 Chris.Lenihan@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

Light Rail

Commercial

Assistant Director, Transaction Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47831)

Gazetted: 22 August 2022

Closing Date: 5 September 2022

Details: Are you our new Assistant Director, Transaction Management? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Assistant Director, Transaction Management will report to the Senior Director, Commercial and is responsible for managing all evaluation aspects of the procurement for the Light Rail Stage 2 project. The Assistant Director, Transaction Management will have experience working under pressure in fast paced environment and the ability to influence, liaise and negotiate effectively with a wide range of with internal and external stakeholders.

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/Requirements

Desirable

- Relevant tertiary qualifications in an administration or business field will be an advantage.
- A good working knowledge of Objective will be an advantage.
- An understanding of the ACT government business and administrative processes, or equivalent.

Notes: This is a temporary position available immediately until September 2023, with 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.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@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

Development Delivery

Greenfields

Development Director, Infrastructure

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 45207)

Gazetted: 19 August 2022

Closing Date: 20 September 2022

Details: Your chance to put your fingerprints on the future development of Canberra!

The ACT Government's peak development body, the Suburban Land Agency, is seeking an enthusiastic, motivated, and experienced professional to join the Agency's Greenfields Development Team.

The Suburban Land Agency's Greenfields Development Team is responsible for initiating, driving, and delivering land development and infrastructure projects across the Territory in line with the ACT Government's Indicative Land Release Program.

The position of Development Director, Greenfields will initially manage the construction and handover of three (3) significant power and water projects in the Molonglo Valley. Upon completion, the position will then lead the design, development, and delivery of future SLA residential estates.

To be successful in this role you will:

have proven abilities in driving project outcomes and actively managing multi-disciplinary teams to achieve results, be an exceptional oral and written communicator with the ability to regularly report on and communicate complex technical project information in a concise and accessible way to all types of audiences, be a problem solver and demonstrate innovation and initiative in managing and delivering projects, and have high level judgement and interpersonal skills.

Eligibility/Other Requirements:

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

Project Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least 10 years relevant experience in project management, as described in the work levels; or

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture;

Notes: Please note that a Merit Pool will be established from this selection process and may be used to fill future vacancies within the SLA over the next 12 months.

How to Apply: The Suburban Land Agency is a dynamic, agile, and contemporary Government Agency so if this role sounds right for you, please submit:

a supporting statement of no more than six (6) A4 pages addressing the 7 selection criteria in the position description, and

a current curriculum vitae and contact details of at least two relevant referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Tennent (02) 6205 4961 Simon.Tennent@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$84,749 - \$89,705

Oliver Hanner, Section 68(1), 17 August 2022

Canberra Health Services

Enrolled Nurse Level 1 \$65,934 - \$70,443

Chiraag Chishti, Section 68(1), 18 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Dawson, Section 68(1), 25 August 2022

Health Service Officer Level 3/4 \$55,350 - \$59,336

Briony Frater, Section 68(1), 18 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Tintu George, Section 68(1), 9 August 2022

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

Julie Griffin, Section 68(1), 18 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Alana Griffiths, Section 68(1), 22 August 2022

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

Nicole Jego, Section 68(1), 18 August 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Devprakash Jhunjunwala, Section 68(1), 18 August 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

O Pui Leung, Section 68(1), 14 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Ryan Maher, Section 68(1), 25 August 2022

Health Service Officer Level 4 \$57,149 - \$59,336

Connor McDean, Section 68(1), 12 August 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Maria Da Piedade Oliveira, Section 68(1), 15 August 2022

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

Brian Pramad, Section 68(1), 18 August 2022

Health Professional Level 2 \$70,679 - \$97,028

Ya (Iris) Wen, Section 68(1), 22 August 2022

Canberra Institute of Technology

Senior Officer Grade B \$135,355 - \$152,377

Mark Kulasingham, Section 68(1), 29 August 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Graham Callinan, Section 68(1), 19 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Laura Giraldi, Section 68(1), 6 September 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sharon Macgregor, Section 68(1), 24 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Samson Massey, Section 68(1), 29 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Johannes McAlpin, Section 68(1), 22 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Phuong Nguyen, Section 68(1), 22 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Adam Smith, Section 68(1), 25 August 2022

Community Services

Senior Officer Grade B \$135,355 - \$152,377

Eleftheria Kritikos, Section 68(1), 19 August 2022

Director of Public Prosecutions

Prosecutor Associate \$76,255 - \$78,591

Genevieve Thomson, Section 68(1), 24 August 2022

Education

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

Melissa Bruno, Section 68(1), 23 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Zoe Butt, Section 68(1), 23 August 2022

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

Cecily Evans, Section 68(1), 27 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Richard Goffin, Section 68(1), 22 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Margaret Power, Section 68(1), 19 August 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Joshua Evans, Section 68(1), 22 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Cameron Wares, Section 68(1), 17 August 2022

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ryan Cook, Section 68(1), 22 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Telitha Elemes, Section 68(1), 18 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Tomoko Hossain, Section 68(1), 17 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ievgeniia Malakhova, Section 68(1), 17 August 2022

General Service Officer Level 10 \$91,315 - \$104,509

Wayne McCluskey, Section 68(1), 17 August 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Daniel Obilo, Section 68(1), 19 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Anjali Siddhartha, Section 68(1), 17 August 2022

Transport Canberra and City Services

Infrastructure Officer 1 \$75,792 - \$89,551

Amrit Adhikari, Section 68(1), 10 August 2022

General Service Officer Level 2 \$50,925 - \$52,777

Carolyn Culhane, Section 68(1), 22 August 2022

SGSO 6.1 - SGSO 6.4 \$83,009 - \$86,443

Milan Uddin, Section 68(1), 22 August 2022

Worksafe ACT

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Danielle Grant, Section 68(1), 22 August 2022

TRANSFERS

Canberra Health Services

Natalie Brown

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. 24476) (Gazetted 22 April 2022)

Stephanie Casas

From: Health Professional Level 2 \$70,679

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 57623) (Gazetted 25 May 2022)

Amy Duberall

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. 13657) (Gazetted 22 April 2022)

Sreeraj Mundekodu Puthenveedu

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 27024) (Gazetted 9 May 2022)

Selin Sebastian

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 15658) (Gazetted 8 July 2022)

Canberra Institute of Technology

Kelly Small

From: School Leader C Senior Officer Grade C \$123,710

Canberra Institute of Technology

To: Senior Officer Grade C \$114,928 - \$123,710

Canberra Institute of Technology, Canberra (PN. 55490) (Gazetted 26 May 2022)

Education

Sara Morgans

From: \$132,293

Education

To: Senior Professional Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 46531) (Gazetted 20 June 2022)

Transport Canberra and City Services

Caley Callahan

From: Senior Officer Grade B \$135,355

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 57343) (Gazetted 27 May 2022)

Kamal Uddin

From: Technical Officer Level 2 \$105,186

Transport Canberra and City Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 38779) (Gazetted 24 June 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure

Grant Clark

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 37926) (Gazetted 21 April 2022)

Health System Planning and Evaluation

Executive

Tafaeafe Malifa

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 27560) (Gazetted 21 June 2022)

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

James Thomas

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 51268) (Gazetted 28 January 2022)

Canberra Health Services

Michelle Caldwell

From: Dental Assistant Level 2 \$60,626 - \$70,887

Canberra Health Services

To: Dental Assistant Level 3 \$82,566

Canberra Health Services, Canberra (PN. 20546) (Gazetted 21 March 2022)

Anitha David

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. 15658) (Gazetted 8 July 2022)

Rehabilitation, Aged and Community Services

Physiotherapy

Renai De Marco

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 33350) (Gazetted 21 November 2021)

Sarah Hall

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. 27692) (Gazetted 21 June 2022)

Kristen Korth

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. 26612) (Gazetted 2 March 2022)

Miriam O'Brien

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. 22484) (Gazetted 17 September 2021)

Shirley Omosigho

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. 50507) (Gazetted 27 May 2022)

Salonie Pandya

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. 50508) (Gazetted 27 May 2022)

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Alicia Phillips

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. 24680) (Gazetted 15 March 2022)

Marko Tancheski

From: Dental Assistant Level 2 \$60,626 - \$70,887

Canberra Health Services

To: Dental Assistant Level 3 \$82,566

Canberra Health Services, Canberra (PN. 14393) (Gazetted 21 March 2022)

Olivia Tough

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 18945) (Gazetted 7 July 2022)

Lillian Walsh

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. 40924) (Gazetted 20 June 2022)

Catherine Whitehead

From: Registered Nurse Level 4.1 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.3 \$149,388

Canberra Health Services, Canberra (PN. 26098) (Gazetted 9 May 2022)

Kristine wright

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 30642) (Gazetted 12 May 2022)

Yulin Leah Zhang

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 31205) (Gazetted 28 April 2022)

Chief Minister, Treasury and Economic Development

Communications and Engagement

Rhiannon Crowley

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 48503) (Gazetted 6 April 2022)

Shared Services and Property

ACT Property Group

Integrated Facilities Management

Cinnibar McGrath

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 1 \$75,792 - \$89,551

Chief Minister, Treasury and Economic Development, Canberra (PN. 27272) (Gazetted 24 November 2021)

Property and Shared Services

ACT Property Group

Property Maintenance and Upgrades

Christopher O'Connell

From: Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Chief Minister, Treasury and Economic Development, Canberra (PN. 45885) (Gazetted 7 June 2022)

Strategic Finance

Yuqi Qiu

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 24821) (Gazetted 7 December 2021)

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Community Education

Rachel Short

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 38058) (Gazetted 1 February 2022)

Community Services

Children, Youth and Families

Children and Families

Child Development Service

Mary McShane

From: Health Professional Level 2 \$70,679 - \$97,028

Community Services

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

Community Services, Canberra (PN. 36129) (Gazetted 11 July 2022)

Children Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Gabrielle Payne

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Community Services, Canberra (PN. 39420) (Gazetted 28 May 2022)

Housing ACT

Policy and Business Transformation

Quality Management, Risk, Response and Review

Joanne Twomey

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services, Canberra (PN. 30591) (Gazetted 26 April 2022)

Education

School Improvement

North Canberra/ Gungahlin

Margaret Hendry School

Linda Baird

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 41318) (Gazetted 10 February 2022)

Office for schools

South Weston

Garran Primary School

Natasha Billington

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 57640) (Gazetted 15 June 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.

Office for schools

South Weston

Garran Primary School

Jessica Booth

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 58762) (Gazetted 15 June 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.

School Performance and Improvement

North Canberra and Gungahlin

Gold Creek School

Robyn Elsom

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02633) (Gazetted 23 November 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.

Business Services

Strategic Finance and Procurement

Internal Budgeting and Reporting

Fangqin Li

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 03232) (Gazetted 20 December 2021)

Service Design and Delivery

Student Engagement

Clinical Practice

Jessica Ross

From: Health Professional Level 4 \$114,928 - \$123,710

Education

To: †Health Professional Level 5/Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 57671) (Gazetted 15 June 2022)

Service, Design and Delivery

Learning Wellbeing Policy Service and Design

Aboriginal Torres Strait Islander Education

Erin Wanganeen

From: School Assistant 4 \$70,028 - \$75,827

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 42914) (Gazetted 14 June 2022)

Environment, Planning and Sustainable Development

Environment, Heritage and Water

Conservation Research

Maps and Data

Alannah Alley Freeman

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 58250) (Gazetted 23 February 2022)

Climate Change and Energy

Climate Change and Energy Programs

Government, Schools and Community

Samantha Burn

From: School Assistant 3 \$58,404 - \$62,857

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Environment, Planning and Sustainable Development, Canberra (PN. 49767) (Gazetted 29 April 2022)

**Office of the Director General
Communications, Engagement and Media
Internal Communications and Culture
Hugh Palamountain**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Major Projects Canberra
To: †Senior Officer Grade C \$114,928 - \$123,710
Environment, Planning and Sustainable Development, Canberra (PN. 16616) (Gazetted 1 July 2022)

**Climate Change and Energy
Climate Change and Energy Programs
Household Programs
Matthew Trpkovski**

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
Environment, Planning and Sustainable Development, Canberra (PN. 21299) (Gazetted 29 April 2022)

Justice and Community Safety

**Emergency Services
ACT Ambulance Service
Kate Boyd**

From: Graduate Paramedic Intern \$76,422 plus penalties
Justice and Community Safety
To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties
Justice and Community Safety, Canberra (PN. 25080) (Gazetted)
This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021

**ACT Courts and Tribunal
Executive
Lalit Dadheech**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Justice and Community Safety
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Justice and Community Safety, Canberra (PN. 57759) (Gazetted 21 June 2022)

**Emergency Services Agency
Capability, Coordination and Support
Karen Jordan**

From: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$135,355 - \$152,377
Justice and Community Safety, Canberra (PN. 41712) (Gazetted 5 October 2021)

**Corporate Services
Governance and Business Improvement
Lillian Junakovic**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Justice and Community Safety, Canberra (PN. 50393) (Gazetted 24 March 2022)

Major Projects Canberra

Project Development and Support

Project Development

Richard Dent

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 53983) (Gazetted 26 July 2022)

Project Development and Support

Ministerial, Governance and Corporate Support

People and Capability

David Gault

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 45231) (Gazetted 14 June 2022)

Transport Canberra and City Services

City Services

Roads ACT

Traffic Management and Safety

Lauren Exton

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 27274) (Gazetted 11 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.

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Matthew Halls

From: Senior Officer (Technical) Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 35988) (Gazetted 23 June 2022)

City Services

Roads ACT

Road Maintenance

Matthew Thorogood

From: Infrastructure Officer 4 \$136,524 - \$155,109

Canberra Institute of Technology

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 14686) (Gazetted 23 June 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.

Worksafe ACT

Quality, Coaching and Systems

Rachel Juvan

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

Worksafe ACT, Canberra (PN. 54237) (Gazetted 8 June 2022)