



ACT Government Gazette

Gazetted Notices for the week beginning 20 October 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>

Executive Branch Manager, Health Policy and Strategy
Temporary Vacancy (asap to 6 January 2023 with possibility of extension)
ACT Health Directorate
Policy, Partnerships and Programs
Position: E1083

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 27 October 2022

The ACT Health Directorate (ACTHD) is seeking an experienced leader with strong executive management and people leadership skills for the role of the Executive Branch Manager, Health Policy and Strategy Branch. Reporting to the Executive Group Manager, Policy, Partnerships and Programs, the Executive Branch Manager, Health Policy and Strategy is a critical leadership role within ACTHD, leading a multidisciplinary team to develop and implement local and national health policy.

The incumbent will work collaboratively across a range of areas in the ACTHD and other ACT Government directorates to provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team/community effort.

To apply: Interested candidates are requested to submit a one-page pitch outlining relevant skills and experience against the Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Maria Travers via email, Maria.Travers@act.gov.au by COB Thursday 3 November 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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Contact Officer: Maria Travers (02) 0412 243 289 Maria.Travers@act.gov.au

Corporate and Governance
People Strategy and Culture
Assistant Director, People Services
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55435)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: People Strategy and Culture Branch within the ACT Health Directorate are seeking to fill a position at the Senior Officer Grade C level. The branch is responsible for leading and managing human resource functions within the Directorate. These positions contribute to the delivery of strategic human resource, employee and industrial relations related services across ACT Health, aimed at improving workplace culture, building development pathways, and looking into recruitment, attraction, and retention measures for the directorate.

To be successful in the role, you will have an excellent understanding of Human Resource (HR) policy and legislation and have a record of delivering outcomes focused solutions in one or more of the following areas: recruitment and onboarding, industrial relations, employment relations and supporting business areas with people management matters. You will work closely with stakeholders including executives to provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs.

We are looking for team members with a positive attitude, strong communication and negotiation skills and a solid track record of working collaboratively across teams to achieve organisational outcomes. You will require demonstrated experience of managing HR functions and projects within defined timeframes, exemplary knowledge of employment related policy and legislation, and a “can do” attitude that will be essential for working within a small team with evolving priorities.

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

Note: This is a temporary position available immediately with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill temporary and permanent vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Interested candidates are requested to provide a written pitch (maximum two pages) outlining relevant skills and experience related to the Selection Criteria 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: Chris Lyrstakis (02) 5124 5970 Chris.Lyrstakis@act.gov.au

Population Health

Health Protection Service

Business Management Services

Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54294)

Gazetted: 26 October 2022

Closing Date: 8 December 2022

Details: Business Management Services provide administrative support to the Population Health Division within ACT Health.

The Manager, Business Management Services is responsible for supervision of the administration unit of the Business Management Services Section. The position occupant liaises daily with operational areas of the Health Protection Service (HPS) and other customers including members of the public, to provide high level support functions. The Manager is also responsible for coordinating facilities management, including scheduled and unscheduled maintenance for the HPS building (Howard Florey Centenary House).

The position requires excellent organisational and prioritisation skills, with experience managing a team of administrative staff providing high level customer service support.

How to Apply: Please provide your curriculum vitae and a response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie Smith (02) 5124 9118 Cathie.Smith@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Assistant Director - Forensic Toxicology

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59149)

Gazetted: 24 October 2022

Closing Date: 21 November 2022

Details: The ACT Government Analytical Laboratory is multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually accredited to ISO 17025.

A position exists for an Assistant Director in Forensic Toxicology. You should have experience with, and knowledge of modern instrumentation and analytical chemistry, the ability to build collaborations, research and develop methods and work with and contribute to the development of quality systems. The initial role will involve investigations into the status of the service and introduction of suitable instrumentation and new methods into the Forensic Toxicology unit of ACTGAL. The role will develop into assisting the unit Director with maintaining new and existing services of the unit.

Eligibility/other requirements:

Undergraduate degree in science (a major and/or postgraduate qualification in chemistry is highly desirable)

Current driver's licence

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

Note: Selection will be based on application, interview and two reports from relevant referees.

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

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

Contact Officer: Ian Whittall (02) 5124 9186 Ian.Whittall@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Clinical Placement Office

Clinical Placement Office Contracts Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33812)

Gazetted: 21 October 2022

Closing Date: 28 October 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.

Note: This position is temporary part-time at (14:42) hours per week with the possibility of permanency, the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

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

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

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

Population Health

Health Protection Service

Environmental Health

Environmental Health Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29638, several)

Gazetted: 20 October 2022

Closing Date: 7 November 2022

Details: The Environmental Health team has two positions available for a qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. As part of the team, you will also be responsible for conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential

public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

ACT Health provides a unique opportunity to gain experience in both local government functions of an Environmental Health Officer and the State/Territory functions include outbreaks, food business design/fitout registration approvals and sampling programs.

Eligibility/Other Requirements:

Tertiary qualification –

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](https://www.eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

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

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

How to Apply: Applications MUST address the Professional/Technical skills and Knowledge and Behavioural Capabilities through examples of experience in no more than three pages. Applications that do not address the criteria will not be considered.

A current curriculum vitae must also be submitted including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Digital Solutions Divisions

Technology Operations

Digital Solutions Support Hub

Support Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41775)

Gazetted: 20 October 2022

Closing Date: 31 October 2022

Details: If you enjoy troubleshooting and investigating ICT solutions for end users and have good communication skills, then apply now to join a team that's part of a large and exciting division with a contemporary digital health strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are of a 24 x 7 Service Desk managed through rotating shifts roster.

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

Eligibility/other requirements: This role 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 this Security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated. The Support Analyst, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

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

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

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

Contact Officer: Zoe Allen (02) 5124 4777 Zoe.Allen@act.gov.au

Deputy Director-General

Executive Level 3.3 \$396,738 - \$412,649 depending on current superannuation arrangements, Canberra (PN: E1190)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: Pursue your dream job in a world-class city that suits your lifestyle.

Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.

ACTHD will consider flexible working conditions.

Qualified and experienced candidates are being sought to fill the role of Deputy Director-General for five years. Reporting to the Director-General, this key leadership role is responsible for overseeing delivery of the key priorities of the Minister and directorate, as well as oversight of the Office of Professional Leadership and Education. Current responsibilities are outlined below, but these may change in response to emerging priorities. The role is also responsible for significant cross-government collaboration on major issues such as the COVID-19 health response.

The Deputy Director-General, ACT Health Directorate (ACTHD) provides strategic context and policy support to the operations of the directorate, including areas of specific focus that are priorities for the Minister and the Director-General, such as:

- providing strategic oversight of the ongoing COVID-19 response in the ACT.

- leading and managing the development and coordination of the ACT Health Directorate's Budget process and legislation across the directorate.

- leading the directorate's work on integrated care, including chairing the Integrated Care Working Group.

- leading negotiations with the Commonwealth on the establishment of Urgent Care Centres.

- leading and managing the Office of Professional Leadership and Education.

- acting as the Aboriginal and Torres Strait Island Champion.

- chairing the Health NGO Leadership Forum.

- expanding and developing the directorate's data analytics capability.

- enhancing and championing collaboration and engagement with Canberra Health Services, including participation in Deputies Group; and

- providing senior oversight of the ACTHD aspects of commissioning.

Remuneration: The position attracts a remuneration package ranging from \$396,738 - \$412,649 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$353,577.

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

How to Apply: Before applying, please call David Baber or Deborah Komesaroff at Fisher Leadership Executive Search to discuss on 1300 347 437.

Next step is to provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, plus the contact details for two referees.

Contact Officer: Rebecca Cross (02) 5124 9400 rebecca.cross@act.gov.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

Medical Services

Imaging

Medical Officers

Specialist / Senior Specialist – Radiologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 44342 - 026G0)

Gazetted: 20 October 2022

Closing Date: 29 October 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: [CHS website](#)

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Duties include provision of clinical services, participation in the on-call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two states of the art interventional suites with a complex and interesting workload.

The successful candidate would also be required to rotate to work at Weston Creek Medical Imaging Satellite department and University of Canberra hospital campus. The Weston Creek Medical Imaging Satellite department has CT, Ultrasound and Xray. The University of Canberra Hospital campus has a combined Fluoroscopy and Xray unit.

Fractional appointments are also available and subject to negotiation with the successful applicant.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Provide high quality clinical services in General radiology and Interventional radiology to meet the demonstrated needs of the Canberra Hospital Services.

Contribute to the education and training of: Junior medical officers, students, registrars in Medical Imaging including non-medical staff in Medical Imaging.

Contribute to the on call/after hour's roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Promote research in medical imaging and participate in development of research programs.

Work in a multidisciplinary team to promote a high-quality patient centred focused care.

Under the direction of the Clinical Director of Medical Imaging, provide high level leadership in the Medical Imaging Department, ensuring that strategies are patient centred and meet the changing needs of the community.

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.

Desirable: Experience and qualifications in Neuro-Interventional Radiology such as CCINR (Conjoint Committee for recognition of training in Interventional Neuroradiology) or equivalent would be desirable to meet the current and future demands of our community and department. Experience and qualification in Interventional Radiology including Tier B Interventional Procedures would also be desirable.

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Radiologists (RANZCR) or equivalent specialist qualifications.

Eligibility for an unrestricted Medicare provider number to work at the Canberra Health Services.

Hold a current driver's licence.

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 curriculum vitae 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 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: Dr Apurv Garg 02 5124 2159 Apurv.Garg@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Enrolled Nurse Level 1

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 37309, several - 026GT)

Gazetted: 24 October 2022

Closing Date: 9 November 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

Mental Health, Justice Health, Alcohol and Drug Services is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. 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 people.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

DMHU is a secure mental health facility that 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.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. 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. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 Subacute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You maybe required to work across all Adult Mental Health Inpatient Units to meet operational needs.

Behavioural Capabilities

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.

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

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

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

Friendly, warm, caring, and empathetic.

Attention to detail and a commitment to achieving positive outcomes.

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 2 years nursing experience within a mental health setting.
- 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 license.

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: Peta Kleinig 0428393961 peta.kleinig@act.gov.au

Women Youth and Children

Neonatology

Partnering with Parents Coordinator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22271 - 026B0)

Gazetted: 24 October 2022

Closing Date: 7 November 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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator and the Partnering with Parents. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

As the Partnering with Parents Coordinator you will model and lead our team in providing evidence based family centred and developmental care to patients and their families. You will manage both parent and staff education and coordinate resources including web based communication systems (Webcam) specific to providing evidence based family centred and developmental care.

In the role you will be pivotal in supporting the creation of a partnership between parents and staff, centered around the individual needs of each patient and their family. This position is 0.84 FTE with no shift work required.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

- Relevant post graduate qualifications relevant to the role. Education, training and experience in information technology would be an advantage.
- 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.
- 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 permanent part-time position at (32) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Josephine Forrest (02) 5124 7309 josephine.forrest@act.gov.au

Territory Wide Mental Health Services

Mental Health Consultation Liaison

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 59277 - 026H0)

Gazetted: 24 October 2022

Closing Date: 9 November 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

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

Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be required to participate in a seven-day twenty-four-hour roster.

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

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with 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.

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.
- Minimum of 3 years' experience (ideal 5 years) working professionally in related/relevant organisation/service is preferred.
- The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts
- 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.
- 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: Philip Hoyle 62052782 Philip.A.hoyle@act.gov.au

Finance and Business Intelligence

Procurement and Supply

Assistant Director, Supply Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 27896 - 026EB)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: 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 Assistant Director, Supply Operations (SOGC) is a critical role within our organisation that reports to the Director, Supply Operations (SOGB) under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within FBI.

The role has responsibility for the delivery of supply chain services for CHS including operational management, governance, compliance, reporting and analysis.

As part of the Procurement and Supply Branch senior officers' team, the role will ensure that:

- Supply chain activities are consistently managed across the organisation;
- compliance with all relevant legislation is achieved;
- Staff coordination and maintaining a high performing team are achieved whilst adhering to safe work practices at all times;
- best practice supply chain operational processes are implemented; and,
- value for money is achieved for CHS.

We are seeking a supply chain manager with a strong operational experience. You will be familiar with supply chain and ERP principles and enjoy working in partnership with others. This is a multi-disciplinary role and is responsible for the day-to-day activities of Supply Services at the CHS Distribution Centre (warehouse) and Canberra Hospital.

You will provide operational advice and support to key stakeholders, including our customers and vendors, to facilitate the successful delivery of supply chain activities, in accordance with CHS supply and procurement

processes. The Assistant Director of Supply Operations will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

In addition, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within tight deadlines to deliver high-quality advice and outcomes that align with strategic goals.

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

Effective and positive leadership skills to build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment, whilst having a genuine desire to improve safety and operational efficiencies

A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation, and proven ability to liaise with technical employees, suppliers, customers and business users.

Ability to work with a high degree of autonomy, think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience in supply chain management including extensive analytical/ERP background are highly desirable, and a minimum of five years' experience working professionally in private or public sector supply chain operations in a demanding client environment is preferred.

- Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR or greater driver's licence and a forklift licence, or a capacity to obtain both is required.
- Qualifications and Certifications in Manual Handling, Work Health and Safety, Supply Chain Management and Procurement would be highly regarded, as well as advanced Spreadsheet, Report writing and advanced HR skills.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Jacqueline Williams 0411 642 309 Jacqueline.Williams@act.gov.au

Clinical Services

Medicine

Neurology

Senior Neurophysiology Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59146-026EC)

Gazetted: 23 October 2022

Closing Date: 6 November 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 Neurology department is a busy environment which services inpatients and outpatients for numerous neurophysiology procedures. An exciting opportunity exists for a clinical neurophysiologist to become a part of the allied health team. This position requires subject matter expertise and the ability to work autonomously to conduct routine, and assist in complex, neurophysiology investigations according to procedures and standards for adult, paediatric and neonatal populations to provide complex and critical neurophysiology service delivery. The role includes supporting the management of the neurophysiology service, the provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group.

Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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

Behavioural Capabilities

1. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
2. Demonstrates strong organisational skills with a high degree of drive.
3. Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
4. Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Position Requirements/Qualifications:

Mandatory

- Bachelor of Science/Applied Science or equivalent and a minimum of 2 years' experience working professionally in Clinical Neurophysiology Testing.
- 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

- Be eligible for Accredited membership with Association of Neurophysiological Technologists of Australia Inc. (ANTA)
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- 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 part-time temporary position at 22.03 hours per week for 11 months, the salary noted will be pro-rata.

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

Contact Officer: Rajat Lahoria (02) 5124 2950 Rajat.Lahoria@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nutrition

Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 43935-026FH)

Gazetted: 21 October 2022

Closing Date: 4 November 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

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

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

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of complex and chronic medical conditions including enteral nutrition; chronic renal failure; weight management; gastrointestinal disorders; malnutrition; and wound healing. Community Care Nutrition provides services for National Disability Insurance Scheme participants. As a service, we pride ourselves on high quality patient care, supervision and professional development

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills and ability to work independently with a high degree of initiative

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Position Requirements/Qualifications:

Degree in Science with qualifications in Nutrition and Dietetics, or equivalent

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

Hold a current Driver Licence

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.
- 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 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 permanent part-time position at 18.38 hours per week, the salary noted will be pro-rata.

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

Contact Officer: Kate O'Brien (02) 51241479 Kate.O'Brien@act.gov.au

Client Support Services

NDIS Support Unit

CHS NDIS Support Unit Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 20007 - 026DN)

Gazetted: 20 October 2022

Closing Date: 3 November 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 is a registered provider of services to clients on the National Disability Insurance Scheme (NDIS). This Administration Service Manager position is responsible for the day to day running of the CHS NDIS Support Unit Administration Team. The role requires a motivated individual keen to take on the opportunity of managing a service that coordinates support to CHS staff, clients and other stakeholders related to NDIS client management across a range of services and sites. Further quality improvement and development of the unit is essential as it adjusts to the changing NDIS processes and requirements. The role reports directly to the CHS NDIS Support Unit Lead.

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.

The CHS NDIS Support Unit Manager will be based predominantly at Village Creek Centre Kambah with capacity to work at other CHS sites across Canberra as needed. They will be responsible for the day-to-day management of the NDIS Support Team ensuring effective and efficient support to CHS staff, clients and other involved stakeholders.

The CHS NDIS Support Unit Manager reports directly to the CHS NDIS Lead.

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. Strong people management skills with a high degree of drive
Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health Services and relevant external stakeholders

Ability to prioritise, delegate and respond to competing demands in a calm and efficient manner while also maintaining high work standards and accuracy within the team.

Position Requirements/Qualifications:

- Experience working professionally in health service administration and project management is preferred.
- Relevant Tertiary Qualifications or equivalent in Health, Public Administration or related discipline 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.

Contact Officer: Barb Bolton (02) 5124 0213 barbara.bolton@act.gov.au

Finance Business Intelligence

Health Information Services

Evening Scanning Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 45719 - 0267G)

Gazetted: 20 October 2022

Closing Date: 27 October 2022

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

www.canberrahealthservices.act.gov.au

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

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.

Working under general direction, as part of a small team, the Scanning Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder or CPF). This entails performing a number of tasks including preparing documents for scanning, uploading or scanning the documents into the system, Verification to confirm that the documents are imported into the correct record and processing any incoming mail. The Scanning Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

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 within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Mandatory

Relevant experience working in a hospital clinical records department, medical practice or similar health environment is preferred.

The successful applicant will need to be available for day and evening work including 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 disease

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

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

Contact Officer: Erin Smith 02 5124 3363 Erin.Smith@act.gov.au

Pathology

Anatomical Pathologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 21430 - 026GR)

Gazetted: 24 October 2022

Closing Date: 31 October 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](#)

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

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

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program.

Canberra Health Services is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services. Our goal is to deliver exceptional health care to the people of Canberra and the surrounding regions. We do this by living our values of kind, progressive, reliable, and respectful.

Canberra Health Services is building a brand new, state-of-the-art Pathology facility at The Canberra Hospital. This is an opportunity to help us create a new vision for Anatomical Pathology – focussing on the latest diagnostic technology, workplace culture and leadership. Whether you are looking to build your diagnostic skills, develop as a leader or to be part of an amazing team – this is a once-in-a-lifetime opportunity!

Canberra Health Services takes the health and wellbeing of its team members very seriously. We provide a range of financial, health and education services to help our staff. We offer financial initiatives such as salary packaging,

fixed pathology bonus, mobile phone allowance, annual leave loading, eligible superannuation payments, access to financial counselling and staff discounts.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Provide high quality and timely diagnostic reporting in Anatomical Pathology.

Provide intra operative assessments on frozen section examinations.

Participate in the teaching, training and supervision of Anatomical Pathology Registrars and Medical Students.

Participate in Quality Assurance activities within the Department including being familiar with and observe all relevant accreditation standards, Canberra Health Services policies and procedure and other relevant legislative requirements.

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

Actively work in a team environment to support and promote CHS values and promote our ongoing work to sustain a vibrant and engaged workplace culture.

Conduct self-initiated or participate in collaborative research projects.

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

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

Hold a current driver's license

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

10. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
11. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
12. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
13. 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.
14. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
15. 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.

Contact Officer: Mary Brun (02) 51242880 mary.brun@act.gov.au

Surgery

Pain Management

Visiting Medical Officer – Pain Management Psychiatrist

Classification: Visiting Medical Officer - Sessional and Fee for Service Rates, Canberra (PN: 026DA - Visiting Medical Officer)

Gazetted: 20 October 2022

Closing Date: 30 November 2022

Details: 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](#)

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

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

The Pain Management Unit is an interdisciplinary service that provides comprehensive outpatient care to patients with persistent pain and a consultative service to inpatients with persistent pain.

The successful applicant will have specialist experience in General Psychiatry or in subspecialty area(s) of Psychiatry, and work as a member of the chronic pain team primarily in the outpatient setting and consult on inpatients as required.

DUTIES

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

You will:

Provide direct psychiatric services as part of an interdisciplinary Chronic Pain Team.

Teach and supervise Pain Medicine Trainees and Medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

Provide expert opinion and consultation on clinical work.

Participate in the development, implementation, and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioners, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards

Contribute to and participate in unit management, clinical audit procedures, research, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Pain Management Unit.

Utilise digital health and health information systems to enable the provision of safe and timely access to care including ensuring high standards of medical record keeping.

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:

Adaptability and flexibility to accommodate change.

Critical thinking skill.

Communication skills and the ability to develop and maintain networks.

Adapt quickly to a changing environment.

Position Requirements/Qualifications:

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

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications, and Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is 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.

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.

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred.

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.

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 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.

Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the Health ACT 1993.

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a two-year term.

Contact Officer: Anandhi Rangaswamy (02) 5124 3055 Anandhi.Rangaswamy@act.gov.au

**Rehabilitation, Aged and community Services
Allied Health**

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 15939, several- 0269Q)

Gazetted: 20 October 2022

Closing Date: 3 November 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 University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Brindabella Day and Ambulatory Rehabilitation Services (BRS) provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Vestibular Rehabilitation, Rehabilitation at Home, and the Falls and Falls injury prevention service, and the Post COVID recovery clinic. Physiotherapists working in BRS provide short-term goal directed rehabilitation designed to enhance clients' independence, and ability to engage in activities and their community. They provide rehabilitation for persons with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. BRS physiotherapists work as part of an interprofessional team and have very close links with other RACS physiotherapy services, with the opportunity to rotate into these services which can be based at multiple alternate locations.

All RACS physiotherapists provide high quality contemporary physiotherapy and patient centred care, in individual or group-based sessions, to achieve positive patient outcomes. Clinical and professional growth and development is supported by clinical supervision and well-established opportunities for learning and engaging in quality initiatives.

This position will be required to work flexibly across services / locations and participate in a weekend roster.

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.

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

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

Position Requirements/Qualifications:

Relevant registered or be eligible for general registration with Psychology Board of Australia under AHPRA qualifications and a minimum of 12 months paid work experience working professionally in Physiotherapy is preferred.

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

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

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

Note: There are several temporary positions for up to 12 months with a possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (with a possibility of extension and/or permanency) in a full time or part time capacity.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

For more information on this position and how to apply "click here"
Contact Officer: Grant Shaw (02) 51240074 Grant.Shaw@act.gov.au

**Allied Health
AAHS Physiotherapy**

Research Project Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59086-026CS)

Gazetted: 25 October 2022

Closing Date: 8 November 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 Division of Allied Health provides a range of allied health services across clinical Divisions based at Canberra Hospital. A strong emphasis is placed on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Research Project Manager is responsible for coordinating, monitoring and managing the "Best practice in knee osteoarthritis- Advanced Musculoskeletal Clinic" funded project. This includes supervision of operational issues and working within a multi-disciplinary team of clinicians, consumers, and researchers in the endeavour of improved care and clinical outcomes. Participation in research includes participant recruitment, focus groups, deliberative decision-making processes, preparation of protocols, and ethics applications, conduct and reporting on the project.

The research project manager will work within a team comprising the project lead (University of Canberra), the orthopaedic research team at Trauma and Orthopaedic Research Unit and the Division of Allied Health at CHS and Community Care Physiotherapy in the Division of Rehabilitation and Aged Care. The research team comprises surgeons, GP's, physiotherapists, Arthritis ACT and community stakeholders. The research project is taking place in the Advanced Musculoskeletal Physiotherapy Clinics.

This role has the potential to be attached to additional clinical duties in the advanced musculoskeletal physiotherapy clinics, in an associated and related role.

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 research project needs.

Responsive services to meet research project needs

Position Requirements/Qualifications:

- Research project management skill or experience
- Relevant Tertiary qualifications or equivalent in Physiotherapy and a minimum of five years working experience professionally in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have a working understanding of the National Standards for the Conduct of Research.
- 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.

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.

Within two months, complete University of Canberra Research Integrity Training, and Good Clinical Practice clinical trials training on-line.

Note: This position is temporary part-time at (18:38) hours per week for up to 19 months and the full-time salary noted above will be pro-rata.

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

Contact Officer: Kerry Boyd (02) 51242670 Kerry.Boyd@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25563 - 026F4)

Gazetted: 20 October 2022

Closing Date: 3 November 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

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

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

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

ABOUT YOU

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

Behavioural Capabilities

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

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum 1-year (preferably 3 years) post-qualification experience

Desirable:

- Experience of working in an acute inpatient or community mental health service.

Other:

- The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Tegan Murray (02) 5124 41813 tegan.murray@act.gov.au

Surgery

OR-Scrub/Scout

Scrub CNC

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 25123, several - 025ZE)

Gazetted: 21 October 2022

Closing Date: 11 November 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 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 (DOSAs) 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.

Scrub CNC, reports directly to the Assistant Director of Nursing Perioperative Unit and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants and Nurse Manager, for the management of the physical, fiscal and human resources in the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, nursing workforce, ensuring safe, efficient, and effective operations of the business unit.

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

Proven advanced management experience and clinical leadership in a similar nursing role

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

- 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

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

Others:

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

Prior to commencement successful candidates will be required to:

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

Note: This Advert is to create a Temporary Register for short term positions to backfill this and similar positions over the next 12 months only.

Contact Officer: Kerri Reeves (02) 5124 3051 kerri.reeves@act.gov.au

Rehabilitation, Aged and community Services

Allied Health

Senior Rehabilitation Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 42970, several - 026EH)

Gazetted: 20 October 2022

Closing Date: 3 November 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

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. The RACS Rehabilitation Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. There are a wide variety of service delivery teams within RACS including services offered in community and inpatient settings at Canberra Hospital and the University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. These positions based at the University of Canberra Hospital will rotate through the RACS Rehabilitation wards, including the Older Persons Rehabilitation Ward and Mental Health Rehabilitation unit. The RACS exercise physiologists will work closely with RACS Physiotherapists and

This senior clinical role is a great opportunity for an experienced clinician to stretch themselves and explore their passion for service development, staff and student supervision, quality activities, independent clinical judgement and case management.

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.

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

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

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

Position Requirements/Qualifications:

Mandatory

- Degree in Physiotherapy.
- Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner Regulation Agency (AHPRA).
- Current Australian Driver license
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- The successful applicant will be required to participate in overtime, weekend, on call and/or rotation roster and work flexibly across services, locations and programs.
- 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

- a minimum of 3 years (ideal 5 years) post-qualification experience.
- Previous clinical experience working in a hospital setting
- 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 advertisement is for two vacancies up to 12 months with a possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (with a possibility of extension and/or permanency) in a full time or part time capacity.

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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Grant Shaw (02) 5124 0074 Grant.Shaw@act.gov.au

Cancer and Ambulatory Support

Ward 14 A and 14B

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 54095, several - 0264W)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: 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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings.

14A is a 22 bed haematology ward and 14B is a 28 bed medical and radiation oncology ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate, and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex cancer diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

This is an exciting opportunity for several Registered Nurse Level 2 positions within the inpatient wards of Cancer and Ambulatory Support.

ABOUT YOU

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

Behavioural Capabilities

Strong commitment to patient care and accountability in professional development

Be able to demonstrate advanced critical thinking in high pressure situations

Promote and encourage teamwork

Position Requirements/Qualifications:

Mandatory

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

A current Antineoplastic Drug Administration Course (ADAC) certificate and chemotherapy trained

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.

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 8612 diljo.augustin@act.gov.au

Director of Allied Health - Allied Health Adult Patients

Adult Mental Health Unit

Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45530 - 0261Z)

Gazetted: 25 October 2022

Closing Date: 10 November 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Relevant Psychologist HP2 qualifications:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience

- Current Passenger vehicles 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:

- 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: David Warren (02) 5124 5401 David.Warren@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Clinical Services

Specialist / Senior Specialist - Adult General Psychiatrist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 31586 - 026E7)

Gazetted: 26 October 2022

Closing Date: 18 November 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: CHS website

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

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. 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 Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Provide direct psychiatric services in a variety of settings including the provision of ECT services.

Teach and supervise psychiatry trainees and medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

- Provide expert opinion and consultation on clinical work;
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Participation in administration and clinical governance activities and the after-hours roster as required.

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

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 Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is 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.

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:

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

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

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

11. 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.

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

13. 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.

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

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

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. 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 Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Provide direct psychiatric services in a variety of settings including the provision of ECT services.

Teach and supervise psychiatry trainees and medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

- Provide expert opinion and consultation on clinical work;
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Participation in administration and clinical governance activities and the after-hours roster as required.

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

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 Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is 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.

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:

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

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

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

11. 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.

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

13. 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.

Contact Officer: Denise Riordan 02 5124 6545 CHS.DOCSMHJHADS@act.gov.au

Operational Support Services

Client Services

Business Support Officer

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 24297 - 026FO)

Gazetted: 26 October 2022

Closing Date: 2 November 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 Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under the broad direction of the Assistant Director, CS, you will oversee the delivery of services for the Switchboard and Mailroom. You will be required to coordinate the day-to-day operations of the business unit, including but not limited to management and coordination of administrative staff, providing day-to-day supervision, human resource management, financial management and providing advice and responses to matters related to the business portfolios. The Business Support Officer is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

The position will be based at Canberra Hospital with regular travel required to other sites.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to lead by example, support others and demonstrate integrity.

Lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

Relevant qualifications and a minimum of three years' experience working in customer service within a health context is preferred.

- 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.
- 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: Applicant may be appointed off application only.

Contact Officer: John Villatobas (02) 5124 2733 John.Villatobas@act.gov.au

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

Adult Mental Health Rehabilitation Unit

Director Of Allied Health

Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31464-026IU)

Gazetted: 26 October 2022

Closing Date: 9 November 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

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. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU at the University of Canberra Hospital and focuses on the delivery of recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services 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.

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.
- High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.
- Have an open-minded, non-judgemental, empathetic outlook.
- Strong organisational and coordinating skills with a high degree of drive

Position Requirements/Qualifications:

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

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Social Work:

- Hold a degree in Social Work
- Be eligible for membership of the Australian Association of Social Workers
- Be registered under the Working with Vulnerable People Act 2011 (ACT)
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Highly Desirable:

- Current Driver's License.

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.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current curriculum vitae and

- A response to the selection criteria under “What You Require”.

Where possible include specific relevant examples of your work.

CHS Contact: Kannan Sakthivel 512 40220 Kannan.Sakthivel@act.gov.au

Contact Officer: Kannan Sakthivel 512 40220 Kannan.Sakthivel@act.gov.au

Director of Allied Health - Allied Health Adult Patients

Adult Mental Health Unit

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40206 - 0261G)

Gazetted: 25 October 2022

Closing Date: 10 November 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 Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 occupational therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

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: Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Position Requirements/Qualifications:

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.
- Eligible for professional membership of Occupational Therapy Australia.

- Minimum 3 years (preferably 5) experience in occupational therapy practice.
- Current Passenger Vehicles Driver's Licence.
- Experience of working within mental health in either an inpatient unit or community setting.
- 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.

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

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

Surgery

Division of Surgery

Registered Nurse Level 2 -Acute Surgical Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 19489 - 026BH)

Gazetted: 25 October 2022

Closing Date: 8 November 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 Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Acute Surgical Unit is a 16-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, abdominal surgeries. ASU has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

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

ABOUT YOU

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

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

Strong communication and interpersonal skills.

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

Position Requirements / Qualifications

Be registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum three year post graduate experience in Acute Surgical Nursing.

The successful applicant will need to be able to work a rotating roster.

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.

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

Contact Officer: DIVYA SEETHILAL 51242364 Divya.Seethilal@act.gov.au

Women Youth and Children

Canberra Health Services

Administrative Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 19752, several - 02613)

Gazetted: 25 October 2022

Closing Date: 8 November 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 Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

The Obstetric and Gynaecology Department within the Centenary Hospital provides midwifery and nursing care to women from the ACT and surrounding regions. Maternity Services at the Centenary Hospital offers a diverse range of programs to women during pregnancy, birth and early parenting and strives to provide woman-centered, holistic, evidenced based, culturally respectful, quality care for women in the ACT and surrounding area.

Gynaecology services at the Centenary Hospital offer specialist clinics to assist women experiencing gynaecological problems by investigating causes and managing and treating the conditions using evidence based practice.

Paediatrics at Canberra Hospital (PatCH), co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Paediatrics. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Good communication and interpersonal skills.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

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

- Previous experience using HP Records Manager 8 (aka. TRIM).
- Previous experience working in the health sector.
- 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 three months with the possibility of extension and/or permanency.

Contact Officer: Mitchel Green (02) 5124 7491 Mitchel.Green@act.gov.au

Women Youth and Children

Clinical Support and Projects

Paediatric Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56759 - 026G5)

Gazetted: 24 October 2022

Closing Date: 9 November 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 Paediatric Service at Canberra Hospital provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years.

The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse

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

Position Requirements/Qualifications:

- Relevant Certificate IV in Workplace Training and Assessment, postgraduate qualification in paediatric nursing and/or clinical education, qualifications and a minimum of two years' experience working professionally in paediatric nursing is preferred.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for morning and evening shifts, Monday to Friday.
- 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.
 - 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: Chelsey Helliwell (02) 6142 6210 chelsey.helliwell@act.gov.au

Director of Allied Health - Allied Health Adult Inpatients

Adult Mental Health Unit

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17267 - 026J1)

Gazetted: 25 October 2022

Closing Date: 10 November 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based Occupational Therapy interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessment and delivering individual and group-based interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU/12B. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Be flexible, adaptable and comfortable with change in the working environment

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally, post qualification in related/ relevant organisation/service

Degree in Occupational Therapy and registered with Occupational Therapy Board Australia

Eligible for professional membership of Occupational Therapy Australia

Current passenger Vehicle 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.

Highly Desirable

Experience working within mental health in either an inpatient unit or community setting

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

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

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

Undergo a pre-employment Police check.

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

CHS People and Culture

Workplace Safety

Director – Occupational Violence Prevention and Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 29577 - 026H9)

Gazetted: 24 October 2022

Closing Date: 31 October 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

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

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

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

Excellent written communication skills and a high attention to detail

Strong leadership and management skills

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

WHS tertiary qualifications and/or substantial experience in WHS in a healthcare setting

Experience in a tertiary healthcare setting

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.

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

Undergo a pre-employment National Police Check.

Contact Officer: Daniel Guthrie 5124 9544 daniel.guthrie@act.gov.au

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

The Adult Mental Health Rehabilitation Unit (AMHRU)

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23690-0264N)

Gazetted: 25 October 2022

Closing Date: 8 November 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

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

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.

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 three years (ideal five years) experience post qualification.

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

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

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.

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

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

Contact Officer: Kannan Sakthivel (02) 51240220 Kannan.Sakthivel@act.gov.au

Women Youth and Children

Paediatric Nursing

Paediatric

Registered Nurse Level1- Paediatric Nursing

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 46454- 026G7)

Gazetted: 24 October 2022

Closing Date: 7 November 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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas 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 environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

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, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

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.

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:

Be available rotational shift work roster which includes weekends and night duty

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.

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

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

Contact Officer: Libby Coonan (02) 5124 7641 Libby.Coonan@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

RN3.1, Custodial Mental Health

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 36274 - 026F3)

Gazetted: 24 October 2022

Closing Date: 7 November 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

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

As a Senior Registered Nurse with Custodial Mental Health, you will be expected to provide high quality mental health assessment and care under minimal supervision including legislated induction screening, assessment and management of at-risk clients, and medication management to mental health clients within the ACT's two correctional centres - the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). You will be required to work collaboratively with a team of clinical staff of nursing, medical, and allied health professionals, as well as a range of external agencies including JHS Custodial Health, community and inpatient mental health services, ACT Corrective Services, CYPs, and external agencies such as NGOs. At this level you will be expected to contribute to quality improvement, service development, and training and education activities. You will be supported by a Clinical Nurse Consultant and report to the Team Manager, Custodial Mental Health.

As a specialist area, clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

Notes: The CMH Assertive Response Team provides a daily service between 08:30 and 19:00hrs 7 days per week.

Shifts are 8:30-17:00 or 10:30-19:00. Includes 4-7 weeks annual leave depending on roster.

The CMH Clinical Management Team provides a weekday service between 08:30 and 17:00hrs M-F.

Custodial allowance applies. Eligible applicants may apply for postgraduate qualification allowance (where applicable).

ABOUT YOU

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

Behavioural Capabilities

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

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Resilience and calm in the face of conflict or uncertainty

Position Requirements/Qualifications:

Mandatory:

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

Minimum 3-year (preferably 5 years) post-qualification experience

Desirable:

Experience in a custodial, community forensic, or secure inpatient setting.

Current driver's licence.

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

Undergo a pre-employment Police check.

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

Notes: This is a temporary position available for six months with the possibility of extension. The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

Contact Officer: Tegan Murray 51241813 tegan.murray@act.gov.au

Medicine

Ambulatory

Polyp Surveillance Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29110 - 026GS)

Gazetted: 24 October 2022

Closing Date: 9 November 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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

Gastroscopy

Colonoscopy

Bronchoscopy

Endoscopic ultrasound (EUS)

Endoscopic Retrograde Cholangiopancreatography (ERCP)

Ano-rectal manometry services

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

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

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

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

Note: This is a part-time position at 24 hours per week. The full-time salary noted will be pro-rata.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Don Velasco 512445582 Don.velasco@act.gov.au

Adult Acute Mental Health Services

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112 , Canberra (PN: 45037, several- O26HN)

Gazette date: 25 October 2022

Closing Date: 08 November 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 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Unit (LDU). At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

1. Flexible, adaptable and comfortable with changing working environment.
2. Commitment to achieving positive outcomes
3. Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

- The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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

Prior to commencement successful candidates will be required to:

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

Note: There are several positions available including temporary three-month contracts and permanent positions.

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

Canberra Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Director Of Allied Health

Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028 , Canberra (PN: 31464-026IU)

Closing Date: 09 November 2022

Gazette date: 26 October 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

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. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU at the University of Canberra Hospital and focuses on the delivery of recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services 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.

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.
- High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.
- Have an open-minded, non-judgemental, empathetic outlook.
- Strong organisational and coordinating skills with a high degree of drive

Position Requirements/Qualifications:

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

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Social Work:

- Hold a degree in Social Work
- Be eligible for membership of the Australian Association of Social Workers
- Be registered under the Working with Vulnerable People Act 2011 (ACT)
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Highly Desirable:

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

Contact Officer: Kannan Sakthivel 512 40220 Kannan.Sakthivel@act.gov.au

Canberra Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Health Professional Level 3 – Access Mental Health Team

Health Professional Level 3

**\$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra
(PN: 40903 -026E9)**

Gazette date: 07 November 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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS 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
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

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

ABOUT YOU

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

Behavioural Capabilities

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

- 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.

For Occupational Therapy:

Mandatory

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

For Psychology:

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

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 three years (ideal five years) post-qualification experience.

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

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

Contact Officer: Jodie Russell (02) 62072570 Jodie.Russell@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services
Secure Mental Health Service

Assistant In Nursing

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 37286, several-026CT)

Gazetted: 24 October 2022

Closing Date: 7 November 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

Mental Health, Justice Health, Alcohol and Drug Services is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. 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 people.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

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

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

DMHU is a secure mental health facility that 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.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. 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. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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

Behavioural Capabilities

High level communication skills with ability to liaise with persons with a mental illness or mental disorder, carers, GP's and relevant agencies.

Demonstrated ability to work both collaboratively in a multi-disciplinary team as well as ability to work independently.

Have an open-minded, non-judgemental, contentious, empathetic outlook.

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

Position Requirements/Qualifications:

Current Driver's licence.

Certificate III (or equivalent) in Health Services Assistance or working towards.

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

Note: A merit list will be established to fill current and or future temporary vacancies

Maybe appointed from application and referee reports only.

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

Contact Officer: Peta Kleinig 0428393961 Peta.Kleinig@act.gov.au

Clinical Services

Surgery

Perioperative

Periop Resource Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58826-025WG)

Gazetted: 26 October 2022

Closing Date: 16 November 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 (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Division of 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.

The resource officer report directly to the Resource Manager Perioperative Unit and joins the resource team. This position is responsible at an operational level for the coordination and management of supplies required within Perioperative 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

Proven experience in a similar nursing role.

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

- 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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Ben Lollback (02) 51243437 Ben.Lollback@act.gov.au

Medicine

Renal

Renal Outpatients

Enrolled Nurse

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 41306-026FD)

Gazetted: 25 October 2022

Closing Date: 8 November 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include chronic kidney disease, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. 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.

The Renal Outpatients enrolled nurse is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

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 candidate will have the following attributes:

Excellent interpersonal and communication skills with a proven ability to work effectively as part of a multidisciplinary team to provide patient centred care

Drive for ongoing personal and professional development.

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

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Julie Voutos (02) 51243062 Julie.Voutos@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

Pathways College

Year 12

Senior Teacher - CIT Year 12 Program

Teacher Level 2 \$114,979, Canberra (PN: 39650)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: The CIT Pathways College is seeking applications from highly motivated, enthusiastic and experienced secondary teachers for the Teacher Level 2 position in our Year 12 program. As the senior teacher the successful applicant will, in addition to delivering content to students studying the ACT Senior Secondary curriculum, be responsible for supporting the Head of Department, mentoring and supporting teachers and overseeing moderation.

Along with English Language and Foundation Skills, this college also offers the ACT Senior Secondary Certificate accredited by the ACT Board of Senior Secondary Studies. We offer the ACT Senior Secondary Certificate to standard and abridged students. Details of the program can be found here:

https://cit.edu.au/courses/education_community/act_year_12

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:

Teachers delivering the ACT Senior Secondary Certificate must have secondary teaching qualifications and hold current Teacher Quality Institute registration and current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*.

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) *Enterprise Agreement 2021 – 22 sub-Clause 40*.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

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

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

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

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

Contact Officer: Tania Hadlow (02) 6207 8958 Tania.Hadlow@cit.edu.au

Corporate Services

Digitalisation Office

Cloud Campus Programme Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59117)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: As a national leader in VET Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity

Advancing Canberra's Workforce – adapting our courses and means of delivery to provide skills for the future

Transforming Our Business - investing in CIT's business for viability and value

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This Campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces. It will provide the future skills and training opportunities required to meet the growing and evolving demands of students, industry and the ACT community. It will also enable the transformation of CIT to further support the ACT's reputation as the knowledge capital of Australia and as a key economic and social enabler meeting the ACT Governments Statement of Ambition.

A key priority for CIT's transition to the new CIT Woden Campus is digitalisation. Digitalisation will see enhancements in the student experience and ensure that CIT is focused on not only delivering contemporary skills but delivering these skills in a contemporary manner.

By delivering a superior online student experience throughout the student journey and enabling effortless collaboration, innovation and skill development, we will nurture the development of digital literacy for all. The CIT Woden Campus affords a unique opportunity to ensure that the CIT is doing more than opening a new campus – it is opening a site that showcases the future of digitally-supported and enabled learning.

The Cloud Campus Programme is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about undertaking the key transformation of the way that CIT undertakes its business using digital capabilities and planning to support the change adopting and business transformation are critical deliverables for programme success.

CIT is seeking a Programme Support Officer for the Cloud Campus, as part of the Cloud Campus Project Team. The Programme Support Officer supports the Programme Director to successfully scope and implement the Cloud Campus programme objectives and deliverables, through a range of administrative functions, including document control, record keeping, procurement, and budget management. This may also include support to the Chief Information Officer and the Digitalisation Office.

Note: This is a temporary position available immediately for 12 months.

Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce.

Selection may be based on application and referee reports only.

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

How to apply: Please submit a written application of no more than two pages, addressing the Professional / Technical Skills, Knowledge, and Behavioural Capabilities included in the Position Description, 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: Jeff Butler (02) 6207 1140 Jeff.Butler@cit.edu.au

Corporate Services

Digitalisation Office

Cloud Campus Business Analyst

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59114)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: As a national leader in VET Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity

Advancing Canberra's Workforce – adapting our courses and means of delivery to provide skills for the future

Transforming Our Business - investing in CIT's business for viability and value

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This Campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces. It will provide the future skills and training opportunities required to meet the growing and evolving demands of students, industry and the ACT community. It will also enable the transformation of CIT to further support the ACT's reputation as the knowledge capital of Australia and as a key economic and social enabler meeting the ACT Governments Statement of Ambition.

A key priority for CIT's transition to the new CIT Woden Campus is digitalisation. Digitalisation will see enhancements in the student experience and ensure that CIT is focused on not only delivering contemporary skills but delivering these skills in a contemporary manner.

By delivering a superior online student experience throughout the student journey and enabling effortless collaboration, innovation and skill development, we will nurture the development of digital literacy for all. The CIT Woden Campus affords a unique opportunity to ensure that the CIT is doing more than opening a new campus – it is opening a site that showcases the future of digitally-supported and enabled learning.

The Cloud Campus Programme is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about undertaking the key transformation of the way that CIT undertakes its business using digital capabilities and planning to support the change adopting and business transformation are critical deliverables for programme success.

CIT is seeking a Business Analyst for the Cloud Campus, as part of the Cloud Campus Project Team. The Cloud Campus Business Analyst supports the Programme Director to successfully plan and implement the Cloud Campus programme through the provision of guidance and artefacts that support the scoping and delivery of programme deliverables and business process change initiatives.

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

Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce.

Selection may be based on application and referee reports only.

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

How to apply: Please submit a written application of no more than two pages, addressing the Professional / Technical Skills, Knowledge, and Behavioural Capabilities included in the Position Description, 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: Jeff Butler (02) 6207 1140 Jeff.Butler@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

Policy and Cabinet

Better Regulation Taskforce

Assistant Director, Better Regulation Taskforce

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59230)

Gazetted: 25 October 2022

Closing Date: 15 November 2022

Details: This position in the Better Regulation Taskforce is part of a team at the centre of government.

Here, you will experience how to bring the strands of government policy together from all directorates, within a complex and evolving economic environment. You will undertake interesting and impactful work that directly influences the prosperity of ACT businesses, industries, and the community.

The work in the Better Regulation Taskforce is dynamic and fast paced. This is a place where you will use your knowledge, skills and experience to confidently support Government Ministers At any time, you may be contributing to Cabinet submissions, Ministerial and Chief Minister's briefings, Question Time Briefings, and Ministerial Correspondence, sometimes at very short notice.

You will also be analysing complex policy issues and may find yourself working closely with stakeholders across the ACTPS, including in Access Canberra, and in the ACT business community. Your interpersonal skills are essential to maintaining productive working relationships across directorates and agencies, so that this critical whole of government work can be delivered.

The Better Regulation Taskforce is a small team with big responsibilities. We think hard and creatively, and our rewards come from the quality and impact of our advice. We have a highly collegiate and supportive culture, always making the time to connect, catch up and have fun too. If you would like to develop your career with us, please get in contact with the contact officer and submit an application.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Skills in data analysis, economic analysis, and/or legal analysis would be especially valued.

Note: This is a permanent position within the Better Regulation Taskforce. A merit pool will be established from this selection process and may be used to fill future identical vacancies, including temporary vacancies, over the next 12 months.

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Chesworth (02) 6207 1125 Fiona.Chesworth@act.gov.au

Property and Shared Services

Payroll and HR Systems

HR Systems

Director, Business Systems and Lifecycle Enablement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59206)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: The HR Systems team is seeking a highly motivated team player who has a demonstrated ability to lead and influence a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment.

As the Director, Business Systems and Lifecycle Enablement you will provide strategic direction to the team in responding to initiatives presented by ACT Government Directorates that enhance directorate engagement with centralised Whole of Government systems. This position works closely with the Kronos Systems and Learning

Management Systems Administration teams to oversee the integration with current Human Resource Management System's and any future new requirements. This includes planning, monitoring co-ordinating, undertaking and managing test activities during system upgrades, enhancements and new development. The position will provide direct supervision to two teams or four staff and this is expected to increase following the implementation of the new HRIMS.

The primary tasks are:

Provide strategic direction to the Kronos Systems' and Learning Management Systems' teams.

Coordinate, manage, scoping, development, testing and implementation processes for the ACT Government's for both systems ensuring project objectives are being achieved including project planning, monitoring, testing, training and implementation.

Work with Kronos System Administrator and LMS Administrator to coordinate and test all interfaces to ensure the data quality and integrity are met and all risks associated with each interface are addressed.

Provide effective management to the teams, training, assistance and guidance to system support, service officers.

Maintain and oversee strong governance of HRMS in consultation with Executive Branch Manager, service providers, software vendors, and directorate stakeholders. This governance function includes the oversight and responsibility of system Security Risk Plans, Business Resilience Plan, Disaster Recovery Plan and associated procedures.

Liaise and negotiate with service providers and stakeholders in relation to project and system objectives, timeframes and deliverables.

Undertake research, investigation, business analysis, implementation and support for HRMS projects and processes.

As required contribute to the ongoing development and improvement of test, change, incident and problem management processes for the Learning Management System and Kronos Cloud environments.

If this sounds like you, please review the position description and follow the instructions to apply for the role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Communications and Engagement

Strategy and Creative

Strategic Communications, Research and Engagement

Director, Strategic Communications

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49078)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: We are looking for a strategic problem-solver with an ability to provide advice on the design, development and implementation of audience-led communications and engagement activities informed by research, insights and ongoing evaluation. As a valued member of a progressive and inclusive Division, you will have the opportunity to work on projects that have a directorate and whole-of-government focus, aligned to the government's priorities.

We strive to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making.

To fill this role, you'll be a communications professional who puts the audience or stakeholder at the centre of what you do. You will understand that evidence-based communications and engagement are the best kind, and you will have a proven track record in collaborating with your peers to produce positive communication outcomes. Experience in leading a team is highly desirable.

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. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements: Relevant tertiary education qualifications in fields including strategic communications, public relations or journalism and a minimum of five-years' experience are preferred.

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

How to apply: Please submit a pitch of maximum two pages detailing your Skills and Experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Claudia Doman 6205 9530 Claudia.Doman@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Intake and Works Allocation Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58544, several)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: ACT Property Group are looking for a person to join our Intake and Works Allocation Team. You should have the ability to work in a dynamic, fast paced environment while providing excellent customer service. The person in this position ensures timely completion and follow up of maintenance requests, good information is provided to customers and liaises with other ACT Property Group staff on these activities. The role also includes providing a first point of contact for all customers and a main reception function for the organisation. The team manages maintenance requests including receipt of the requests, issuing of work orders, and ensuring timely completion of the work and billing. This work is for buildings managed by ACT Property Group and other ACT Government organisations and requests are received by phone, email, and Property Management System. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

The 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: There are several temporary positions available for six months with the possibility of extension. Selection may be based on application and referee reports only.

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Alicia Spindler (02) 6205 0969 actpgcorporate@act.gov.au

Access Canberra

Fair Trading and Compliance

Fair Trading

Director, Operational Consumer Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59260)

Gazetted: 20 October 2022

Closing Date: 7 November 2022

Details: Do you want to help make Canberra a more liveable city? Do you want to contribute to consumer protection policy and make a difference for the ACT? The Fair Trading Branch within Access Canberra is seeking a passionate and experienced person to support the functions of the Commissioner for Fair Trading.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives.

The role of Director, Operational Consumer Policy is a new position and involves supporting the Commissioner for Fair Trading and Executive Branch Manager Fair Trading and Compliance by providing key support and advice that includes information on what consumer law activities and trends are occurring across jurisdictions, operational updates, and briefings on national policy objectives.

This is a unique opportunity to support the ACT’s contribution to the shaping of consumer law including Right to Repair, funeral pricing, unfair trading practices and national scams. The position will also support the ACT based National Regulators Community of Practice, National Consumer Networks, Commissioner for Fair Trading Advisory Committees, and the Australasian Liquor Licensing Authorities Forum.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Previous experience with the Australian Consumer Law or consumer protection legislation 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: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 Giuseppe.Mangeruca@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Automation Test Analyst

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 14577)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of an Automation Test Analyst. This role is primarily responsible for the creation, execution and maintenance of automated test suites, using various tools, within the End User Services (EUS) Test Team automation capability.

Providing technical and procedural guidance along with troubleshooting of the testing process to ensure all relevant processes and procedures are followed during the development of automated test scripts.

The role will successfully develop, execute and maintain automated tests of desktop applications and environment smoke test, using industry standard tools such as Tricentis Tosca.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other 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).

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

Selection may be based on application and referee reports only.

Former ADF members are also encouraged to apply.

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

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and no more than two pages of response that addresses the required capabilities. *Applications should be submitted via the Apply Now button below.*

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

Access Canberra

Construction Utilities Environment Protection Branch

Strategic Business Coordination

Strategic Operational Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58877)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: Do you consider yourself a good juggler of priorities? Are you a good communicator? Do you like making the Territory a better place to live for all? This job could be for you.

The Construction, Utilities and Environment Protection Branch within Access Canberra is looking for a self-motivated person to work in the Strategic Business Coordination team. The team works collaboratively as a coordination point between the operational teams across the branch, ACT Government directorates and the Executive Branch Manager to deliver high quality written material. The working environment is varied and fast paced, and the team works flexibly to deliver on priorities with a focus on improving the quality of building in the ACT.

We are looking for a fun, positive person with sound skills in managing competing priorities, a flexible approach to work and a strong focus on delivering outcomes.

A large part of your role includes drafting a large amount of Ministerial and Government business responses often at short notice and with a quick turnaround. This requires you to be efficient, succinct and have excellent writing skills. Solid skills in customer service would be advantageous.

You will assist with reviewing and implementing ACT Government operational policy, programs, and legislative amendments. You will need to collaborate with various business units within the branch and across ACT Government, seeking out areas for improvement or change, and researching other jurisdictions' policy positions on various matters. Your knowledge of the regulatory and policy work will help you make recommendations for improvement.

You will also need excellent attention to detail and the ability to work to tight timeframe to coordinate the Branch's input into key corporate reports and information requests.

If you are a good team player and share our enthusiasm in improving the building industry, please apply.

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 and linguistically

diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available immediately until end of March 2023 with a possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

Policy and Cabinet

Policy Officer, Social Policy

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 21653)

Gazetted: 24 October 2022

Closing Date: 9 November 2022

Details: We are a supportive and dynamic team working on social policy issues from a central agency perspective. This vacancy has a specific focus on Aboriginal and/or Torres Strait Islander policy, understanding the community sector and social inclusion.

Your role might involve providing policy advice and analysis, briefing Ministers, drafting correspondence, building relationships, and developing legislation.

We have flexible work arrangements in place, including working from home, flexible hours and consideration of part time arrangements.

If you're interested, please give us a call to talk about the role or send through an email with your questions.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately for six months with 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. Subsequent vacancies in the Division may also be filled from this process. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit:

A pitch no longer than 1000 words 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.

A current curriculum vitae, including contact details of two referees and academic qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Barnard 0405 539 109 Belinda.Barnard@act.gov.au

Corporate

Corporate Management

Concierge and Building Services Team

WHS and Emergency Coordinator and Advisor

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58652)

Gazetted: 24 October 2022

Closing Date: 9 November 2022

Details: The Concierge and Building Services Team (CBS) is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Work Health and Safety (WHS) Advisor.

The successful candidate will be a part of a small team responsible for assisting with the implementation and ongoing operation of the ACT Government's new [Flexible Working Initiative](#) where with the use of hybrid working and flexible locations, ACTPS staff will have access to quality flexible work environments across our office portfolio

that will create opportunities to work from FlexiSpaces in each Town Centre across Canberra, Home, plus any other location with a WIFI connection.

Under limited supervision the WHS Advisor will Implement Work, Health and Safety (WHS) programs, including inspection and audit programs; and providing advice to CMTEDD executives, WHS practitioners, and stakeholders on the application of (WHS) legislation and WHS policy to assist with launch and ongoing operation of these sites. Strong communication skills and interpersonal skills are essential for this role as the successful candidate will be required to liaise at various levels across a range of areas throughout the Government.

You will be required to develop and maintain strong working relationships with internal and external stakeholders to enable delivery of key health and safety objectives and outcomes associated with this program.

To be successful, you will possess strong leadership and management skills, and have an excellent working knowledge of WHS legislation and best practices and how to apply these to mixed and varied workplaces.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

A Certificate IV qualification in Work Health Safety is desirable but not essential.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Sancataldo (02) 6205 4669 Adrian.Sancataldo@act.gov.au

Office of the Under Treasurer

Senior Director/Executive Officer

Senior Officer Grade A \$157,201, Canberra (PN: 53304)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks Expressions of Interest to temporarily fill the Senior Director/Executive Officer position in the Office of the Under Treasurer. This is a valuable career opportunity that will see the successful applicant working closely with the Under Treasurer. The role is highly strategic and policy focused rather than administrative in nature and requires a combination of strategic nous, focus, flexibility and ability to work with limited direction.

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

Eligibility/Other Requirements

The successful candidate will have excellent judgement; strong conceptual and analytical skills; sound communication skills; a strong knowledge of Treasury's role and responsibilities and highly developed organisational skills. Experience working on and existing knowledge of Cabinet, Assembly and ministerial processes, specifically within the ACT Government, is also desirable.

Officers at level or seeking higher duties will be considered. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the *Public Sector Management Act 1994*, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021.

Note: This is a temporary position available for up to 12 months. At the end of the period of employment the successful applicant would be expected use the valuable experience they will have gained back in their nominal role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Hocking (02) 6207 0260 Stuart.Hocking@act.gov.au

Corporate

People and Capability

Employee Relations

Human Resources Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27965)

Gazetted: 25 October 2022

Closing Date: 1 November 2022

Details: As a Human Resources Advisor in the Employee Relations team you will contribute to the delivery of industrial and employee relations related services across Chief Minister, Treasury and Economic Development Directorate (CMTEDD). This will involve providing specialist advice to managers and employees across CMTEDD and support and coaching for managers to assist them in performing their people management responsibilities.

DUTIES / RESPONSIBILITIES: Working under limited supervision, this position is responsible for:

The provision of quality client service, guidance and support to CMTEDD staff and managers on a range of HR management policies and practices, including but not limited to:

Employee relations matters (including performance, behaviour and probation)

Leave and attendance management

Workplace values and behaviours

Restructuring, redeployment and redundancy

Providing explanation and interpretation of relevant Enterprise Agreements and legislative material to CMTEDD staff

Support the senior officer team to deliver strategic projects

Understanding and working 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.

SELECTION CRITERIA for Administrative Services Officer 6

Demonstrated working experience in an employee relations human resources environment or business support role providing best practice advice and/or strategy pertaining to complex staffing matters in the public sector context.

Demonstrated capacity to undertake research and analysis to interpret and apply legislation and policies with regards to complex staffing matters in order to support the Directorate.

Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision.

Well-developed communication skills, including the ability to communicate with influence, both orally and in writing, and negotiate, liaise and collaborate with a wide range of people.

Understanding of the public service values and commitment to the ongoing integration of workplace respect, equity and diversity work practices.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available from 21 November 2022 up until 23 December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit a pitch of no more than two pages addressing the Selection Criteria with the names of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Melissa Lister (02) 6207 3852 Melissa.Lister@act.gov.au

Property and Shared Services

Payroll and HR Systems

HR Systems

Director, Payroll Systems and Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59205)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: The HR Systems team is seeking an experienced professional to lead a team responsible for the delivery of payroll disbursement services on behalf of ACT Government directorates.

This role manages the team that administers the Whole of ACT Government human resource system for the production of the fortnightly payroll. The role also coordinates and delivers a program of business initiatives and projects undertaken specifically for payroll processing.

The position requires extensive experience, knowledge and skills in end-to-end payroll processing, legislative compliance, project management, business analysis, and change and communication management, to continuously deliver payroll business-as-usual functions across Government. Stakeholder management is also a critical skill for the role as Shared Services Payroll supports a number of Whole of ACT Government operations.

The primary tasks are:

Be responsible for the overall administration and maintenance of the ACT Government's HR management system (HRMS) and manage the technical development of system improvements.

Lead a team responsible for the delivery of payroll disbursement services on behalf of ACT Government directorates.

Provide direction and oversee the process/guidelines governing user access to HRMS Production systems.

Liaise with service providers and client directorates.

Manage ACTPS human resource data in compliance with statutory obligations and ACTPS policy requirements.

Actively develop working relationships across Shared Services, with and between client directorates, and with other stakeholders that are effective, collaborative and strategic.

Day to day management, motivation and leadership of the HRMS team to ensure that team objectives are achieved and individuals reach their full potential.

Monitor and report on the HRMS team's performance and achievements.

Represent Shared Services in a wide range of government and non-government forums.

The ideal candidate would be a highly motivated team player who has a demonstrated ability to lead and influence a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment.

If this sounds like you, please review the Position Description and follow the instructions to apply for the role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

DDTS Finance Partners

Assistant Finance Officer/Finance Officer

Administrative Services Officer Class 4/5 \$76,255 - \$89,705, Canberra (PN: 14239, several)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: The Digital, Data and Technology Solutions (DDTS) Finance team is looking for motivated and well-rounded applicants to fill the roles of Assistant Finance Officer and/or Finance Officer (depending on experience). The winning applicant/s will join a high performing team which provides a range of financial and accounting services to the Territory's ICT operations. We are looking for self-motivated individuals who are able to learn new skills and systems quickly, have good communication skills, and are able to address and resolve complex accounting issues related to business requirements. The roles would suit someone looking to expand their career in accounting, budgets, forecasting and financial services, with a range of formal and on-the-job learning opportunities available to support your professional and career development. The team also offers a range of flexible working options including flex-time and work from home arrangements.

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 and linguistically

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. This position will be filled at the ASO4 or ASO5 level depending on skills and experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position please provide a personal pitch of no more than two pages describing your relevant skills, experience and suitability for this position focusing on the Professional and Behavioural Capabilities. Please also include a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Avi Chand (02) 6207 7392 Avi.Chand@act.gov.au

Treasury

Shared Services Finance

Finance Operations - Accounts Payable

Senior Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07456, several)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: Shared Services Finance Operations have several permanent and temporary vacancies for a Senior Finance Officer role at the ASO4 level. Candidates successful in this recruitment may be placed within either Accounts Payable, Banking or Accounts Receivable teams, depending on their experience and skillset.

The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

Therefore, we are seeking enthusiastic and highly motivated individuals to join our team. In this fast-paced role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment.

This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with supervisory experience and strong time management 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Previous experience in a finance operations or processing environment would be highly regarded.

Note: There are several permanent and temporary positions available. Temporary positions are 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 may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

You are strongly encouraged to contact Tash Grant (Contact Officer) should you have questions regarding the contract duration.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical skills and the Behavioural Capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Assistant Director - Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11740, several)

Gazetted: 25 October 2022

Closing Date: 15 November 2022

Details: The Sourcing, Advice and Supply team within Procurement ACT is looking for a enthusiastic and experienced procurement professional to fill an Assistant Director position within the Team.

In addition to generalist public sector procurement skills, we are looking to develop Branch capability across a range of general areas, such as strategic and analytical thinking, leadership and team development, project management, communication, negotiation, written and representational skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

The successful applicant will be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 response to each selection criteria in the Position Description along with an updated curriculum vitae and referee details.

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

Contact Officer: Michael Thomas (02) 6207 2934 Michael.Thomas@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57397)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: The ACT Data Analytics Centre (ACTDAC) was established to work with colleagues across the ACT Government to understand and capitalise on the data and information assets government holds and manages on behalf of the community. The Centre has an agile and lean mindset and uses human centred design and systems thinking approaches. This enables us to unify around our partners and stakeholders, and to continuously look for creative and innovative ways to add value. The Team contributes to a positive and collaborative culture, providing insight to inform strategic planning and actively contribute to the success of the Centre and the broader Digital, Data and Technology Solutions Group (DDTS).

We are looking for an experienced Executive Assistant to help keep ACTDAC organised and on track. The position predominantly supports the Executive Branch Manager of ACTDAC, but also provides broad support across the Branch, providing administrative, finance and HR assistance as required. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes. The role is supported by the broader DDTS EA/EO support network. If you are a team player, highly organised and would like to learn about the value of data to government, we'd like 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 and linguistically

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. ACTDAC currently operates under hybrid working conditions, with a proportion of time spent in the office at 220 London Circuit, Canberra.

The position is located in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

The position may be offered on a full time or part time basis - to be negotiated with the successful candidate.

How to Apply: Please submit a two-page pitch addressing the Professional and Behavioural Capabilities outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

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

Contact Officer: Monica Kempster (02) 6207 8618 Monica.Kempster@act.gov.au

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)

Shared Services

Finance Services - Reporting Team

Trainee Assistant Accountant – Finance Services

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59087)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: Applications are sought for a trainee assistant accountant to work within the Reporting Team of Shared Services - Finance Services.

The successful applicant will assist with the provision of financial accounting services to ACT Government Directorates and Agencies, including the coordination of payment runs, salary overrides, general ledger tasks and reconciliations, assisting with the preparation of the Business Activity Statements and Fringe Benefits Tax returns and working with the team on monthly and annual financial processes.

This position reports directly to a Team Leader and/or Assistant Accountant, Finance 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements: A degree with a major in accounting or equivalent, or progress toward achievement of an Accounting Degree or equivalent, is highly desirable.

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

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

How to apply: 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. Please also provide a curriculum vitae, listing two referees and their contact details.

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

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

Contact Officer: Caroline Yvon (02) 6207 1937 Caroline.Yvon@act.gov.au

Economic Development Directorate

Venues Canberra

Senior Venue Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55395)

Gazetted: 26 October 2022

Closing Date: 25 November 2022

Details: Venues Canberra manage GIO Stadium, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. EPIC also manages a camping/caravan park on its site. The Senior Venue Manager is based at EPIC and responsible for the management and operation of all activities including sales, events, camping and stakeholder engagement.

The successful applicant will have at least 3-5 years experience in venue/event management for major events and large gatherings. Demonstrated knowledge of legislation for major events and experience in business continuity, security, risk and traffic management is essential as is management of sales, bookings and operations at a major facility.

The Senior Venue Manager at EPIC and will lead the team in delivering high quality customer service and stakeholder management. As such, highly developed organisational and communication skills are needed.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: Duties will include afterhours work, public holidays and weekend work to support events.

How to Apply: Please provide a written response addressing the selection criteria in the Position Description, along with a current curriculum vitae and the contact details for referees.

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

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

Corporate

People and Capability

Health and Wellbeing

WHS Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27780)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: Working under limited direction, the WHS Coordinator is responsible for working with business units to plan and implement mature WHS management practices, in line with the Directorate's WHS Management System, PeopleSafety. The WHS Coordinator is the primary contact for WHS support for individual business units, supporting incident management, monitoring and conducting investigations, and reporting and closing out corrective actions.

A Certificate IV in WHS or equivalent experience is highly desirable. Training for a Certificate IV in WHS will be provided to the successful candidate should they not have this qualification.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

A Certificate IV in WHS or equivalent experience is highly desirable. Training for a Certificate IV in WHS will be provided to the successful candidate should they not have this qualification.

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

Selection may be based on application and referee reports only.

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

How to Apply: Applicants should submit a current curriculum vitae and a one-page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Palmer (02) 6207 5174 Rebecca.Palmer@act.gov.au

Access Canberra

Government Operations, Data and Strategy

Assistant Data Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57514)

Gazetted: 26 October 2022

Closing Date: 2 November 2022

Details: The Data Team (the Team) was established in 2019 to lead Access Canberra in creating a deeper organisational understanding of the value within our data and supporting data-informed decision making. The Team examines information held by Access Canberra and external sources to provide insights, analysis and projections on matters of tactical, operational and strategic importance.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements:

Experience reporting on and interpreting data is desirable.

This position does not require a pre-employment medical.

A Working with Vulnerable People Check is not required.

Maintain records in accordance with the Territory Records Act 2002.

Notes: This is a temporary position available from 1 November 2022 up until 31 January 2023. 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 written Expression of Interest and curriculum Vitae only. This role does not involve the supervision of staff.

How to Apply: Applicants should submit their curriculum vitae and a two page response to the selection criteria demonstrating their suitability for the position.

Applications should be sent to the Contact Officer.

Contact Officer: Peter McPhan (02) 6207 6124 Peter.McPhan@act.gov.au

Policy and Cabinet

Commonwealth-State Relations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31572)

Gazetted: 26 October 2022

Closing Date: 11 November 2022

Details: Policy and Cabinet Division 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.

The Commonwealth-State Relations (CSR) branch provides whole of government policy coordination and develops strategic policy advice to the Chief Minister, Head of Service and Cabinet on nationally significant policy issues and the implications for the ACT.

CSR is seeking an enthusiastic and agile Assistant Director to join our team. The Assistant Director will be a critical thinker who can work collaboratively across government and other jurisdictions and provide high quality policy advice for the Head of Service and the Chief Minister in relation to matters of local and national significance, notably for the National Cabinet. The Assistant Director will be a leader who works well under pressure and supports the team to coordinate and develop policy advice in this fast-paced, dynamic environment.

A key role for this position will be working collegially in a small team, and as Assistant Director you will be required to build and maintain productive relationships across the ACT Public Service, with the Commonwealth and state and territory governments to provide whole of government governance, coordination, and strategic policy advice. If you enjoy a challenge and the opportunity to be involved in meaningful whole of government policy development, 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

The successful candidate will be required to gain and maintain a National Baseline security clearance.

Notes: This is a full-time, permanent position. Part-time arrangements may be considered where effective job-sharing arrangements can be facilitated.

A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

This position operates in an activity-based working (ABW) environment (located at 220 London Circuit, Canberra City). Under ABW arrangements, officers do not have a designated workstation/desk. Under current COVID-19 circumstances, staff are currently working partially on-site and partially from home. Please discuss any concerns you may have with the Contact Officer. Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.

How to Apply: Please provide a pitch of **no more than two pages** that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the Professional / Technical Skills and Knowledge, and Behavioural Capabilities detailed in the 'What You Require' section of the Position Description.

We are looking for a story about you and what you will bring to this role:

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities and achievements), qualifications - as well as contact details of two referees

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

Contact Officer: Megan Callaway (02) 6205 8299 Megan.Callaway@act.gov.au

Economic Development

Venues Canberra

Senior Venue Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55395)

Gazetted: 26 October 2022

Closing Date: 2 November 2022

Details: Venues Canberra manage GIO Stadium, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. EPIC also manages a camping/caravan park on its site. The Senior Venue Manager is based at EPIC and responsible for the management and operation of all activities including sales, events, camping and stakeholder engagement.

The successful applicant will have at least 3-5 years' experience in venue/event management for major events and large gatherings. Demonstrated knowledge of legislation for major events and experience in business continuity, security, risk and traffic management is essential as is management of sales, bookings and operations at a major facility.

The Senior Venue Manager at EPIC and will lead the team in delivering high quality customer service and stakeholder management. As such, highly developed organisational and communication skills are needed.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately until 16 January 2023. Duties will include afterhours work, public holidays and weekend work to support events. Selection may be based on written application only.

This position is available to ACT Government officers and employees only.

How to Apply: Please provide an Expression of Interest of no more than two pages and a current curriculum vitae.

Applications should be sent to the Contact Officer.

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

Economic Development

EventsACT

Director, Marketing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 28819)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: Events ACT is looking for a highly experienced Marketing Director who, can efficiently and effectively develop and execute strategic event marketing campaigns. These campaigns will target local and national audiences to support and grow established major and community events and the ACT's annual events calendar.

Our successful candidate will be an expert collaborator and have a deep passion for supporting and growing our high performing team of creative professionals and working closely with other Events ACT departments.

If you have a knack for juggling and a passion for events and growing ACT as an economy and community 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

A tertiary qualification in marketing, communications or business is desirable.

Current Australian driver's licence.

Ability to work flexible hours and travel as required

Note: This is a temporary position available immediately until 13 January 2023 with the possibility of permanency.

Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: In no more than two pages, please address the Professional/Technical Skills and Knowledge, along with the Behavioural Capabilities as outlined in the Position Description and provide a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amal Davis (02) 6205 4948 Amal.Davis@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest park

National Arboretum Canberra

Horticultural Field Officer

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 35587)

Gazetted: 26 October 2022

Closing Date: 18 November 2022

Details: The National Arboretum Canberra's Living Collection Team is looking for a motivated and enthusiastic person to assist with the maintenance of our world class tree and garden collection. The suitable applicant will possess qualifications in horticulture and experience in high profile landscape maintenance.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements:

Essential

- Certificate III or equivalent in horticulture
- Minimum five years' experience in industry
- Current driver's licence
- First Aid Certificate or a willingness to undertake training

Desirable

- Truck and/or plant operator's licenses
- Chainsaw operator's qualifications
- Side by side ATV operator's qualifications
- WHandS Construction Industry Induction White Card
- Chemical usage qualifications (Chemcert) relevant to the position description

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

How to Apply: Please provide individual responses to the selection criteria, as set out in the Position Description.

Applications may not be shortlisted if all criteria are not addressed individually.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Wallace 0435160215 kieran.wallace@act.gov.au

Communications and Engagement

Strategy, Creative and Research

Assistant Director Strategic Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59257)

Gazetted: 25 October 2022

Closing Date: 10 November 2022

Details: Are you a strategic thinker? Do you like to think big picture? Then we have the role for you!

As the central agency within the ACTPS we work in close partnership with Directorates across the ACT Public Service. We're looking for a strategic thinker, someone who considers long-term objectives and how they can best use communications to achieve our goals.

Our new Assistant Director, Strategic Communications and Engagement will work collaboratively with other divisions in the Chief Minister, Treasury and Economic Development Directorate to develop strategic communications and engagement plans that use contemporary methods to deliver best outcomes for the people of Canberra. You will work on a range of projects across a variety of topics, keeping the ACT community informed about the work the ACTPS is doing to improve how they live, work and play.

We are seeking a creative and collaborative individual to join our dynamic team of communications professionals. If you are wanting a positive team culture and keen to develop your communications skills, we want 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is 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: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claudia Doman 0421 273 114 Claudia.Doman@act.gov.au

Community Services

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

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

Children, Youth and Families

Business Support

Business and Systems Development Team

Director/Assistant Director, CYF Business and Systems Development

Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 59036, several)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: The Children, Youth and Families (CYF) division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. CYF works to support vulnerable children and young people to be safe, strong and connected. Building on the work of One CSD, the newly created CYF Business and Systems Development Team is responsible for driving a refreshed and unified approach in CYF. As a new team, you will contribute to define our roles and priorities, develop our work program, and establish our ways of working. You will be part of a team who will coordinate the implementation and lead the change management of CYF's program of work. Some of the change and project activities planned include: improvements to operational practices; OneCSD Organisational reform program; the Modernising the Children and Young People Act project; the Parliamentary and Government Agreement for the 10th Legislative Assembly; and additional culture and governance change management projects within the CYF division. Come join a collaborative team charged with supporting CYF to deliver on its purpose.

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

Note: This is a temporary position available until 30 June 2024, with the possibility of extension of up to two years and/or permanency.

This position will be filled at either the SOGC or SOGB level, dependent on the skills and experience of the successful applicant.

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.

Selection may be based on application and referee reports only.

A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months.

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 button below.

Contact Officer: Steven Portelli (02) 6207 8702 Steven.Portelli@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Assistant Director, Strategic Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32521, several)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is seeking a motivated Assistant Director to join our dynamic branch. OATSIA has a range of functions including development of strategic policy, governance and advice to the Minister for Aboriginal and Torres Strait Islander Affairs and oversight and coordination of the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028 and the National Agreement on Closing the Gap.

As there are several positions available within the unit, the range of functions of the Assistant Directors involve development and implementation of strategic policy, project and program management, community consultation and directorate engagement. The Assistant Director/s will be working on;

The National Closing the Gap Agreement - Assume responsibility to develop, evaluate and report on a range of approaches and initiatives to support the ACT Government in meeting its commitments in respect to the National Agreement on Closing the Gap. This includes developing an Annual Report, preparing cabinet submissions, developing and maintaining working relationships across ACT Government and Aboriginal and Torres Strait Islander community-controlled organisations.

Native Title - Support the recognition that Aboriginal and Torres Strait Islander people have rights and interests to land and waters according to their traditional law and customs as recognised in common law. Native Title is governed by the Native Title Act 1993.

The ACT Aboriginal and Torres Strait Islander Agreement 2019-2028 - Assume responsibility to develop, evaluate and report on a range of approaches and initiatives to support the ACT Government in meeting its commitments in respect to the ACT Agreement. This includes development of the Annual Impact Statement, implementing Phase 2 Action Plans and consulting with Community, including the Aboriginal and Torres Strait Islander Elected Body.

Healing and Reconciliation Fund - Continue to support and establish the \$20 million Healing and Reconciliation Fund, including managing the ACT Reconciliation Day public holiday, deliver a purpose-built facility with the Guban Gulwan Youth Aboriginal Corporation to deliver better essential services and undertake discussions on Treaty with Traditional Custodians.

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

More information can be found in the Position Description.

Notes: This is a temporary position available immediately 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: Applicants should submit a response of no more than two pages against the selection criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Turk (02) 6207 2534 Jessica.Turk@act.gov.au

Children, Youth and Families

Business Support

CYF Business and Systems Development Team

Senior Delivery and Change Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59034, several)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: The Children, Youth and Families (CYF) division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. CYF works to support vulnerable children and young people to be safe, strong, and connected.

Building on the work of One CSD, the newly created CYF Business and Systems Development Team is responsible for driving a refreshed and unified approach in CYF. As a new team, you will contribute to define our roles and priorities, develop our work program, and establish our ways of working.

You will be part of a team who will coordinate the implementation and lead the change management of CYF's program of work.

Some of the change and project activities planned include:

Improvements to operational practices.

One CSD Organisational reform program.

The Modernising the Children and Young People Act project.

The Parliamentary and Government Agreement for the 10th Legislative Assembly.

Additional culture and governance change management projects within the CYF division.

Come join a collaborative team charged with supporting Children, Youth and Families to deliver on its purpose.

Note: There are several temporary positions available until 30 June 2024, with the possibility of extension not exceeding two years in total and/or permanency.

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" button below.

Contact Officer: Steven Portelli (02) 6207 8702 Steven.Portelli@act.gov.au

Children, Youth and Families

Practice and Performance

Practice

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 25211)

Gazetted: 24 October 2022

Closing Date: 8 November 2022

Details: The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Child and Youth Protection Services. This will be done through working in collaboration with CYF Case Managers, children, young people, their families and relevant agencies.

The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to address issues and concerns raised by Child and Youth Protection Services and enable them to identify their own family plan to move forward with the child's needs always being the primary focus.

The role requires compliance with the relevant provisions of the Children and Young People Act 2008 and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements

This is a designated position in accordance with s42, Discrimination Act 1991 and 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.

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline and/or equivalent work experience in child protection and/or youth justice is preferred.

Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions.

Proficiency in Aboriginal and Torres Strait Islander culture.

At least three years practice experience working with children, young people and their carers or families.

Current driver's licence

Please note, Working with Vulnerable People registration 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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: This is a permanent position. A Merit List will 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.

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: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicholas Hawley (02) 6205 5163 Nicholas.Hawley@act.gov.au

Children, Youth and Families

Practice and Performance

Relationship Management

Director, Relationship Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 01300)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: The functions of Child Youth Protection Services Practice and Performance, Relationship Management include:

- Ensuring effective relationships with the Out of Home Care and community sector.
 - Providing feedback regarding performance and procedures to continuously improve CYPS' service delivery.
 - Procurement and service agreement development and management for community sector agencies providing services for children and young people in the statutory care system.
- The SOGB Director role is responsible for providing strong leadership and implementing improvement strategies to ensure CYPS has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. Relationship Management has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

Eligibility/other requirements:

Experience and/or desire to work in a community services environment is highly desirable.

Current Driver's Licence

Relevant tertiary qualifications in contract management, project management or related discipline is desirable.

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline is desirable

Working with Vulnerable People registration 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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

Contact Officer: Adele Gillespie (02) 6207 1058 Adele.Gillespie@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

System Policy and Reform

Analytics and Evaluation

Executive and Branch Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36530)

Gazetted: 26 October 2022

Closing Date: 31 October 2022

Details: The Executive and Branch Support Officer will play a key role in supporting the Analytics and Evaluation Executive Branch Manager and providing administrative and operational support to ensure the smooth and efficient operations of the branch and Executive office.

The role requires a self-motivated, detail-orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

Eligibility/Other requirements: To be eligible for the position you must demonstrate:

Ability to undertake a range of high-level administrative support tasks to support an Executive Branch Manager and the wider branch.

Proven organisational and office management skills including an ability to exercise initiative, prioritise workloads and meet set deadlines.

Well-developed verbal and written communication skills, including the strong ability to effectively liaise with a range of key stakeholders and develop effective working relationships.

Proven ability to work in a collaborative team environment and effectively contribute to initiatives and outcomes.

Commitment to Work, Health and Safety (WHS) and behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Notes: This is a temporary position available immediately for three weeks the possibility of extension. Selection will be based on application and referee reports only.

How to Apply: Please send an Expression of Interest of no more than one page outlining your relevant experience and skills, along with a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Naznin Schwab (02) 6205 3318 Naznin.Schwab@act.gov.au

Schools Performance and Improvement Division

Tuggeranong

Erindale College

Transition and Careers Officer

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 15904)

Gazetted: 26 October 2022

Closing Date: 9 November 2022

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. At Erindale College we aim to continually improve our excellent learning community. We have a strong focus on learning in a safe and caring environment where effective relationships are valued. Our emphasis is on academic rigor, underpinned by exciting and challenging opportunities to learn.

Erindale College is seeking a dynamic, enthusiastic and suitably qualified educator to join the team as a Transition and Careers Officer. Transition and Careers Officers must hold a nationally recognised career qualification (CICA endorsed) and professionally current. Transition and Career Officers develop and deliver a range of career development and transition programs and services including providing programs to assist students to transition in and out of the college sector, career counselling and interviews, delivery of career education programs, implementing programs that develop student understanding of the skills required for work including access to meaningful workplace learning, vocational learning and study pathways, building school and community

partnerships to enhance student career development and building network capacity including taking on a leadership role in their respective Transition Network Group.

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)

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply:

Classroom Teachers

Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button at www.jobs@act.gov.au

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Contact Officer: Gary Lawson (02) 6142 2977 Gary.Lawson@ed.act.edu.au

Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Classroom Teacher, several)

Gazetted: 25 October 2022

Closing Date: 9 November 2022

Details: Start Your Teaching Career in Canberra

Some of the benefits of working at Education Directorate as Graduate Teacher

Newly graduated teachers will commence on \$76,575 +11.5% super assuming no previous experience

Reimbursement of reasonable relocation costs up to \$12k

Reduced face to face teaching hours

The ACT Education Directorate is anticipating 300 permanent vacancies for 2023.

Graduates Primary

Graduate Secondary

Disability and Inclusion educators- Primary

Disability and Inclusion educators- Secondary

Primary and Early Childhood Teachers

Mathematics Science

English

Physical Education and Health

Metalwork, Woodwork, Industrial Design

Programming, Electronics, Mechatronics Teachers

Languages

Arts- Visual, Drama, Dance and Music

History and Social Sciences

Canberra Teachers have
five-day induction program for New Educators
opportunity to have a career without needing to move locations every 3 to 5 years
support and mentoring programs when starting out in your teaching career

Why teach in Canberra?

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

close proximity of our learning environments making connecting with your colleagues easy
career development and professional learning programs tailored to your needs and school context

Why Canberra?

The lifestyle - In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

Get around without the overwhelm - We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection, and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life.

Canberra's teachers are paid very competitively, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people.

If you're interested in starting your teaching career in Canberra working at the ACT Education Directorate, we would love to hear from you.

Eligibility requirements for employment

eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment

[ACT Teacher Quality Institute \(tqi.act.edu.au\)](http://tqi.act.edu.au)

current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](http://act.gov.au)

Australian citizenship and/or permanent residency or a valid working visa

business sponsorship available assessed on an individual basis

How to Apply

To complete your application please submit the following documents:

curriculum vitae

contact details of two professional referees (one must be from a current or previous supervisor)

two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved

copy of your final placement report

copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click apply now below to start your application.

A merit pool will be established from this recruitment process and may be used to fill future identical vacancies.

Any questions please email us at EDUTeachingInCanberra@act.gov.au

Are you ready to apply?

Click [Apply Now](#) to put your application in today!

Contact Officer: Wally Arndt (02) 6207 3046 Wally.Arndt@act.gov.au

Business Services

People and Performance

People and Conduct

HR Business Partnering and Injury Management Advisor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59272)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: We are seeking a highly motivated HR Business Partnering and Injury Management Advisor to join our fast paced team.

Our team provides high quality, client focused human resources services to ensure the Education Directorate maintains a highly skilled and sustainable workforce.

The Advisor will provide administrative support and generalist advice to both Business Partnering and Injury Management clients and stakeholders to booster the overall functionality of the team.

This is a dynamic and front-line role, therefore we are seeking a 'people person' who can build and maintain positive relationships with our clients and stakeholders including EML, CMTEDD Rehabilitation Case Managers, teams within the People and Performance branch and the broader workforce across the Education Directorate. If you consider yourself as an excellent communicator with a positive attitude, who shows initiative and has a genuine passion for all things HR, this could be the role for you! You will be outcomes focussed, agile, have the ability to work in a fast paced environment and be able to hit the ground running. If this sounds like you, we would love to see your two page pitch.

Eligibility/Other Requirements: Desirable relevant tertiary qualifications or experience in a similar role would be advantageous.

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

How to Apply: Please provide a two-page pitch outlining your experience and abilities against the selection criteria outlined in the position description; and your curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jess Jopling (02) 6207 1982 jess.jopling@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44259)

Gazetted: 25 October 2022

Closing Date: 10 November 2022

Details: Our ideal candidate will have business analysis experience. You will work in an environment where the legacy systems are being replaced and old processes are evolving, being re-designed and continually undergoing process improvements.

This role will provide support to the Director, Transformation and Service School Management Support and will be required to support the team with business process mapping, requirements gathering, stakeholder engagement, communications, and facilitation and training.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement.

This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts to support the implementation of Agile projects aligned to digital design approaches.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders.

Our ideal candidate has experience in providing administrative and ICT support, in a busy environment. The ability to delivery excellent customer service and provide day to day support across the team is critical to this role.

Eligibility/Other Requirements:

Mandatory

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.'

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)

Highly Desirable

Experience using project management and design wheel methods is an advantage

Expertise with information management in schools is highly desirable

Degree qualifications in a related field is an advantage

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

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

Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the Selection Criteria (maximum three pages), current curriculum vitae as well as contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6205 1310 michael.deraadt@act.gov.au

Business Services

Infrastructure and Capital Works

Asset Strategies

Senior Director, Asset Strategies

Infrastructure Officer 5 \$163,315, Canberra (PN: 33443)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate (EDU) provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for a Senior Director to manage the Asset Strategies section within ICW. The section develops strategies and policies to ensure that EDU's building and infrastructure assets are constructed and maintained to provide agreed levels of service, at an acceptable level of risk and at the most sustainable cost. It does this through the development and maintenance of the EDU strategic asset management plan and framework, environmental sustainability strategies, and the provision of corporate support for Education Support Offices (e.g., central office and non-school based staff accommodation) including office accommodation, facilities management, and fleet management.

The role requires an experienced manager with an extensive background in strategic management within a corporate government environment. The person must be a self-motivated, detail orientated person with strong leadership and people management skills, effective time management skills, and the ability to work under pressure and achieve deadlines. A background in asset or environmental management would be an advantage in this role.

Please refer to the position description for a full list of duties and the capability criteria.

Eligibility/other requirements:

Mandatory

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

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience relevant to the role.

Note: This position sometimes works from a city office designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the capability criteria, and the contact details of two referees.

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

Contact Officer: JohnW Ryan (02) 6205 1874 JohnW.Ryan@act.gov.au

Business Services

Infrastructure and Capital Works

Asset Strategies

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59201)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for an ASO4 – Administrative Officer to assist the Centre Manager in the management of the Hedley Beare Centre for Teaching and Learning (HBCTL) and other Education Support Office (ESO) sites across the ACT. The Administrative Officer undertakes a range of roles at HBCTL including managing room bookings, issuing building passes and assisting with financial processing. This position also acts as the point of

contact for building services and office equipment issues within HBCTL. Working in the Centre Management Office, the Administrative Officer will also undertake liaison with contractors and staff, and maintain data bases relevant to the role.

The Centre Management at HBCTL operates in a fast paced and customer focussed environment and the Administrative Officer will need to be flexible and able to respond to issues as they arise, often within tight timelines.

The role requires a self-motivated, detail orientated person with strong people skills, effective time management skills, with the ability to work under pressure and achieve deadlines. A proven background in office management and administrative work is a requirement for this role. See the position description for a full list of duties and capabilities.

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

Eligibility/Other Requirements

A current First Aid Certificate, or the ability and willingness to gain one and a current Driver's Licence are desirable.

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

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a Statement of Claims addressing the position's capabilities, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Newham (02) 6205 8242 Ken.Newham@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

Statutory Planning

Office of the Surveyor-General and Land Information (OSGLI)

Registered Land Surveyor

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 12973)

Gazetted: 25 October 2022

Closing Date: 15 November 2022

Details: The Office of the Surveyor-General and Land Information a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Registered Land Surveyor. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude to innovation and change management and will be required under limited direction to manage and perform survey plan examination, conduct cadastral investigation surveys, perform control surveys and calculations, and mentor a graduate surveyor. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional 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.

Eligibility/Other Requirements

Registered (Land/Cadastral) Surveyor is a mandatory qualification.

Knowledge of, or experience with, spatial information systems would be an advantage.

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

How to Apply: Please submit a written application providing examples demonstrating your suitability against the Selection Criteria limiting responses to 200 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

Environment, Heritage and Water

ACT Heritage

Manager - Aboriginal Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50934)

Gazetted: 25 October 2022

Closing Date: 10 November 2022

Details: ACT Heritage is seeking a skilled collaborator to oversee the continued establishment and management of Aboriginal cultural heritage engagement programs in the ACT. The position is suited to individuals who have strong facilitation and communication skills along with a good understanding of contemporary Aboriginal heritage management issues. The role will work with the Representative Aboriginal Organisations (RAOs), Dhawura Ngunnawal Caring for Country Committee and Traditional Custodians to prepare policy and deliver projects to enhance the management of cultural heritage.

Eligibility/Other Requirements:

A current driver's license is essential for this position.

Notes: This is a temporary position available from 7 November 2022 until 19 October 2023. 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. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will have access to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting statement addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 Stuart.Jeffress@act.gov.au

Environment, Heritage and Water

Conservation Research

Project Officer

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 43055, several)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: Successful applicants for the position of Project Officer within the Conservation Research branch will work within and across teams specialising in applied ecological research and monitoring related to the adaptive management of terrestrial and aquatic biodiversity within the ACT. This includes research and monitoring aimed at mitigating threatening processes related to urban development, climate change, inappropriate fire regimes, and habitat fragmentation and degradation, and working alongside diverse stakeholder groups to provide an evidence-base for best-practice species and ecosystem conservation programs. Depending on specific project demands, successful applicants will undertake a mix of field and office-based work, which may include urban or remote field work programs, analysis, interpretation and communication of field data, written material or spatial information, working in partnership with stakeholder groups, and/or general administrative duties and logistical support to the broader team.

Eligibility/Other Requirements:

Tertiary qualification (or equivalent) in a field of environmental management or biological science is required.

Experience in fauna surveys and plant identification (terrestrial or aquatic) is desirable.

Current driver's license and ability to drive a manual vehicle (4WD) is essential.

Willingness and ability to work with computers for long periods of time.

Willingness and ability to work in remote locations, on boats, out of hours and in adverse weather conditions, and the ability to work independently in the field if required.

Notes: There is a temporary position available for up to 12 months with the possibility of extension and/or permanency. There are also several casual positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Individual positions will be filled from this merit pool depending on specific project skills required. Selection may be based on application and referee reports only.

How to Apply: Applications should address the selection criteria (no more than 350 words per criterion), and include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Wimpenny (02) 6205 8252 Claire.Wimpenny@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Legal Policy and Integrity

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57996)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: Do you have experience in legal policy and legislative reform? Do you have an interest in the natural and built environments and making a positive and meaningful contribution to the conservation and sustainable development of the Territory?

Then we want to hear from you!

The Legal Policy team is responsible for the provision of legal policy support and development of legislation for the Environment, Planning and Sustainable Development Directorate. These functions are diverse, and include drafting and reviewing legal instruments, development of legislation, procurement of legal advice from the ACT Government Solicitor and integrity support to the Senior Executive Responsible for Business Integrity Risk.

We are currently seeking to fill a temporary Senior Officer Grade C Assistant Director. The successful applicant will play a key role as a member of the Directorate's corporate support team as it supports the operations of the Directorate's divisions.

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: Previous experience in legal policy support is highly desirable.

Note: This is a temporary position available immediately for a period of up to six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. The position is being offered as full-time, but part-time hours will be considered for the right applicant. This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block @480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk. Current COVID-19 restrictions and policies may provide for the ability to work in a hybrid arrangement, working from both home and in the office, although the restrictions and policies are subject to change.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a pitch (of no more than two pages) addressing the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillipa Jacomb (02) 6205 2942 phillipa.jacomb@act.gov.au

Environment

ACT Parks and Conservation Service

Urban Reserves

Senior Field Officer

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 45402)

Gazetted: 20 October 2022

Closing Date: 7 November 2022

Details: This Field Officer Position sits within the Parks and Partnerships section that includes Volunteers and Visitor Programs, the Urban Reserves and National Parks and Catchments.

Urban Reserves provides management responsibilities for Canberra Nature Park including the Mulligans Flat Woodland Sanctuary, Molonglo River Park, Googong Foreshores and the Environmental Offsets Program. The day-to-day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the Region.

Senior Field Officer duties include:

Works planning and supervision of field officers whilst undertaking land management programs.

Provide supervision of contractors undertaking land management programs and conservation projects.

Undertake land management programs such as park asset and trail maintenance, weed control, vertebrate pest control, fencing, signage installation and repairs and visitor facility maintenance.

Use MS Office or mobile technology to communicate with other staff, report on works or propose additional activities.

Assist with the development and coordination of the annual works program.

Contribute to operational management and implementation of Workplace Health and Safety programs and the Respect Equity and Diversity framework.

Liaise with other PCS sections, rural lessees, Government agencies, researchers, and other stakeholders.

Perform after hour's duties and undertake incident management duties, including participation in fire standby, fire suppression and fire training.

The vacancy is within Urban Reserves North in Canberra Nature Park, based at Mitchell Depot.

Eligibility/Other Requirements:

A current C class drivers license, preferably with 4wd experience.

Preparedness to wear a uniform.

Current Senior First Aid Certificate.

Ability to undertake incident management duties including fire suppression, standby and training. This position is classified as a Designated Fire Position under the Enterprise Agreement.

Able to work a shift roster, weekends, public holidays, and evening shifts at any site within a region on an "as needs" basis (not all positions are currently required to work a shift roster)

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)

Highly Desirable:

Skills and or experience in Conservation and Land Management.

MR truck licence

Plant and machinery tickets and experience (back-hoe, skid steer, tractor etc)

White card

Chemcert III or higher

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wade Young 0466 151 097 Wade.Young@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.

Corporate Services and Operations

People and Capability

Workplace Relations, Safety and Wellbeing Team

Senior Director, Workplace Relations, Safety and Wellbeing

Senior Officer Grade A \$157,201, Canberra (PN: 46323)

Gazetted: 20 October 2022

Closing Date: 3 November 2022

Details: Are you a seasoned HR practitioner looking for an exciting opportunity to make a difference? The People and Capability Branch within Environment, Planning, Sustainable, Development Directorate (EPSDD) is seeking applications for this dynamic and crucial role. from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance, integrity, respect, safety, agility, wellbeing, all the while ensuring sound administrative decision making.

The Senior Director, Workplace Relations, Safety and Wellbeing is a crucial leadership role, leading and managing teams in facilitating workplace relations and delivering WHS programs in line with our Safety and Wellbeing Strategy.

To be successful in this role, you will have broad experience in areas such as workplace relations, enterprise bargaining, union consultation, WHS and Wellbeing. In this role you will drive strategic planning and its incorporation into team priorities and workloads. You will need to have a strong focus, on exceptional communication and influencing skills, and an ability to adapt to the needs of our diverse clients. Within the Branch

we pride ourselves on continuous learning and are seeking a leader who can inspire, energise and positively influence team and individual outcomes.

EPSDD has recently launched the [Strategic Plan 2022-25](#) which will provide you further insights of the diversity within our Directorate and the public value we provide 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.

Note: EPSDD is an employer that has embraced flexible work arrangements including activity-based working (ABW) in the office environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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 (2) pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaime Elton 0466477812 Jaime.Elton@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

People and Workplace Strategy

Assistant Director Business Partnerships and Employee Relations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42712)

Gazetted: 26 October 2022

Closing Date: 2 November 2022

Details: Are you wanting to join an exciting team that is providing contemporary outcomes to a Directorate operating in a complex environment? As the People and Workplace Strategy (PWS) team, we deliver a range of strategic human resource (HR) services, including advice and support relating to industrial and employee relations, safety health and wellbeing, workforce capability and governance/management, organisational development, and injury prevention and management.

We are looking for an Assistant Director, Business Partnerships and Employee Relations to provide advice and support across the Directorate in accordance with relevant public sector employment and HR legislation and frameworks. You will be a proactive and motivated self-starter who enjoys working on high level strategic HR initiatives, can balance competing priorities, and possess a positive, collaborative and encouraging mindset. Your ability to effectively communicate with key internal and external stakeholders will also be critical to success. The Justice and Community Safety Directorate supports working from the office and home under our hybrid working arrangements policy.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field are desirable.

Experience in a related field is highly desirable.

Notes: This is a temporary position available for eight months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description and your curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ingram (02) 6205 4083 Daniel.Ingram@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Assistant Director, Public Information

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10714)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: The ACT Emergency Services Agency (ACTESA) is seeking applications for an Assistant Director, Public Information.

The Assistant Director, Public Information, supports the achievements of the ESA's aim of providing the ACT Community with emergency information and education. The Assistant Director, Public Information is supported by the ACT Government guidelines, policies, procedures, and annual communications and engagement plan.

The Assistant Director, Public Information will ensure that accurate information is provided to the appropriate audience, at the appropriate time. Informed by research, insights and evaluation the Assistant Director, Public Information will bring an audience-first lens to their work.

The Assistant Director, Public Information will work flexibly, with openness to change and in partnership with stakeholders. The Assistant Director, Public Information will lead a small team to engage and deliver effective communications to the ACT community, including from within an ESA Incident Management Team or from within the Public Information Coordination Centre (PICC) during a Territory Emergency Incident.

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

Eligibility/Other requirements:

Professional / Technical Skills and Knowledge

Demonstrate extensive experience in the production and implementation of audience and insights driven strategic awareness communications and engagement strategies across internal and external channels.

Demonstrated extensive experience in producing high-quality media materials on complex and sensitive issues including media releases, speeches and written media responses.

Demonstrate extensive experience in producing high-quality communications materials on complex and sensitive issues across internal and external channels including experience in content production (internal communications, social media and video production).

Behavioural Capabilities

Demonstrated ability to liaise and negotiate effectively with a range of internal and external stakeholders, including Ministerial and Executive staff, stakeholders, contractors and media.

Demonstrated ability to manage competing priorities meet deadlines, exercise initiative in a complex and dynamic work environment, and lead a team to work under pressure.

Demonstrated leadership and management skills, including the ability to motivate and support a team to produce high level communication materials.

Compliance Requirements/Qualifications

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

This position requires current Working with Vulnerable People registration.

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

How to Apply: Please submit a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the position description, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Fiona Amundson (02) 6207 8300 Fiona.Amundson@act.gov.au

Emergency Services Agency

ACT Fire and Rescue

Community Fire Unit Membership Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46771)

Gazetted: 24 October 2022

Closing Date: 8 November 2022

Details: The Emergency Services Agency is seeking applications from community minded, highly motivated and organised people for the role of Community Fire Unit (CFU) Membership Officer. This role provides administrative support to the ACT Fire and Rescue's Community Fire Unit (CFU) Coordinator, as well as other team members of the ACTFandR Training and Development team.

The membership officer provides a range of services to the volunteer workforce that make up the ACTFandR Community Fire Units across the Territory. This includes participating in community engagement activities, assisting with the management of CFU member welfare, learning and development management, engagement with volunteers and other staff internal and external to ACTFandR and the use of ACTFandR Community Fire Unit (CFU) information systems.

The successful applicant will be energetic and enthusiastic and will provide accurate, timely, high quality, customer focused membership services in a small team environment. The role requires a person who can assist with continuous improvement of policy and procedures, as well as support to the Station Officer CFU Coordination with financial and budget matters, including payments and account preparation of purchase orders.

Ideal applicants would be familiar with the unique needs of working with a volunteer workforce as well as having a commitment to high quality customer service. Excellent record keeping skills, attention to detail and written and oral communication skills are essential.

ACTFandR supports workforce diversity and is committed to creating an inclusive workplace for all staff.

Eligibility/Other Requirements:

A Current ACT Working with Vulnerable People Registration (or proof of an application in progress) is required for this role.

A Current 'C' Class drivers licence.

Relevant qualifications and competencies in training and education are desirable, but not essential

Knowledge and experience of a volunteer workforce would be an advantage.

Note: This is a temporary position available for a period of 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. Selection method: Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a written response of no more than two pages (Arial font 11pt), which demonstrates suitability against the listed selection criteria, together with a copy of your current Curriculum Vitae (CV) and the contact details for two referees. Applicants will need to provide the written response to the criteria, your curriculum vitae.

Applications should be submitted via the Apply Now button below.

ACT Corrective Services

Offender Reintegration

Reintegration

Cultural Support Officer, Reintegration

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43422)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Reintegration Unit, as the Cultural Support Officer, Reintegration (ASO5).

The primary function of the Reintegration Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors.

The successful applicant will provide cultural support, both pre-release and post-release to detainees in the Alexander Maconochie Centre (AMC), who are returning to the ACT Community.

In addition, you will establish and support referrals to services surrounding:

Community supervision requirements;

Basic needs;

Accommodation;

Health care / mental health;

Income support and employment;

Restoring connections with family, community and culture.

Further to this, you will have strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

You will liaise with Aboriginal and Torres Strait Islander people, community members and service providers. The

Cultural Support Officer, Reintegration will require cultural competency, including:

Understanding of the issues affecting Aboriginal and Torres Strait Islander peoples

Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples
Demonstrated capability and commitment to continue to develop cultural awareness.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of 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/Other Requirements

Compliance Requirements/Qualifications

Aboriginal or Torres Strait Islander ancestry is considered an occupational requirement of this role (s42, Discrimination Act 1991). As such, a Confirmation of Aboriginality may be requested.

Eligible persons may be required to undergo a Police Check.

A current driver's licence is essential.

Current registration issued under the *Working with Vulnerable People Act 2011* is essential

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical skills and Knowledge, Behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Edward Gregor (02) 6205 3368 Edward.Gregor@act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Executive

Cladding Rectification Program

Program Assurance Officer, Private Building Cladding Scheme

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57982)

Gazetted: 20 October 2022

Closing Date: 7 November 2022

Details: An exciting opportunity has arisen in the Private Buildings Cladding Scheme in Major Projects Canberra. The Private Buildings Cladding Scheme provides support to owners of eligible apartment buildings to remediate combustible cladding.

The Program Assurance Officer will ensure building works are being completed in accordance with Cladding Scheme requirements, this will include conducting site inspections to provide active assurance that work health and safety, recycling and site safety requirements are being met.

The successful applicant will be a highly motivated leader within the team, promoting risk management and providing high level guidance and advice to staff. We offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level and make a difference to the safety of the Canberra community.

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

Eligibility/Other Requirements:

Desirable:

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

General Construction Induction Card (White Card) for working on a construction site.

Notes: This is a temporary position available for 2 years with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sunila Srivastava (02) 6205 4053 Sunila.Srivastava@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

Urban Development

Development Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59304)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: Applications are sought from potential candidates for the position of Development Director, Urban Releases. The Development Delivery Branch (the Branch) is made up of two business units – Greenfield and Urban Development.

We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental, and economic return on land development activities in the ACT. In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses. We establish project teams and manage projects from inception to completion.

The Development Director, Urban Releases reports to the Program Director, Urban Development and is responsible for the delivery and reporting on annual ILRP land sales and associated KPIs which include SLA Sustainability Strategy and Placemaking Framework targets.

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

How to apply: Applicants should submit a supporting statement against the Selection Criteria, three pages maximum. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Gareth Burdon (02) 6207 0282 Gareth.Burdon@act.gov.au

Suburban Land Agency

Built Form and Divestment, Place Management and Housing Choice

Housing Choice

Assistant Director, Housing Choice

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59247)

Gazetted: 24 October 2022

Closing Date: 9 November 2022

Details: Passionate about housing choice and affordability? Interested in delivering housing opportunities for the Canberra community?

The Suburban Land Agency is looking for an enthusiastic and organised team member to support us in implementing customer-facing housing choice initiatives, including supporting customers in purchasing affordable homes. We are looking for candidates who can be flexible and adapt to new situations, with high quality communication skills and a focus on customers. You should be able to establish relationships, as this role works with colleagues across our organisation as well as developers and customers in delivering affordable housing opportunities. We are looking for a valuable team member who has knowledge of housing markets and housing

affordability and the ability to manage projects. This is an exciting opportunity to work with a small team and deliver housing solutions that make a real difference to the lives of Canberrans.

Please review the attached position description for details of the duties and responsibilities for this role.

How to Apply:

a response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the attached position description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and why you are the best person for the job

a current curriculum vitae including details of your work history

contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Oliver Hough (02) 6207 6618 Oliver.Hough@act.gov.au

Suburban Land Agency

Governance and Corporate Services

Corporate Services

Corporate Services and Records Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39271)

Gazetted: 24 October 2022

Closing Date: 14 November 2022

Details: The Governance and Corporate Services Branch 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 Governance and Corporate Services branch is responsible for supporting the Board, Human Resources (HR) functions, corporate support, procurement, legal services and overall governance for the Agency including overseeing the day-to-day operations of the business.

The Corporate Services and Records Manager is a key leadership role in the Governance and Corporate Services Branch and reports to the Director, Corporate Services and People and Capability. The position is responsible for the management of strategic and operational requirements for facilities, records (including the Agency's electronic document management system (EDMS)), fleet and our front facing customer service team.

Seeking applicants with Knowledge, experience and understanding of legislation, policy frameworks and practices relating to ACT Government including in relation to records and information management and Electronic Records Management Systems (EDRMS) and Demonstrated ability to undertake research and analysis to assist in the provision of best practice policy in relation to information and records management, fleet services, building management and contract services.

This position would suit a strategic and initiative orientated person who enjoys stakeholder engagement and is seeking a diverse role in a supportive and team orientated environment.

Eligibility/Other Requirements:

Current Driver's license class C preferred.

This position may require some manual handling tasks.

This position may be required to undertake the roles of First Aid Officer and/or Fire Warden

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: AmyL Cusack (02) 6205 0032 AmyL.Cusack@act.gov.au

Transport Canberra and City Services

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

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

Roads ACT

Environment and Utilities

Program Development

Dam Inspector / Operator

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 45724)

Gazetted: 25 October 2022

Closing Date: 31 October 2022

Details: The Program Development Branch are seeking expressions of interest for a temporary vacancy for the role of Dam Inspector/Operator.

The position of Dam Inspector/Operator responsibilities will be:

To regularly inspect TCCS dam assets under the guidance of surveillance procedures, ANCOLD guidelines, and the Manager, Dams and Hydrology in order to minimise the risks to dam safety. This involves driving to various sites and then walking approximately 2-5 kilometres per day including over steep and occasionally uneven ground.

To document routine dam inspection information using the current methods and technology and in such a way that will most assist the directorate to manage the assets.

To assist the Manager, Dams and Hydrology to deliver the surveillance program and the operations and maintenance program for dams by contributing to planning and actions both in the field and in the office. This will include physical tasks such as operating dam valves in order to open them, climbing ladders, and entering confined spaces.

To build an understanding of TCCS dams and the best practices in dam operation, maintenance, design, and safety in the ACT and more broadly around Australia.

To represent Roads ACT with other parts of the directorate, contractors, and the public in a professional manner and aligned to TCCS values and standard procedures.

6. To implement and assist in improving Roads ACT WHS and environmental policies and guidelines and to ensure contractors comply with their equivalent practices.

7. This position does not involve direct supervision of staff.

Please see the attached position description for further details of the duties to be undertaken.

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.

Applicants should address the numbered selection criteria and limit responses to no more than one A4 page per selection criteria.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

A demonstrated ability to plan scheduled tasks in an organised way with limited direction

Demonstrated ability to apply expertise and analysis while being observant, with an eye for detail and producing workable solutions to a range of problems

Demonstrated ability to write clearly, succinctly and in a well-structured way

A demonstrated understanding of engineering principles, practices, maintenance and operation of public infrastructure assets

A demonstrated understanding and commitment to the TCCS Values Framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practice.

Notes: This is a temporary position available from 21 November 2022 until 31 December 2022. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include:

A one page supporting statement outlining experience and/or ability addressing Position Description attached.

Contact details of two referees

A current curriculum vitae (resume).

For further information about the position please contact Matthew Thorogood, via

matthew.thorogood@act.gov.au or 02 6205 8641.

Submit your expression of interest to Matthew Thorogood, via matthew.thorogood@act.gov.au by midday (12pm), Monday 31 October 2022.

Applications should be sent to the Contact Officer.

Contact Officer: Matthew Thorogood (02) 6205 8641 Matthew.Thorogood@act.gov.au

Chief Operating Officer

People and Capability

HR Business Partner - Transport Canberra and Business Services

Senior Officer Grade A \$157,201, Canberra (PN: 35984)

Gazetted: 25 October 2022

Closing Date: 8 November 2022

Details: Serve your city and see your work around you.

Are you a chameleon who can adapt your style to suit the audience? Do you enjoy working across multidisciplinary areas utilising your strong interpersonal skills? Do you enjoy juggling the hats of HR strategy and HR operations on a daily basis? If so, we want to hear from you.

Transport Canberra and City Services (TCCS) is an ACT Government directorate that converts a passion for quality service into real outcomes for the Canberra community. We design, deliver and support the everyday services that make Canberra so liveable and develop ideas and policies to make our city even more healthy, sustainable and inclusive.

At TCCS we are proud that our people come from a wide range of personal and professional backgrounds, and we champion respect, equity and diversity as core workforce principles. Join our team of close to 2,500 employees working from 50 plus locations across Canberra and start making your mark on our city today.

Additionally, TCCS offers competitive salaries with industry-standard superannuation contributions and generous leave entitlements. We may be able to recognise some or all of your service from another state or federal agency, and we offer flexible working arrangements where at all possible. Visit the ACT Government's '[Careers and Employment](#)' page to see benefits and entitlements enjoyed by all ACT public servants.

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 Human Resource Management or extensive relevant experience across these areas or related discipline is highly desirable.

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

Please note, this position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person and fit for this role. The pitch should outline that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities in a work environment which is diverse in its makeup.

You will also need to include a current Curriculum Vitae including details of work history and the contact details of two recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Petra Crowe (02) 6207 3147 Petra.Crowe@act.gov.au

City Services

Development Coordination Branch

Development Planning

Planning Coordinator

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 21713)

Gazetted: 24 October 2022

Closing Date: 7 November 2022

Details: This position is responsible for reviewing and circulating a range of planning and development related submissions for comment and preparing a considered response to the relevant agency. Duties also include maintaining land custodianship information and support industry to obtain endorsement for custodianship form for development affecting territory land.

This position, located in the Development Coordination Branch, has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS schools' program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

Notes: This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation or desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide: A written response to the "What you require" in the position description, a current curriculum vitae, two referee reports, and copies of any relevant qualifications to support your claims.

Contact Officer: Abu Sayem Chowdhury (02) 6205 2180 AbuSayem.Chowdhury@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Canberra Memorial Parks

Cemetery Horticulturist

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 34883)

Gazetted: 21 October 2022

Closing Date: 11 November 2022

Details: Canberra Memorial Parks is currently offering an exciting opportunity for a highly motivated individual to join our small grounds team at Woden Cemetery. Working at a Heritage listed site with multiple garden types and large established trees the position offers the right person the opportunity to display their horticultural ability and passion.

The position offers flexibility in working hours and would suit a candidate that may wish to work less than the offered 38 hours per week.

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 following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Proven experience in and demonstrated knowledge of current horticultural practices in relation to large open space gardens or other parkland like settings.

Ability to exercise initiative and judgement in solving day to day operational problems including good communication and interpersonal skills including the ability to operate in a sensitive environment.

Demonstrated experience in the use of maintenance machinery including tractors, mowers and chemical application equipment in a Cemetery or Parkland context and a willingness to undertake training in the use of other equipment as required.

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

How to Apply: Applicants wishing to apply for the position of Cemetery Horticulturist will need to provide:-

A short pitch of no more than two pages.

their current curriculum vitae.

Two recent referee reports

Copies of Horticultural qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Eppelstun (02) 6207 0000 Stephen.Eppelstun@act.gov.au

Territory and Business Services

Capital Linen Service - ACT Government

Director of Business Management

Capital Linen Service Band 9 \$135,355 - \$152,378, Canberra (PN: 18920)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: As part of the Capital Linen Service leadership team, you are someone who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a small team and providing appropriate support, guidance, and advice to leaders at all levels of the

organisation and broader TCCS. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based people leadership style.

The Director of Business Management works collaboratively with the Executive Branch Manager to drive strong financial and analytical management whilst progressing a culture of integrity and data driven decision making.

You will be adept at optimising data processes, analysis, interpretation, and presentation to inform strategic and operational business decisions leading to improved practice, increased efficiency, and organisational performance.

You will work closely with the Directorate's corporate areas including the Finance, Chief Information Officer and Governance teams and connect with key stakeholders from across the ACT Public Service.

The role which has been assessed and designed with flexibility in mind providing opportunity for some capacity to work remotely improving work life balance.

Eligibility/other requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/ICA.

Well-developed experience working with complex spreadsheets and financial management systems, in particular TM1 and Oracle, would be an advantage.

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

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

Contact Officer: Daniel Childs (02) 62133204 daniel.childs@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Delivery Driver

Capital Linen Service Band 3 \$61,043 - \$67,172, Canberra (PN: 26425, several)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: Reporting to the Operations Manager, a Capital Linen Service Driver is responsible for the delivery and collection of linen to and from Capital Linen Service customers in the ACT and regional NSW.

The Delivery Driver is a key customer service forward facing role delivering the final service to the customers door step. As a member of the transport team, there is a requirement to interact with customers on a face-to-face basis and on the telephone.

A Driver is required to load and unload trucks with clean and soiled linen and deliver to and from the customer's premises as per a delivery schedule.

A Driver is also required to assist customers with inquiries and concerns conveying a positive and professional image of TCCS, CLS and their 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

Permanent Resident of Australia or Special Category Visa (mandatory)

Ability to comply with any legal requirement to work in health or aged care sectors including having received a current course of an approved COVID-19 vaccine or holding an approved exception (where applicable)

A worker must provide evidence of vaccination status as required by an authorised person under a Public Health Direction.

Unrestricted Drivers Licence (C-class)

Medium ridged (MR) Drivers Licence

Must be able to work rostered weekends, public holidays, out of hours and overtime shifts

This position requires a pre-employment medical and police check

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

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

How to Apply: Applicants should submit their curriculum vitae and up to a maximum two page (A4) response to the Selection Criteria/capability requirements noted in the Position Description and contact details for two referees.

Selection will be based on the response to the selection criteria, referee reports, a practical assessment and interviews if required

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@act.gov.au

City Services

Birrigai Outdoor School

Facilities Officer - Gardens and Grounds Maintenance

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 30615)

Gazetted: 21 October 2022

Closing Date: 4 November 2022

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 180 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking to fill a full-time, permanent vacancy for an experienced, dedicated and responsible Facilities Officer to undertake routine maintenance activities in and around the buildings, and to conduct garden and grounds maintenance across our large, unique site. If you are passionate about working in the natural environment, are skilled and experienced and highly self-motivated, you could be the person we are looking for. Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

Eligibility/other requirements:

Mandatory 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.

Drivers Licence (C-Class minimum)

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: 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 addressing the Selection Criteria limiting responses to 500 words per criteria, along with your current curriculum vitae, listing two referees and their contact detail.

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

Contact Officer: Peter Kent (02) 6205 2006 Peter.Kent@ed.act.edu.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Linen Assistant

Capital Linen Service Band 1 \$51,001 - \$53,047, Canberra (PN: 26481, several)

Gazetted: 21 October 2022

Closing Date: 8 November 2022

Details

Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

Capital Linen Service Values and Behaviours

We think about our customers and our people in all that we do. As people we lead by being safe and responsible. The little things we do reflect the effort we put in and display the pride we have. We display a positive and proactive attitude and we support and respect individuals. As teams we co-ordinate and manage activity and outcomes. We inquire, seek and share Knowledge to realise our opportunities. To all we effectively communicate, listen and develop shared understandings and we do everything with quality.

Position Overview

As a member of the production team, a linen assistant will be rotated through a variety of areas and teams within the organisation. A Linen Assistant will contribute to the production process by sorting, washing, feeding, ironing, folding and packing linen to ensure customer orders are ready to be delivered on time. A Linen Assistant may be required to work and be trained in other operational locations such as hospitals.

What you will do

A Linen Assistant is required to perform the following duties:

Ensure all finished product adheres to relevant quality standards which assists in maintaining customer satisfaction.

Work safely and in accordance with CLS processes and procedures.

Undertake and satisfy extensive on the job training requirements across multiple areas of the laundry production process.

Be able to stand for long periods of time and undertake physical work including lifting, carrying and transporting soiled and clean linen over the course of the day.

Identify and report hazards and incidents immediately to the relevant Supervisor or Leading Hand.

Work with clean and soiled linen.

Work with a range of industrial machines like washing machines, ironers and folders.

Work in a range of locations.

Fill out production data sheets and other production information where required.

Participate in customer stocktakes.

Internally and externally promote high quality, responsive customer service principles, practices and attributes.

Contribute to the improvement of the laundry production process through the sharing of ideas.

Be a positive influence on the team to maintain and assist in the improvement of workplace culture and employee satisfaction.

Work overtime, public holidays and weekends as required.

Answering the telephone in a respectful and courteous manner.

Rotate throughout the plant or The Canberra Hospital Linen Room or University of Canberra Hospital where required.

Other duties as required.

This position does not involve direct supervision of staff.

Eligibility/Other Requirements:

Permanent Resident of Australia or Special Category Visa (mandatory)

Driver's licence C Class (desirable)

This position requires a pre-employment medical

Must be able to work 9.5 hour shifts (four working days per week)

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

How to Apply: To apply for the role of Linen Assistant, please provide an up-to-date curriculum vitae and your response to the following questions with no more than 1 page (A4)

Provide an example where you positively worked in a team environment. What job did you do and how did you contribute to the positive team environment?

Provide examples where safety was an important part of a previous job you have undertaken. What job did you do? What did you do that had a safety focus? Why was it important that you worked safely?

Provide the contact details of two referee's from your current workplace (Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@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.

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Director Light Rail Operations and Performance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: A02412)

Gazetted: 21 October 2022

Closing Date: 11 November 2022

Details: The Director Light Rail Operations and Performance in the Light Rail Operations team is responsible for leading operational and performance management and assurance of Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Director Light Rail Operations and Performance supports the Executive Branch Manager Light Rail Operations by providing advice on operational and performance of light rail operations and preparing reports that reflect these outcomes.

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

This position has oversight of the performance of CMET's Service Delivery, Customer Experience, and Safety teams, as well as direct supervision for 1 external advisory contract service. Effective stakeholder engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

Eligibility/other requirements:

Rail operations knowledge in a complex operational/contractual environment is highly desirable or other public transport or complex operations experience.

Understanding of the complexity of managing outsourced operational contracts in Public Private Partnerships or partnering arrangements is desirable.

This position requires a Working with Vulnerable People Check (post-employment) and may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.

How to apply: Please submit no more than three-page pitch addressing your suitability against the Professional/Technical Skills and Knowledge as well as the Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

APPOINTMENTS

ACT Health

Health Service Officer Level 9 \$79,105 - \$89,398

Antonel Kupresanin, Section 68(1), 24 October 2022

Senior Officer Grade A \$157,201

Simon Waters, Section 68(1), 21 October 2022

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Tshering Choden, Section 68(1), 13 October 2022

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

Jennifer Connolly, Section 68(1), 27 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Katrina Cubit, Section 68(1), 27 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Catherine Donoghue, Section 68(1), 27 October 2022

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

Divya George, Section 68(1), 20 October 2022

Health Service Officer Level 3/4 \$55,350 - \$59,336

Roberts Gotts, Section 68(1), 27 October 2022

Health Professional Level 1 \$66,285 - \$86,842

Liana Hart, Section 68(1), 24 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Amelia Martin, Section 68(1), 20 October 2022

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

Cassandra Nielsen, Section 68(1), 27 October 2022

Registered Nurse Level 5.5 \$178,535

Sue Pilkington, Section 68(1), 24 October 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Zoe Redmond, Section 68(1), 13 October 2022

Health Professional Level 2 \$70,679 - \$97,028

Jessica Spencer, Section 68(1), 30 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Lana Storbo, Section 68(1), 21 October 2022

Infrastructure Officer 5 \$163,315

Bibiana Uzabeaga, Section 68(1), 24 October 2022

Enrolled Nurse Level 1 \$65,934 - \$70,443

Susan Welin, Section 68(1), 27 October 2022

Health Professional Level 2 \$70,679 - \$97,028

Karma Zangpo, Section 68(1), 24 October 2022

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Shane Riley, Section 68(1), 24 October 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Auroni Ahmed, Section 68(1), 10 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Michael Frew, Section 68(1), 21 October 2022

Senior Officer Grade A \$157,201

Stephen Kirsu, Section 68(1), 24 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Sam Nielsen, Section 68(1), 25 October 2022

Senior Officer Grade B \$135,355 - \$152,377

Erin Sorensen, Section 68(1), 26 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Can Zhao, Section 68(1), 20 October 2022

Community Services

General Service Officer Level 8 \$73,429 - \$77,593

Christopher Taurega, Section 68(1), 24 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Matthew Van Arkel, Section 68(1), 19 October 2022

Education

Administrative Services Officer Class 4 \$76,255 - \$82,566

Caitlin Merry, Section 68(1), 18 October 2022

Building Service Officer 3 \$73,429 - \$77,593

Benjamin Mosely, Section 68(1), 10 October 2022

Senior Officer Grade B \$135,355 - \$152,377

Timothy Toogood, Section 68(1), 11 October 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ella Harkin, Section 68(1), 24 October 2022

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Xiaoyan Chen, Section 68(1), 24 October 2022

Legal Officer Grade 2 \$154,663 - \$161,019

Felicity Maxwell, Section 68(1), 17 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Madison Nixon, Section 68(1), 21 October 2022

Major Projects Canberra

Senior Officer Grade C \$114,928 - \$123,710

Timothy Wieland, Section 68(1), 17 October 2022

Suburban Land Agency

Infrastructure Manager/Specialist 1 \$175,124

Adrian Moy, Section 68(1), 24 October 2022

Transport Canberra and City Services

General Service Officer Level 3/4 \$53,867 - \$58,825

James Broekhuysen, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Shayne Clark, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Bailey Cooper, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Shuxiang Gao, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Kevin Shortt, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Mandy Tame, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Tama Teariki, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Kyle Trounson, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Oswaldo VILLARREAL FANDINO, Section 68(1), 24 October 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Warren Waldron, Section 68(1), 24 October 2022

TRANSFERS

Canberra Health Services

Aleyamma Devasia

From: Registered Nurse Level 1 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 12499) (Gazetted 7 September 2022)

Jacquin John

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 53897) (Gazetted 8 August 2022)

Andrea Laragan

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. 58766) (Gazetted 31 August 2022)

Kathryn Melissa Starczewski

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 54071) (Gazetted 30 August 2022)

Chief Minister, Treasury and Economic Development

Joleen Dal-Maso

From: Administrative Services Officer Class 6 \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 46704) (Gazetted 6 September 2022)

Nathan Sciberras

From: \$76,575 - \$114,624

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 23589) (Gazetted 16 November 2021)

Education

Jennifer Parsons

From: School Leader C \$132,293

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 37707) (Gazetted 29 November 2021)

Environment, Planning and Sustainable Development

Simon French

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 43372) (Gazetted 18 August 2022)

Wanxia Liu

From: Senior Officer Grade C \$114,928

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 13857) (Gazetted 12 July 2022)

Suburban Land Agency

Chalani Darshani Millawithanachchi

From: Administrative Services Officer Class 6 \$91,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency, Canberra (PN. 51355) (Gazetted 27 October 2021)

Michelle Thompson

From: Senior Officer Grade C \$123,710

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 59025) (Gazetted 1 April 2022)

PROMOTIONS

ACT Health

Population Health

Preventive and Population Health

sarah furler

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 25550) (Gazetted 12 May 2022)

Population Health Division

Preventive and Population Health Policy

Liam Ryan

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59245) (Gazetted 24 August 2022)

Population Health Division

Preventive and Population Health Policy

Alyssa White

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 42092) (Gazetted 24 August 2022)

Canberra Health Services

Clinical Services

Rehab, Aged and Community Service

Sandeep Kaur Brar

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 53386) (Gazetted 23 August 2022)

Gabrielle Croker: 85742897

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:26798) (Gazetted 15/09/2022)

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Veena Crasta

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 14005) (Gazetted)

No Gazette date

Infrastructure and Health Support Services (IHSS)

Karma Dema

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Canberra Health Services, Canberra (PN. 58345) (Gazetted 30 August 2022)

Lauren Ford

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 26686) (Gazetted 30 August 2022)

Jennifer Hummelshoj

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. 20468) (Gazetted 30 June 2022)

Naomi Jones

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22479) (Gazetted 30 August 2022)

Ashlie Pearce-Mole

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 33257) (Gazetted 30 August 2022)

Rommel Regala

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44558) (Gazetted 7 June 2022)

Hiam Souweid

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. 31355) (Gazetted 24 August 2022)

Lakshmi Sreenath

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. 22509) (Gazetted 7 September 2022)

Canberra Institute of Technology

Education and Training Services

Library and Learning Services

Vinitha Menon

From: Professional Officer Class 1 \$64,473 - \$89,398

Canberra Institute of Technology

To: Professional Officer Class 2 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 54242) (Gazetted 8 September 2022)

Chief Minister, Treasury and Economic Development

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
Service Management**

Michael Bartle

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 08073) (Gazetted 19 September 2022)

Workforce Capability and Governance

Workplace Safety and Industrial relations.

Sharon Macgregor: 60660940

From: Administrative Services Officer 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development Canberra (PN:31117) (Gazetted 15/09/2022)

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Patrick Crowley-Bacon

From: Technical Officer Level 4 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 11026) (Gazetted 26 July 2022)

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

Anna Gaffney

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 53558) (Gazetted 8 March 2022)

Construction Utilities and Environment Protection

Building and Planning Compliance

Rapid Regulatory Response Team

Carolina Gonzalez

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 29487) (Gazetted 26 January 2022)

Digital Data and Technology Solutions

Strategic Business Branch

Business Enablement and Analysis Services/ ICT Procurement

Pegah Mirjamali

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 14272) (Gazetted 17 August 2021)

Community Services

Children Youth and Families

Children and Families

Child and Family Centres

Sally Duncan

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

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

Community Services, Canberra (PN. 19722) (Gazetted 21 March 2022)

Housing Act

Infrastructure and Contracts

Capital and Strategy

Eric Gittleman

From: Graduate Administrative Assistant \$76,255 - \$78,591

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 11230) (Gazetted 2 September 2022)

Housing Act

Infrastructure and Contracts

Capital and Strategy

Eleanor Hense

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 53225) (Gazetted 2 September 2022)

Children, Youth and Families

Practice and Performance

Cultural Services Team

Frieda Kamilo

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services, Canberra (PN. 58260) (Gazetted 10 August 2022)

Office of the Coordinator-General for Family Safety

Breanne McQuarrie

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. 42109) (Gazetted 26 November 2022)

Education

School Improvement

South Weston

Charles Weston School Coombs

Virginia Morcos

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 36117) (Gazetted 14 September 2022)

Tuggerangong Network

Calwell High School

Tomas RODRIGUEZ-LOVIBOND

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 31901) (Gazetted 13 September 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.

Tuggerangong Network

Calwell High School

Jennie Sheppard

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 47548) (Gazetted 13 September 2022)

Environment, Planning and Sustainable Development

Climate Change and Energy

Climate Change and Energy Policy

Sustainability and Resilience Policy

Russell Coldicutt

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 46775) (Gazetted 18 August 2022)

Planning and Urban Policy Division

Housing Strategy and Unit Title Reform team

Ahror Hamraev

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

Environment, Planning and Sustainable Development, Canberra (PN. 40337) (Gazetted 9 August 2022)

Justice and Community Safety

Public Trustee and Guardian

Finance Unit

Property Team

Kristy White

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 57672) (Gazetted 2 September 2022)

Suburban Land Agency

Program Solutions

Sales and Client Services

Sheryll Mangubat

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Suburban Land Agency, Canberra (PN. 57099) (Gazetted 1 April 2022)

Transport Canberra and City Services

City Services

City Presentation

Urban Treescapes

Timothy Claypole

From: General Service Officer Level 5/6 \$59,713 - \$65,718
Transport Canberra and City Services
To: General Service Officer Level 7 \$67,760 - \$71,554
Transport Canberra and City Services, Canberra (PN. 54953) (Gazetted 1 June 2022)

Chief Operating Officer Group

Chief Information Office

Silvija Stefanovic

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
ACT Health
To: †Senior Officer Grade C \$114,928 - \$123,710
Transport Canberra and City Services, Canberra (PN. 11892) (Gazetted 29 August 2022)