



ACT Government Gazette

Gazetted Notices for the week beginning 18 May 2023

VACANCIES

ACT Electoral Commission

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

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

There were no vacancies this week for ACT Electoral Commission

ACT Health

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

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

Population Health Division

Promotion and Programs

Health Promotion and Grants

Assistant Director, Health Promotion and Grants

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 25550, several)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Promotions and Programs Branch is seeking Assistant Directors to fill several permanent positions across the branch. In addition, this selection process will be used to fill a temporary position to July 2024, with the possibility of permanency.

The Promotion and Programs Branch manages all divisional programs and undertakes the implementation of Divisional strategies and action plans, including health promotion and behavioural change initiatives and activities. The Health Promotion and Grants section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

The Division is seeking applications from highly motivated individuals, who will think strategically, collaborate with others, and provide leadership and supervision to Health Promotion and Grants staff. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery and evaluation. We are looking for proactive and passionate people who can lead tasks and people in projects and program delivery which target ACT government health promotion priorities.

The role will involve undertaking research, project or program management, program evaluation and/or management of the ACT Health Promotion Grants Program. The position will also provide high level advice and respond to emerging health issues and priorities.

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

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are two permanent positions available immediately and one temporary position available immediately until July 2024, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Tournier (02) 5124 6905 Mark.Tournier@act.gov.au

Population Health

Health Protection Service

Environmental Health

Senior Environmental Health Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46938)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: The Environmental Health team is looking for a qualified and experienced Senior 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. The Health Professional Level 3 is a senior position within the team with mentoring, supervision, and training responsibilities.

Environment responsibilities include 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:

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. \(eh.org.au\)](http://eh.org.au)

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

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 0435 010 936 lyndell.hudson@act.gov.au

Population Health

Office of the Chief Health Officer

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42850)

Gazetted: 18 May 2023

Closing Date: 6 June 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Population Health Division, led by the ACT Chief Health Officer, provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness and alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

The Office of the Chief Health Officer provides support to the Chief Health Officer and the Divisional Executives and senior staff. This unit develops, implements and monitors all governance activities for the Division, as well as coordination of Department and Government business across the Division. We are looking for an Assistant

Director for this team, who will provide excellent customer service, strategic advice, and mentoring to our small team.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

How to Apply: Please provide a (maximum) two-page response to the Selection Criteria, a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

ACT Integrity Commission

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

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

Assessments

Senior Assessments Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55823)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

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

Our values

Independence

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

Our functions

The Commission's functions are to:

- investigate conduct that is alleged to be corrupt conduct;
- refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- prevent corruption through research and mitigation efforts;
- publish information about investigations, including lessons learned;
- provide education programs;
- foster public confidence in the Legislative Assembly and ACT public sector;
- receive, assess, refer, and investigate reports of disclosable conduct; and
- oversee ACT public sector agency management of public interest disclosures.

Business unit overview

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

Position overview

The Senior Assessments Officer will communicate with members of the public who are making a corruption report or PID and is responsible for keeping complainants, reporters and disclosers updated.

The position also undertakes the assessment of PIDs and corruption reports received by the Commission and necessary follow-up inquiries and propose appropriate recommendations and actions in accordance with the Act and the Commission's objectives.

What you will do

Conduct assessments into PIDs and corruption reports received by the Commission ensuring:

assessment standards are promoted, and consistently applied, and operational practices will withstand internal and external scrutiny; and

records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff;

Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring; assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and

communication with complainants, reporters and disclosers is clear, concise and includes clearly explained rationale for Commission decisions.

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

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

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

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

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

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

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

The position may involve some domestic travel.

How to apply: Applications for the position should be submitted online via the jobs.act.gov.au website.

Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than 750 words which:

demonstrates how your Skills, Knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

outlines why you want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418 173 464 or at jeff.smith@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Smith (02) 6205 9551 Jeff.Smith@integrity.act.gov.au

ACT Long Service Leave Authority

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

Operations Section

Client Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58999)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Details: The Long Service Leave Authority (the Authority) is a Statutory Authority of the ACT Government. The Authority was established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Client Services Team is the central point of contact for the Authority, receiving inquiries from employers and workers' relating to new and existing registrations, quarterly return submission and payment, employee entitlement and employer reimbursement eligibility, legislative compliance matters and the notification of outstanding levies and/or late payment fees under the portable schemes' legislation. The team has the responsibility to ensure that employers and workers for each covered industry are registered with the Authority and employer's quarterly returns are processed correctly and the appropriate levies are paid in accordance with the legislative timeframes.

The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au>

Eligibility/Other Requirements: Current driver's Licence not essential

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

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: Thomas Tadic 02 6247 3900 thomas.tadic@actleave.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

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health, Forensic Mental Health Services

Senior Psychologist/Clinical Psychologist/Forensic Psychologist, Senior Social Worker, Senior Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22974, several - 02AUN)

Gazetted: 19 May 2023

Closing Date: 7 June 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

This is an exciting opportunity to join the collegial Forensic Mental Health Service (FMHS), whose core business is to deliver high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services, and is guided by Principles of Recovery, with the aim to provide collaborative care with the consumer, their carers and other key services.

Senior clinicians working within FMHS are provided with specialist training and specialist clinical supervision and are consistently encouraged to be involved in a collaborative and multidisciplinary team environment. Senior clinicians are supported to maintain any continuing professional development requirements, appropriate to area of service provision, such as attendance to group supervision, research groups, and/or in- services.

FMHS is a unit of Justice Health Services, and 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)

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

<https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

ABOUT YOU

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

Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

- Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA
- Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.
- Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA
- Minimum 3 years (ideally 5 years) post-qualification work experience
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Professional experience in forensic mental health or a related field (i.e., custodial settings, community mental health, secure inpatient settings).
- Area of practice endorsement in either clinical or forensic psychology
- Approved or eligible for approval as a Psychology Board of Australia Supervisor
- Knowledge and experience in completing formulation for complex behaviours.
- Current driver's licence

Other

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tegan Murray Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

LaNS Care Navigator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60995 - 02AE0)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population is occurring throughout 2023 and beyond.

The Care Navigator role will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing design of this innovative patient centred service.

The role will work with individual consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

This unique role is an opportunity to build relationships with individual consumers and their supports, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex chronic health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with external health and human services and work with the CHS services and the current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, to work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the Liaison and Navigation Team you will remain committed to, and focused on:

- Placing people with complex health needs, and their families, at the centre of their own care,
- Involving the person and their supports in care planning,
- Anticipating and removing barriers to care,
- Assisting consumers and their supports to make durable connections to the services and supports they need,
- Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports,
- Listening to consumers and their supports and acknowledging that they are experts in their own health.

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
- The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of consumers with complex presentations.
- Adaptability and flexibility to accommodate change and provide responsive services to meet consumers' needs
- An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

Position Requirements/Qualifications:

Mandatory

- Minimum of 5 years post graduate nursing experience in acute and /or primary health.
- 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

- Primary health assessment and treatment experience.
- Experience in providing or coordinating care across acute and primary care settings
- Experience which provides insight into the consumer perspectives of managing complex ongoing healthcare.
- Experience in working with individuals who experience mental illness/mental disorder and insight into the needs to their experience and outcomes when accessing health services.
- Tertiary level qualification OR Post Graduate course work or study.
- 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: 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.

Contact Officer: Kirsty Cummin (02) 5124 1793 kirsty.cummin@act.gov.au

People and Culture

People and Culture Executive

Director Talent Acquisition - Medical Stream

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57016 - 02AZJ)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

The Talent Acquisition Function sits within the People and Culture (P&C) Division.

P&C is responsible for providing strategic leadership across talent management and workforce planning; talent acquisition; compensation, conditions and employee benefits; training and development; workplace safety and wellness; reward and recognition; people data and analytics. P&C works closely with all CHS Divisions to deliver workforce solutions to meet business strategy and operational objectives.

The Talent Acquisition function is responsible for identifying, attracting, assessing, hiring, and onboarding candidates to fill open positions across CHS as well as manage talent pools for future workforce needs. It includes developing, implementing and evaluating programs for sourcing, recruiting, hiring and orienting talent.

The Director Talent Acquisition will be responsible for full life-cycle recruitment with focus on the Medical Stream for CHS. The position will provide team leadership and may work across other streams as needed.

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 a successful Director Talent Acquisition you will possess

- demonstrated ability to communicate clearly and concisely and with confidence
- strong organisational and time management skills
- demonstrated ability to develop effective working relationships
- a proactive consultation approach and ability to draw on the knowledge of key stakeholders and team members
- excellent attention to detail
- a willingness to learn new skills and systems
- an adaptable attitude and flexibility to meet changed requests and competing demands
- a commitment to work, health and safety
- a desire to contribute to the positive patient focus displaying behaviours consistent with the organisational values of Reliable, Progressive, Respectful and Kind.

Position Requirements/Qualifications:

Mandatory

Relevant qualifications in Human Resources Management, Talent Acquisition, or related area.

Experience working in a Recruitment and/or Talent Acquisition environment.

Experience in working with an e-recruitment system

Team leadership

Desirable

Experience using Oracle Recruitment Platforms

Position classification and role design experience

A strong understanding of working in the Healthcare environment.

Previous experience working with international candidates and visa support activities

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role is desirable but not mandatory.

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 is desirable but not mandatory

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

Undergo a pre-employment National Police Check.

Contact Officer: Alana Matthew (02) 5124 0838 Alana.Matthews@act.gov.au

Mental Health, Justice Health, and Alcohol & Drug Services

Adult Community Mental Health Services

Mental Health Clinician, ACOS

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 13310 - 02AJ9)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

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POSITION OVERVIEW

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

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

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

Alcohol & Drug Services

Allied Health Services

Child & Adolescent Mental Health Services

Inpatient Services

Community Mental Health Services

Justice Health Services

Territory Wide Mental Health Services

The Community Mental Health Services provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), the Assertive Community Outreach Service (ACOS), Older Persons Mental Health Services, and the Mental Health Service for persons with an Intellectual Disability.

ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

The position reports to the ACOS Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access MHJHADS services.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant qualifications in either psychology, social work or occupational therapy and a minimum of 12 months' experience working professionally in mental health is preferred.

The successful applicant will need to have a current driver's licence.

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

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

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:

Be registered or be eligible for general registration with Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

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 Working with Vulnerable People Act 2011

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jade Nolan (02) 5124 7830 Jade.Nolan@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 61641 - 02AYE)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

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

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

This position is a permanent part time – 0.8 FTE HP 2 Psychology position available at CAMHS services.

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

The CAMHS mental health inpatient unit is a six bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit 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.

The Safewards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safeward interventions strengthen existing principles of good nursing practice. The

program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP1's, AHA's and students.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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

Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements / Qualifications:

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Applicants must have a minimum of two years paid work experience, post qualification, in a related/relevant organisation/service.
- Must hold a current driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 ACT Health credentialing and scope of clinical practice requirements.

Note:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent part time 0.8 FTE HP2 Psychology position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Kelly Chase (02) 5124 6530 Kelly.R.Chase@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

Care Support Officer

Care Support Officer

Care Support Officer

Enrolled Nurse Level 2 \$71,574, Canberra (PN: 60590 - 02AW2)

Gazetted: 19 May 2023

Closing Date: 7 June 2023

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

Please note, this is a multi-classified position, it has also been advertised under REQ 02AW3 for the Allied Health Assistant profession.

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 Liaison and Navigation Service is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population will occur throughout 2023 and beyond. The focus of the service is on improving the individual and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community service.

Individuals and their families will be eligible for the service when there is a combination of health care needs across medical and psychosocial issues that require access and support from multiple providers across the health and community sectors. The service will provide, and support person and family centred, integrated, and coordinated care.

The Navigation and Liaison Team is a multidisciplinary team with positions located within a range of CHS service areas. The Care Support Officer is a member of the Liaison and Navigation Service and will report operationally to the Operational Manager of the service. Professional reporting lines will be through the relevant nursing profession within Canberra Health Services.

Under the direction of the Operational Manager for Liaison and Navigation, the Care Support Officer will work to assist individuals and families navigate the multiple services involved in their care.

This role involves liaising and working with health services and other human and community services involved in the person's care, focusing on an approach of improving the quality of care and experience of the person and their family, and continuous service improvement. The role will assist individuals and their families to coordinate the sharing of information and appointments across services and support the Liaison and Navigation team in the administration aspects of these tasks. The Care Support Officer will have knowledge and understanding of the government and non-government services that support the health and well-being of individuals and their families. This unique role is an opportunity to build relationships with consumers, and diverse acute and community services, to anticipate and reduce the challenges that people with complex health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when individuals and families need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with interstate children's hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, and coordination of care.

ABOUT YOU

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Behavioural Capabilities

Well-developed interpersonal skills and ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders

The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of individuals and their families with complex presentations

Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Experience in providing or coordinating care across acute and primary care settings
- Experience which provides insight into the consumer perspectives of complex care for individuals and families managing complex ongoing healthcare for children.
- 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: Kirsty Cummin (02) 5124 1793 kirsty.cummin@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Social worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61640 - 02AYD)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

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

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

This position is a permanent full time HP 3 position available at CAMHS services.

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

The CAMHS mental health inpatient unit is a six bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit 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.

The Safewards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safeward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP2's HP1's and AHA's.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

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

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

Position Requirements / Qualifications:

For Social Work:

- Degree in Social Work.
- Applicants must have a minimum of three years paid work experience, post qualification, in a related/relevant organisation/service.
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011.
- Must hold a current driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you

will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 ACT Health credentialing and scope of clinical practice requirements.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent full time HP3 Social Worker position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

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

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57022, several - 02AG0)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

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

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

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS community teams provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health difficulties. The SPA team is part of a pilot implementation project aimed at improving access to mental health care, through improving flow, simplifying where to get help and

making it easier to contact the service directly. SPA will launch in mid-2023. The CAMHS community teams and SPA are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

CAMHS is seeking dynamic and experienced Health Professional Level 3's to undertake the role of Clinical Manager with CAMHS Community Teams and Single Point of Access team (SPA). Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management, mental health assessment, single session interventions, crisis response, facilitate group work and therapeutic intervention, including risk assessments. Additionally, SPA clinician will in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance, Clinician Early Response (PACER) team where needed to complete assessments of young people.

As a HP3 clinician you will provide clinical supervision and ongoing support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

ABOUT YOU

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Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

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

Highly desirable for all disciplines:

- Experience in working with children and young people with mental illness.
- 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 Police check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: This is a temporary position available for 11 months. An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only.

The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a temporary position to pilot the implementation of SPA team. You may be required to work within other CAMHS services.

Contact Officer: Kirsten Stafford 0402479014 Kirsten.Stafford@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

AAMHS Nurse Unit Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22396 - 02AW4)

Gazetted: 22 May 2023

Closing Date: 15 June 2023

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

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring 48-72 hour admission or extended mental health assessment and or treatment initiation. It is expected that in this position you will, under limited supervision, provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the AAMHS inpatient units. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. In this position, you will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations that impact on the work environment and the health care team. This position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for MHSSU/12B, AMHU LDU and AMHU High Dependency Unit (HDU) to ensure optimum service delivery and best practice across the service. This position will be actively involved in workforce development across the expanding inpatient service. In this position you will be required to undertake professional development and supervision; participate in

quality initiatives; contribute to the multidisciplinary team processes and uphold the CHS values of Reliable, Progressive, Respectful and Kind.

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

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

ABOUT YOU

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

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

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

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

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- Have a minimum of 3 years' experience working as a Registered Nurse in Australia
- 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.
- Hold a current driver's license.
- Experience with rostering and recruitment
- Experience with Human Resource management
- Recent experience in a mental health setting
- Holds, or working towards, a post graduate qualification.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 3-6 months with the possibility of extension and/or permanency.

Selection May be based on application and referee report only.

Contact Officer: Shaun Bayliss (02) 5124 5406 Shaun.Bayliss@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28423, several - 02ARG)

Gazetted: 19 May 2023

Closing Date: 7 June 2023

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POSITION OVERVIEW

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and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

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

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

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

This position is part of the Allied Health team based at Building 7, The Canberra Hospital.

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

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

ABOUT YOU

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

Strong organisational skills including excellent written and oral communication

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

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and experience working professionally in Allied Health or Counselling.

For Social Work:

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

For Psychology:

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

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

- 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:

- 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.
- 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: Leah Robinson (02) 5124 2905 Leah.Robinson@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Primary Health, Custodial Health

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14273 - 02ANR)

Gazetted: 19 May 2023

Closing Date: 21 June 2023

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

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

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

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and 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

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

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

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

Position Requirements / Qualifications

MANDATORY

- Relevant post graduate qualifications in Primary or Custodial Health and a minimum of three years' experience working professionally in Primary or Custodial health.
- 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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Amanda Chase (02) 5125 2523 Amanda.Chase@act.gov.au

Officer of the Chief Operating Officer

Liaison and Navigation Service

Care Support Officer

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 60590 - 02AW3)

Gazetted: 19 May 2023

Closing Date: 5 June 2023

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 Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right

care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population will occur throughout 2023 and beyond. The focus of the service is on improving the individual and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community service.

Individuals and their families will be eligible for the service when there is a combination of health care needs across medical and psychosocial issues that require access and support from multiple providers across the health and community sectors. The service will provide, and support person and family centred, integrated, and coordinated care.

The Liaison and Navigation Service is a multidisciplinary team with positions located within a range of CHS service areas. The Care Support Officer is a member of the Liaison and Navigation Service and will report operationally to the Operational Manager of the service. Professional reporting lines will be through the Social Work team within the Acute Allied Health Services, Canberra Health Services.

Under the direction of the Operational Manager for the Liaison and Navigation Service, the Care Support Officer will work to assist individuals and families navigate the multiple services involved in their care.

This role involves liaising and working with health services and other human and community services involved in the person's care, focusing on an approach of improving the quality of care and experience of the person and their family, and continuous service improvement. The role will assist individuals and their families to coordinate the sharing of information and appointments across services and support the Liaison and Navigation team in the administration aspects of these tasks. The Care Support Officer will have knowledge and understanding of the government and non-government services that support the health and well-being of individuals and their families. This unique role is an opportunity to build relationships with consumers, and diverse acute and community services, to anticipate and reduce the challenges that people with complex health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when individuals and families need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with interstate children's hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, and coordination of care.

DUTIES

Under limited direction of the Operational Manager, you will:

Be responsible for coordinating the initial referral, intake and assessment of paediatric and adult enquiries, to provide a single point of contact for clients of the service and referrers.

Liaise and support members of the Liaison and Navigation Service in the care coordination and administration processes for clients, across Canberra Health Services and external agencies including General Practitioners and specialists, to advocate for the needs of the individual and their families, to achieve seamless navigation and a coordinated approach to care.

Provide administrative support for Liaison and Navigation clients through liaising with services to coordinate appointments, travel and accommodation when required to travel interstate for care.

Operate a variety of Microsoft and Business applications including the Digital Health records, Teams, Excel, Word and Outlook. Manage documentation in accordance with records management legislation, including, but not limited to, official files and electronic file management.

Actively participate in and promote a culture of continuous quality improvement, and complete educational requirements, personal annual performance reviews, in accordance with the CHS Quality and Clinical Governance Framework.

Support and promote the CHS values of Reliable, Progressive, Respectful and Kind through a working understanding of the integral role these values play in the care of people with chronic and complex health care needs and the support of their families.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for individuals and families.

2. Well-developed interpersonal skills and ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders

3. The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of individuals and their families with complex presentations

4. Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Mandatory

- Relevant Certificate IV in Allied Health Assistance, and preferably the successful completion of an Allied Health Assistant Social Work skill set or prepared to undertake (or recognised equivalent)

- 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

- Experience in providing or coordinating care across acute and primary care settings

- Experience which provides insight into the consumer perspectives of complex care for individuals and families managing complex ongoing healthcare for children.

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

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

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kirsty Cummin 0419809019 kirsty.cummin@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Clinical Manager Single point of access team.

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 38607, several - 02AGG)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

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

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

These services include:

- Adult Community & Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

The CAMHS Single Point of Access (SPA) team is made up of multidisciplinary mental health professionals who provide assessment, including crisis response and single session interventions within a recovery framework to children and Young People up to the age of 18 and their families.

This role is temporary and part of a pilot implementation of a SPA team who will conduct intake, assessment and provide single session interventions for children and young people with mental health issues and their families, facilitate group work, in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance, Clinician Early Response (PACER) where needed to complete assessments of young people. As a HP2 clinician you will provide support to HP1 clinicians.

CAMHS is seeking a dynamic and experienced Health Professional Level 2 to participate in the SPA pilot project. Under the direction of a Team Manager / Senior Clinician, the HP2 will provide triage, mental health assessment, including risk assessments and clinical interventions of single session interventions, including single session family therapy interventions as well as referral management.

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

- A current Driver's Licence.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

- 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 ACT Health credentialing and scope of clinical practice requirements.

Note: There are several temporary positions available for 11.5 months.

The successful candidate will be required to:

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

This position is a temporary (11.5 month) full time position to pilot the implementation of SPA team. You may be required to work within other CAMHS services.

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

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

Contact Officer: Kirsten Stafford 0402 479 014 Kirsten.Stafford@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 55016 - 02AGE)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

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 (MHJHADS) provide health services directly and through partnerships with community organisations.

The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

MANDATORY

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.
- A current Driver's Licence.

For Occupational Therapy:

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

For Psychology:

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

- Applicants must have a minimum of one year paid work experience, post qualification, in a related/relevant organisation/service.

- Must hold a current driver's license.

For Social Work:

- Degree in Social Work.

- Applicants must have a minimum of one year paid work experience, post qualification, in a related/relevant organisation/service.

- Eligibility for membership of the Australian Association of Social Workers.

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

- Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

- Experience in working with children and young people with mental illness and their families.

- 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 ACT Health credentialing and scope of clinical practice requirements.

Note: This is a temporary part-time position at 22.05 hours per week (0.6 FTE) available immediately for 11.5 months with the possibility of permanency. The above full-time salary will be pro-rata.

Contact Officer: Kirsten Stafford 0402 479 014 kirsten.stafford@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Radiation Oncology

Radiation Therapist

Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 12115 - 02AAC)

Gazetted: 18 May 2023

Closing Date: 20 June 2023

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 Canberra Region Cancer Centre, Radiation Oncology Department is now hiring Radiation Therapists. This is a fantastic opportunity to join a welcoming, high performing team with a supportive and positive workplace culture. Applications from qualified Radiation Therapists and final year Radiation Therapy students are welcomed.

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian

TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

ABOUT YOU

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Behavioural Capabilities

High order interpersonal skills with a focus on delivering high quality patient care.

Good time management and organisational skills.

Ability to work in a busy environment with a multidisciplinary team.

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

Position Requirements / Qualifications

MANDATORY

- A recognised tertiary qualification in Radiation Therapy.
- Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.
- The successful applicant will need to be available for occasional weekend on-call and after-hours work, with access to flex time.
- 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)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Martin Seng (02) 5124 2284 martin.seng@act.gov.au

Women Youth and Children Community Health Program

Maternal, Child and Family health

RN/RM 1 MACH Scholarship

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41709, several - 02AV4)

Gazetted: 19 May 2023

Closing Date: 4 June 2023

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 (MACH) Service is offering applicants who are experienced RN and RM's currently working in maternity services, an exciting opportunity to undertake a fast-track child and family health qualification for nurse/midwives.

In recognition of your experience and the established autonomous role of the RM/RN in MACH practice, one year supported practice positions will be offered to suitable applicants while the applicant undertakes a Graduate Certificate in Child and Family Health with MACH's partner university (Western Sydney). The part time position available is for working 24 hours per week.

CHS promotes a learning culture and is providing an exciting opportunity for Registered Nurses/ Midwives to undertake a Certificate of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses/Midwives to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

The work of Maternal & Child Health nurses is supported by the National Framework for Universal Child & Family Health Services (2011):

- promoting the availability and the role of universal child and family health services to parents, the community as well as health, education and welfare professionals.
- promoting consistency of service across jurisdictions.
- providing a contemporary evidence base for service improvement.
- progress towards national performance monitoring and the compilation of national population health data for the purposes of comparison across jurisdictions and subpopulations.

MACH Nurses /midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

All MACH Nurses /midwives deliver services across the ACT from health centre locations, to outreach clinic sites and Child & Family centres.

Registered nurse/midwives will be employed to attend the universal first home visit (H/V) and consecutive H/V consults as required. Lead group facilitation in feeding and settling groups, triaging and book first home visits following tertiary referral, whilst working within their midwifery scope of practice in partnership with the MACH nurses to provide safe, family centred midwifery care in a primary health setting.

ABOUT YOU

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

Behavioural Capabilities

- Demonstrates kindness, empathy and understanding to colleagues and clients
- Strong organisational skills and able to contribute positively to team culture.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- A strong self-directed learning ethic
- Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

Position Requirements/Qualifications:

Mandatory:

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

Dual qualification: Registered nurse and midwife required.

- Extensive experience in both nursing and midwifery practice including current midwifery practice
- Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.
- 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.

Desirable:

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

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

Prior to commencement successful candidates will be required to:

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

Note: There are several part-time temporary positions available for 12 months.

This part-time position is for dual registration nurse/midwives available at 24 hours per week. Full-time salary noted above will be paid pro rata for part-time hours.

These positions are available for a period of 12 months commencing June 2023 until June 2024.

Applicants must be eligible to enrol in the Graduate Certificate of Child and Family Health through the partnership university, the University of Western Sydney.

Applicants will apply to the Nursing & Midwifery office for scholarship funding

Contact Officer: Sally Haseler (02) 5124 1701 sally.haseler@act.gov.au

Infrastructure and Health Support Services

Business Operations

Contract Management and Finance Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61613 - 02AXN)

Gazetted: 23 May 2023

Closing Date: 13 June 2023

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

- Capital project delivery
- Facilities Management
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services
- Fleet Management

The Business Operations Team ensures best practice contract management principles during the operational phases of our commercial contracts. All contract management activity undertaken by the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' Corporate Strategy Plan.

University of Canberra Hospital Facilities Maintenance (UCH FM) is a section which manages both outsourced and in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided by head contractor BGIS under the UCH FM Contract, delivering a people-centred physical environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

Domestic and Environmental Services (DES) manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites, and the ACT Health Directorate. Together, DES and UCH FM form part of the combined Commercial Contract Management unit within Business Operations Division.

ABOUT YOU

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Behavioural Capabilities

High level communication skills and interpersonal skills.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within Canberra Health Services.

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

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

Position Requirements / Qualifications

MANDATORY

- 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.
- 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

- Extensive experience in the management of complex outsourced service contracts.
- Experience working in a clinical/clinical support environment.
- Experience in financial management, including experience delivering and analysing financial reports.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Kavitha Kugathas 0423 296 689 kavitha.kugathas@act.gov.au

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

School Youth Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 17043, several - 02AWV)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

Adolescent focused individual consultations

Small group health promoting work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

ABOUT YOU

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You will have the ability to work independently as an integral part of a diverse team within the school community. You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

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

Be a strong advocate for the health care needs of young people.

Kindness.

Position Requirements/Qualifications:

Mandatory

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

Experience working in adolescent health.

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.

Desirable

More than 4 years' experience working in adolescent health.

Additional experience and/or qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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 two temporary positions available for six months with the possibility of extension. One full time and one three days per week, Wednesdays are a required workday.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022.

This program does not provide or teach first aid, care for wounds or administer medication.

Contact Officer: Ruth Evans (02) 6207 2843 Ruth.evans@act.gov.au

EDMS

GP Liaison Unit

General Practice Liaison Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60132 - 02AM0)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

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POSITION OVERVIEW

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The GP Liaison Unit (GPLU) at Canberra Hospital aims to enhance communication and partnerships between Canberra Health Services and General Practitioners (GPs) to facilitate a seamless health service and better patient outcomes. Unit staff act as a point of contact for general practitioners, practice staff, specialists and other health care providers to assist them to navigate the health system and provide continuing care for their patients. The unit is also a contact point for patients.

The GP Liaison Nurse is responsible for providing a wide range of advice and support to GPs and other stakeholders who contact the GPLU under the broad direction of the GP Liaison Officer.

ABOUT YOU

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Behavioural Capabilities

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

Highly developed interpersonal communication skills.

Strong organisational skills with a high degree of drive.

Operate autonomously with sound decision-making abilities.

Adaptability and flexibility with the capacity to motivate and inspire nurses to achieve objectives, lead change and influence others in responding to change

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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Sharron Mills-Thom (02) 5124 2511 Sharron.Mills-Thom@act.gov.au

Cancer and Ambulatory Support

Cancer Rapid Assessment Unit

Registered Nurse Level 2 - Cancer Rapid Assessment Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61411 - 02AYN)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: Do you have what it takes to be a Registered Nurse level 2 in the Cancer Rapid Assessment Unit? Are you resilient when faced with challenging situations and environments? If so, this may be the role for you!

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for patients under the Cancer Rapid Assessment Unit.

What can we offer you:

- Competitive pay rates

- Excellent working conditions within a tertiary teaching hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions
- We will work with you to support optimal work life balance
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

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POSITION OVERVIEW

The division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Registered Nurse works under the direction of the Nurse Practitioner and Advanced Practice Nurse in providing a co-ordinated approach in the assessment, management and education of patients who present to the Cancer Services Rapid Assessment Unit. This includes the identification of patients presenting with Oncological Emergencies, the correct treatment and educational needs for individual patients and their families.

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

Strong organisational skills with a high degree of autonomy in an acute busy unit

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

Ability to prioritise workloads.

Well-developed negotiation skills

Position Requirements / Qualifications

- 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 Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

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

Contact Officer: Mercy Gutu 5124 3510 Mercy.Gutu@act.gov.au

Clinical Services

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

Adult Acute Mental Health Services (AAMHS)

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52992 - 02AY4)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

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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 Acute Mental Health Services 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 six 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. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

This is a full-time position working Monday to Friday within the Allied Health 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 Allied Health 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 Adult Mental Health Inpatient facilities.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements / Qualifications

MANDATORY

- Degree in Occupational Therapy and registered with Occupational Therapy Board Australia.
- Eligible for professional membership of Occupational Therapy Australia.
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience.
- Current passenger vehicles Driver's License.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

HIGHLY DESIRABLE

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

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 \(act.gov.au\)](#)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Allied Health Assistant

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 61645, several - 02AYF)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

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POSITION OVERVIEW

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

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

These services include:

- Adult Community and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

The CAMHS mental health inpatient unit is a six bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit 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.

The Safewards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safeward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements / Qualifications:

- Certificate 4 in Allied Health assistant (or equivalent qualification) plus relevant experience.
- A current drivers licence.
- The successful applicant will need to be available to work after hours across a seven day 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.

Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with ACT Health credentialing and scope of clinical practice requirements.
- 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:

- Be available to work within all program areas of CAMHS as service needs arise.
- Be Available to undertake shift work within a seven-day rotating roster.
- This is a part-time position at 29.40 hours per week. The above full-time salary will be pro rata.

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

Surgery

Perioperative-Anaesthetic

Resource officer Anaesthetic

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56786 - 02AUO)

Gazetted: 23 May 2023

Closing Date: 13 June 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

The resource officer joins resource team, report directly to the Resource Manager Perioperative Unit and Anaesthetic Clinical Nurse Consultant (CNC). This position is responsible at an operational level for the coordination and management of supplies required within Anaesthetic Unit Perioperative Services.

ABOUT YOU

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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.

4. 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 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.

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

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

Contact Officer: Sandra Pilloni 51244218 sandra.pilloni@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services - Drug Alcohol Sentencing List

Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44739 - 02AZ5)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

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

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

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

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Behavioural Capabilities

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

Strong organisational skills including excellent written and oral communication.

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

Position Requirements/Qualifications:

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

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

For Social Work:

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

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.
- 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.

Desirable:

- Current Drivers 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.
- 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)
- Reference checks.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Alex Durrant (02) 5124 1189 Alex.Durrant@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Manager Medical Roster Team

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13500 - 02AW1)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

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

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

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for: The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program, and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Senior Director MOSCETU, you will provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS). Provide financial accountability and FTE governance over the JMO cohort of CHS.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with strong communication skills

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

High degree of common sense and self-awareness

Position Requirements/Qualifications:

Experience working in a healthcare setting in a Human Resource Management/Administration role

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Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Robyn Hughes (02) 6244 4116 robyn.hughes@act.gov.au

Clinical Services

Medicine

Clinical Operational

Assistant Director of Nursing (ADON)

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 16234 - 02AW9)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

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POSITION OVERVIEW

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The Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Inpatients reports to the Director of Nursing. You will actively support, guide and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

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Behavioural Capabilities

Highly organised and motivated.

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

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

Excellent interpersonal and communication skills.

Position Requirements / Qualifications

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

- 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: Kellie Noffke (02) 5124 2012 kellie.noffke@act.gov.au

Nursing and Midwifery

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40627, several - 02ARU)

Gazetted: 22 May 2023

Closing Date: 9 June 2023

There are great opportunities for nurses across the Canberra Health Services!

Whether you're just starting out, or you've worked in the industry for some time, supercharge your career in health and create the life you want for you and your family in Canberra.

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more.

And recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here Lifestyle | Canberra to find out more about why you should live and work in Canberra.

We are looking for Registered Nurse's in the following areas:

- General Medical/Surgical
- Women's, Youth and Children
- Perioperative Services
- Critical Care Areas
- Mental Health
- Cancer Services
- Acute Care of the Elderly
- Medical Imaging
- Outpatient Departments

Successful candidates will have a minimum of 2 years' experience working in an acute care facility. You will work in a growing tertiary hospital that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions. Successful candidates will be supported and provided ongoing training opportunities facilitated through Workforce Capability and Clinical Development Nurses. To learn more about the required duties of this role click the following link for the [Position Description](#)

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and approval)
- Discounted gym memberships
- Scholarships for education support

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Note: There are several permanent and temporary full time and part time positions available. The full time salary noted above will be paid pro rata for part time positions.

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

Contact Officer: Catherine Making 02 5124 0990 CNMRecruitment@act.gov.au

Nursing and Midwifery

Registered Midwife Level 1

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 19667, several - 02ASF)

Gazetted: 22 May 2023

Closing Date: 9 June 2023

Whether you're just starting out, or you've worked in the industry for some time, supercharge your career in health and create the life you want for you and your family in Canberra.

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more.

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The Registered Midwife Level 1 Register will be used to fill positions across the following Divisions in CHS:

Antenatal

Postnatal

Birthing

Continuity (CBR Midwives Program)

Maternity and Gynaecology Outpatients

Applications are invited from both new midwives and experienced midwives. Newly registered midwives are encouraged to contact the contact officer to discuss how we could support you in our Transition to Practice Program. You will be supported to work across your full scope of practice with regular rotations throughout the maternity areas. You will work in a growing tertiary hospital that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions. Successful candidates will be supported and provided ongoing training opportunities facilitated through Workforce Capability and Clinical Development Midwives. To learn more about the required duties of this role click the following link for the Position [Description](#)
What can we offer you:

City living without the traffic.

Competitive pay rates and excellent working conditions within a tertiary hospital

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and approval)

Discounted gym memberships

Scholarships for education support

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Note: There are several permanent and temporary full time and part time positions available. The full time salary noted above will be paid pro rata for part time positions.

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

Contact Officer: Catherine Makings 02 5124 0996 catherine.makings@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program -Nursing

RN2 Team Leader

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 31151 - 02AUP)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

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

ABOUT YOU

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Behavioural Capabilities

Foster a calm and nurturing environment

Be a positive role model for junior and less experienced staff

Advanced clinical skills, attention to detail and problem-solving ability

Organisational ability and time management skills

Position Requirements/Qualifications:

Mandatory

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

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

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

Desirable

Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs

Registered Nurse with a minimum three years full time equivalent, or relevant post registration experience

Recent experience in the care of ventilated patients is highly desirable.

Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tanya Karvelas (02) 5124 2900 tanya.karvelas@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Justice Health

Primary Health Custodial Health

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 45601, several - 02ANW)

Gazetted: 22 May 2023

Closing Date: 22 June 2023

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

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol & Drug Services
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

The Justice Health Services, Custodial Primary Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

The position holder will work within the Custodial Primary Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This role will be required to work at the Alexander Maconochie Centre and may be required to work at Bimberi Youth Justice Centre as needed, as well as other sites as required by the service.

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Behavioural Capabilities

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

Ability to synthesise and analyse information and make clinically appropriate decisions.

Effective communication skills and Ability to manage confidential and sensitive information.

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

Position Requirements/Qualifications:

Mandatory

- Relevant Minimum of three (3) years' experience working professionally in Primary Health or Custodial Health
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Amanda Chase (02) 5124 2523 Amanda.Chase@act.gov.au

Clinical Services

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

Adult Acute Mental Health Services (AAMHS)

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31735 - 02AYB)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

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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 Acute Mental Health Services 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. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 Social Work 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 improvement 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 and clinically to the Allied Health Manager and Allied Health Clinical Lead of AAMHS respectively. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

This is a full-time position working Monday to Friday within the Allied Health 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 Allied Health 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 Adult Mental Health Inpatient facilities.

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.

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements / Qualifications

MANDATORY

- Applicants must have a minimum of three years (ideal five years) paid work experience, post qualification, in a related/ relevant organisation/ service.
- Degree in Social Work.
- Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW).
- Registration under the Working with Vulnerable People ACT 2011.
- Current passenger Vehicle driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

HIGHLY DESIRABLE

- 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.
- 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.

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

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

Canberra Institute of Technology

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

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

Education Futures and Students

Education Reform Lead

Senior Education Leader \$189,363, Canberra (PN: 32241)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: CIT is seeking a dynamic Senior Education Leader to develop, and lead implementation of, a range of quality and compliance programs, and critical transformation initiatives. This includes:

leading continuous improvement processes, with a focus on academic governance, quality and compliance with relevant national frameworks, in preparation for CIT's performance assessment in 2024

revising CIT's academic policies, to ensure compliance and a strong focus on the student experience

developing articulation pathways and innovative programs with higher education institutes, to drive innovation and respond to the needs of an evolving, knowledge-intensive economy

providing strategic advice, to enhance CIT's performance as an inclusive and future-focused education and training provider

supporting the executive director to implement structural reform, to enhance efficient and effective processes and practices.

The position will report to newly established Executive Director, Education Futures and Students.

Eligibility/Other requirements: The ideal candidate should possess highly developed leadership skills and capabilities, the ability to implement large-scale projects in a tertiary education environment, demonstrated expertise in academic governance, and excellent stakeholder engagement and communication skills.

Notes: This is a temporary position available for three years, with the possibility of extension up to five years.

How to Apply: Applicants should familiarise themselves with the Position Description and submit a pitch of no more than two pages demonstrating how your skills, knowledge and experience is suitable for the position.

Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephinem Andersen (02) 6207 9240 JosephineM.Andersen@cit.edu.au

Education and Training Services

Library and Learning Services

Library Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39674)

Gazetted: 18 May 2023

Closing Date: 25 May 2023

Details: The Canberra Institute of Technology (CIT) is looking for a Library Services Officer to join our team in delivering dynamic and innovative information services. The successful candidate will be part of a team delivering frontline library services to students, staff and the wider CIT 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

Diploma of Library and Information Services or similar and eligibility for associate membership to the Australian Library and Information Association (ALIA) is highly desirable.

Ability to work shifts as required.

Notes: This is a temporary position available immediately until 7 January 2024.

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.

Current and former ADF members are encouraged to apply.

How to apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports later.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager, ACT Property Group

Temporary Vacancy (19 June to 21 July 2023)

Chief Minister, Treasury and Economic Development Directorate

ACT Property Group

Position: E583

(Remuneration equivalent to Executive Level 2.3)

Circulated: 24 May 2023

Circulated to: ACTPS Senior Executives

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

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

The successful candidate will require strategic leadership capabilities, a proven record of achievement within a customer focused environment, sound judgement, exceptional interpersonal, communication and representation capabilities, with the capacity to work calmly in a complex and dynamic environment being essential.

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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

To apply: Candidates are requested to submit their curriculum vitae to graham.tanton@act.gov.au by COB Wednesday 31 May 2023.

Contact Officer: Graham Tanton 0466 427 866 Graham.tanton@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33910, Several)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: The ACT Revenue Office is seeking an innovative and committed person to join us to raise the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. Positions are available at Administrative Services Officer 3,4,5,6 levels as at the Senior Office Grade C level. The Revenue Office currently works under a hybrid working model, with the working week split between time in the Civic Office (two days) work from home (three days).

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.

How to Apply: Applicants should provide a written supporting statement of no more than 2 pages, and a relevant curriculum vitae (CV). The written statement should outline the applicants capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phang-Chun Lim (02) 6207 5971 Phang-Chun.Lim@act.gov.au

Policy and Cabinet

Social Policy/ Various

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61403, Several)

Gazetted: 18 May 2023

Closing Date: 5 June 2023

Details: various upcoming and anticipated positions are available across business units within Policy and Cabinet Division. The matters these business units deal with include division wide coordination, regulation and productivity, infrastructure, planning and environment, wellbeing, climate action and commonwealth-state relations, community support and safety and social inclusion.

The position will involve providing high-quality evidence-based policy advice and analysis on a variety of policy projects from a whole of government perspective. The role collaborates with a range of teams across Directorates to deliver projects, advice on the development of legislation, and to implement government priorities. The position may also be required to provide strategic policy advice in relation to Cabinet matters and Government priorities within the team's other portfolio responsibilities.

As a Policy Officer you will be responsible for:

Provide secretariat services to a range of executive led meetings, maintaining appropriate confidentiality, discretion and the timely preparation of agendas and papers, minutes and action logs, tracking and monitoring of decisions and actions through to their conclusion.

Prepare and coordinate briefings and correspondence on Cabinet, Assembly and ministerial business.

Undertake research and analysis on whole of Government policy and participate in project/program design, implementation, and evaluation.

Coordinate work across government and ensure provision of high-quality evidence-based policy advice and analysis on complex strategic policy issues; Coordinate advice to support the Chief Minister and Directorate executives' participation in National intergovernmental forums.

Develop and apply processes to manage whole of government input and reporting including commitments under ACT Government strategies, national agreements and frameworks, and policy initiatives. Undertake other duties as required.

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:

Qualification/s in relevant subject area including but not limited to economics, law, public policy, and social sciences are desirable.

Notes: These are temporary positions available for 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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: David James (02) 6207 4104 David.James@act.gov.au

Office of Industrial Relations and Workforce Strategy

Strategy and Transformation Branch

Assistant Director Projects and Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53683, several)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same, then this is for 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.](#)

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This applies to other upcoming vacancies in OIRWS where you may be contacted directly. Selection may be based on application and referee reports only.

How to Apply: To apply, submit your curriculum vitae and a two-page pitch responding to the selection criteria outlining how your skills, knowledge and behaviour make you the best fit for the role. Visual communication examples are strongly encouraged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Roy (02) 6207 4724 caitlin.roy@act.gov.au

Treasury, Economic and Financial Group

Economic and Financial Analysis Branch

Infrastructure and Commercial Advice

Director/Assistant Director

Senior Officer Grade C/Senior Officer Grade B \$114,928 - \$152,377, Canberra (PN: 44981)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: We are looking for someone who is motivated by a desire to make a difference to the lives of people in the ACT.

The Infrastructure and Commercial advice team is an influential stakeholder in determining whether, when and how the ACT deploys its capital in support of Government's priorities, including housing and major infrastructure projects. The opportunity is open-ended and can be shaped by candidates to suit their own skills, interests and experience within the business unit's broad remit.

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: An understanding of economic frameworks is essential and experience with large public infrastructure projects would be advantageous.

Note: This is a full-time/part-time permanent Assistant Director or Director position, subject to the skills, experience and work preferences of the successful candidate. Selection may be based on application and referee reports only. A merit pool may be established to fill roles in the Economic and Financial Analysis Branch subject to the calibre of candidates.

How to Apply: Applicants are required to submit two items -

A one-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard to the team's role and function.

A current two-page curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Osborne (02) 6205 1924 Chris.Osborne@act.gov.au

Office of Industrial Relations and Workplace Strategy

ACTPS Future Workforce Strategies Group

Strategic Finance Services

Assistant Director Reporting and Budgeting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32370, several)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression?

Then the Office of Industrial Relations and Workplace Strategy Strategic Finance Services team is looking for you!

As Assistant Director Reporting and Budgeting you will be responsible for managing and preparing financial

management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing high level technical financial advice to address and resolve complex accounting issues. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability 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.](#)

Eligibility/ Other Requirements

Tertiary qualification in accounting/finance or audit is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

5+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas is preferred.

Notes: There are multiple SOGC vacancies available within the team. A merit pool will be established from this selection process and will be used to fill permanent and temporary opportunities over the next 12 months.

How to apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant Skills, Experience and Suitability for the position. Applicants should take into account the stated position Requirements/Duties, Technical Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your Skills, Knowledge and Experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bin Meng (02) 5124 9126 Bin.Meng@act.gov.au

Office of Industrial Relations and Workplace Strategy

Work Safety Group

Workplace Legislation and Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17942)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Do you have experience in managing and developing complex policy? Do you have excellent problem-solving skills and thrive in a dynamic policy environment? Do you have strong interpersonal skills and enjoy working in a lively and dedicated team? Then this may well be the perfect job for you!

We are looking for an enthusiastic, positive, and motivated professional who has a passion for improving workplace regulatory settings for Canberrans, including work health and safety and workers' compensation.

The Workplace Legislation and Policy team is responsible for managing the legislative framework for workers' compensation, work health and safety, dangerous goods and industrial relations. The section works to ensure these frameworks operate efficiently and support reductions in the health, social and economic impact of work injury, working closely with a number of internal and external stakeholders.

As an Assistant Director, you will work independently and in a small team across work health and safety and industrial legislation and policy. You will promote a structured evidence-based approach to policy, legislation, and regulation project delivery, support coordination of and engagement with stakeholders, and coordinate the delivery of papers, briefs and a variety of other complex written material.

We are looking for a policy-focused individual with excellent attention to detail and a demonstrated ability to meet deadlines, who has good communication and stakeholder management skills to collaborate with government and industry stakeholders. You must be able to write concisely and effectively for a broad range of audiences and be capable of engaging with technical information to inform considered policy development. Experience with and knowledge of the ACT's workers' compensation and work health and safety policy framework is preferred.

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

Tertiary qualifications or relevant experience in workers' compensation, work health and safety policy and public policy would be highly desirable.

Notes: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: RebeccaJ Sullivan (02) 6205 8353 RebeccaJ.Sullivan@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Senior Director, DDTS Finance Partners

Senior Officer Grade A \$157,201, Canberra (PN: 27608)

Gazetted: 18 May 2023

Closing Date: 30 May 2023

Details: We are seeking a high performing accountant who is looking to take the next step in their career as the Senior Director, DDTS Finance Partners.

The successful applicant will be responsible for leading a team of finance professionals in the provision of reporting, budgeting, asset management, costings, finance partnering, and advisory services to a wide variety of stakeholders across the ACT Government.

We are looking for self-motivated individuals who can absorb information and learn new skills quickly, operate well under pressure, and excel when given the freedom to deliver on tasks with limited management guidance. This role will suit someone who enjoys a high level of variety or who has a natural affinity with IT, with the role focused on supporting the ACT Government complex and constantly evolving IT environment.

You will join a tight-knit team and will be responsible for continuing to shape a positive culture that supports continuous improvement and improved financial literacy through the delivery of coaching to staff, and training on financial principles more broadly across DDTS.

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:

Tertiary qualification in an accounting/finance discipline and a minimum of five years relevant experience in reporting, budgeting, costings, or audit is essential.

CAANZ or CPA Australia membership or substantial completion of required coursework is highly desirable.

Successful applicants will be required to currently hold or be able to obtain and maintain an ACT Government Baseline Security Clearance.

Note: This is a temporary position available immediately until 29 November 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on written application, curriculum vitae and referee reports only. The ACT Government is a leader in the adoption of flexible work with several options available to staff including flexible working hours, work from home arrangements, and recovery leave options.

How to Apply: Applicants should familiarise themselves with the Position Description and submit a one-page pitch addressing your suitability for the role. Applications should include a current curriculum vitae and details of two referees. An individual response to each criterion is not required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lewis Hayward (02) 6207 5615 Lewis.Hayward@act.gov.au

**Revenue Management
Compliance**

Compliance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59184, Several)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: The ACT Revenue Office is seeking an innovative and committed person to join us to raise raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. Positions are available at Administrative Services Officer 3,4,5,6 levels as at the Senior Office Grade C level. The Revenue Office currently works under a hybrid working model, with the working week split between time in the Civic Office (two days) work from home (three days).

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.

How to Apply: Applicants should provide a written supporting statement of no more than two pages, and a relevant curriculum vitae (CV). The written statement should outline the applicants capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Amos (02) 6207 0102 Louise.Amos@act.gov.au

**Revenue Management
Compliance**

Compliance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59723, several)

Gazetted: 19 May 2023

Closing Date: 7 June 2023

Details: The ACT Revenue Office is seeking an innovative and committed person to join us to raise raising the funds necessary to support the provision of high quality services to all Canberrans.

The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement.

Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The Revenue Office currently works under a hybrid working model, with the working week split between time in the Civic Office (two days) work from home (three days).

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

Positions are also available at Administrative Services Officer 3,4,5 levels and Senior Office Grade C.

How to Apply: Applicants should provide a written supporting statement of no more than two pages, and a relevant curriculum vitae (CV). The written statement should outline the applicant's capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phang-Chun Lim (02) 6207 5971 Phang-Chun.Lim@act.gov.au

Corporate

Corporate Management

Governance, Security and Audit

Audit Coordination Officer (Secretariat)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57528)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (Directorate). It administers the governance framework, corporate policies, audit and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Audit Coordination Officer to support the Chief Internal Auditor with the management of the secretariat function of the CMTEDD Audit and Risk Committee and the internal audit function, and other tasks within Corporate Management Branch as required.

Working predominantly in the corporate governance sphere, this position will liaise with business areas across the Directorate.

The successful candidate will demonstrate a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines.

Strong written and oral communication skills are imperative for success in this role.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working 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.](#)

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 provide a one to two page written response addressing your ability to meet the criteria outlined in the attached Position Description. Please also provide your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fleur Reid (02) 6207 7860 Fleur.Reid@act.gov.au

Economic Development

artsACT

Arts Programs

Assistant Director, Arts Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 21712, several)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: artsACT is seeking Assistant Directors, Arts Programs to assist with the delivery of the arts funding programs and administering government business including briefs, speeches, and general correspondence. The successful applicant/s will need strong program management skills, strong oral and written communications skills, as well as a history of developing productive working relationships with internal and external stakeholders. A sound understanding of government business and the arts sector is highly desirable.

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. This position is under activity-based working

arrangements, including that officer do not have a designated workstation/desk. Flexible working arrangements providing for at least part of the week to be worked at home are currently in place by mutual agreement.

Note: There is one permanent and one temporary position available until November 2023, 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 based on application and referee reports only.

How to Apply: Please include a two-page expression of interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sheri Norton (02) 6207 9454 Sheri.Norton@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 40911, several)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: The ACT Revenue Office is seeking an innovative and committed person to join us to raise raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. Positions are available at Administrative Services Officer 3,4,5,6 levels as at the Senior Office Grade C level. The Revenue Office currently works under a hybrid working model, with the working week split between time in the Civic Office (two days) work from home (three days).

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.

How to Apply: Applicants should provide a written supporting statement of no more than two pages, and a relevant curriculum vitae. The written statement should outline the applicant's capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Amos (02) 6207 0102 Louise.Amos@act.gov.au

Office of Industrial Relations and Workforce Strategy

Partnership Services

Recruitment and Information Services

Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37981)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Do you have administrative experience and looking for something new? Or are you looking to gain government administrative experience? The Recruitment and Information Services team has an exciting administrative position available and would love to hear from you.

The Administrative Support Officer is responsible for:

Processing National Police Checks, Medicals and Probations reports.

Managing unsuccessful email notifications.

Providing general administrative support.

We are looking for someone who has:

Demonstrated experience in a customer focused, administrative position.

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

Is an open, clear, and friendly communicator.

Ability to organise and coordinate work.

Attention to detail.

A positive attitude and is open to learning and growing alongside others.

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 a period up to six months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page maximum pitch, outlining your skills and experience relevant to the positions selection criteria and what you bring to the role, with a current curriculum vitae with the contact details of two referees, ensuring one is your current manager.

Applications should be sent to the Contact Officer.

Contact Officer: Jenna Carroll (02) 6205 0343 Jenna.Carroll@act.gov.au

Office of Industrial Relations and Workforce Strategy

Whole of Government Public Sector Employment

Industrial Relations

Director, Whole of Government Workplace Relations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61624)

Gazetted: 22 May 2023

Closing Date: 12 June 2023

Details: About the Job

The ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for propelling change through contemporary employment conditions. We have an exciting work agenda, which includes embracing agility and flexibility, and ensuring that our industrial relations and employment framework is prepared to face rapidly changing workforce arrangements in the ACT. Our team is part of the Office of Industrial Relations and Workforce Strategy which is leading work on shaping the culture and workforce practices of the ACTPS.

We have an opportunity for a Director, Whole of Government Workplace Relations to join us here in the Public Sector Employment team and make meaningful change and contributions to the ACTPS employment framework. As an Industrial Relations and Employment Conditions Officer, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice!

If you have a strong desire to perform meaningful work and undertake critical thinking and problem solving, then this is the job for you!

Landing this job will mean working in a team that is responsible for developing, negotiating and implementing enterprise agreements, related policies, and processes, and for providing high quality advice to the ACT Government and directorates. You will also assist in providing essential work in the application, implementation and interpretation of Public Sector employment related legislation. You will also collaborate to develop (or provide advice) on workable solutions, working closely with a vast range of stakeholders across the ACTPS.

Most importantly, you will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. The Public Sector Employment team value a strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate.

Diverse background?

The ACTPS 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, veterans and those who identify as LGBTIQ+ are encouraged to apply.

Need ACTPS experience?

No, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

Notes: A Merit Pool will be established from this selection process and will be used to fill similar vacancies should they arise over the next 12 months. There is also a future temporary employment opportunity in the team and this recruitment process may also lead to an offer of temporary employment to an additional applicant.

How to Apply? Please submit a two-page (maximum!) pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Szandurski (02) 6207 0810 Kim.Szandurski@act.gov.au

Revenue Management

Compliance

Compliance Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58981, Several)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: The ACT Revenue Office is seeking an innovative and committed person to join us to raise raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. Positions are available at Administrative Services Officer 3,4,5,6 levels as at the Senior Office Grade C level. The Revenue Office currently works under a hybrid working model, with the working week split between time in the Civic Office (two days) work from home (three days).

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.

How to Apply: Applicants should provide a written supporting statement of no more than 2 pages, and a relevant curriculum vitae (CV). The written statement should outline the applicants capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Regulatory Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49570)

Gazetted: 22 May 2023

Closing Date: 29 May 2023

Details: The Utilities Technical Regulation (UTR) team supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way.

Further information on UTR is available at

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation.

In a dynamic and rapidly changing environment, within the energy, gas and water sectors including light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives.

Applicants with suitable experience in government processes, particularly regulation, which is applicable to the regulation of licensed and/or unlicensed regulated utilities are sought. In addition to relevant experience, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders.

You will be responsible for engaging with other jurisdictional, state and national regulatory agencies, and working with technical officers and engineering consultants to provide clear recommendations to a range of stakeholders who do not have an engineering background. You will be required support the delivery of policy programs and the establishment of regulatory framework that support the introduction of innovative technology in the renewable energy sector.

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 in a regulatory environment, within a utility or renewable energy environment, or policy area is highly desirable.

Notes: 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 provide a two-page application addressing the Selection Criteria, contact details of two referees along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heath Chester 0419 162 193 Heath.Chester@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Construction and Planning Investigations Team

Investigations Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 15349)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help improve the quality of building in the ACT? This might be the opportunity for you.

Access Canberra are looking for an Investigations Assistant to assist with a variety of investigations. As a member of the Construction and Planning Investigations Team, you will operate with a high degree of integrity to assist with the smooth running of multiple complex investigations relating to complaints under the Building Act 2004, the Planning and Development Act 2007, the Heritage Act 2004 and the Construction Occupations (Licensing) Act 2004.

You will be motivated and independent, able to think critically and show initiative in assisting with the progress of investigations, enforcement action and building inspections. You will have excellent attention to detail and the ability to liaise with internal and external stakeholders. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government.

If this sounds like you, and you have an interest in the building and planning area, we would love to hear why you would be the best person for the job!

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 temporary position available immediately for nine weeks with the possibility of extension 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. Current and former ADF members are encouraged to apply.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please attach the following to your application:

Your current curriculum vitae.

Names and contact details of two professional referees (one of whom is to be a current or very recent supervisor).
A written pitch of no more than two pages, demonstrating your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved.
Applications should be submitted via the Apply Now button below.
Contact Officer: Ellen Collins (02) 6205 9643 Ellen.Collins@act.gov.au

Access Canberra

Strategy and Planning Branch

Government Business and Coordination

Legal Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 05749)

Gazetted: 23 May 2023

Closing Date: 30 May 2023

Details: Access Canberra's Government Business and Coordination Team is seeking a highly motivated and enthusiastic individual to fill the role of Legal Assistant.

In this role you will provide assistance and administrative support to ACT Government Solicitors working within Access Canberra, provide secretariat services to the Access Canberra Regulatory Advisory Committee, coordinate requests for legal assistance and representation, coordinate responses to Subpoenas and Non-Party Productions, and prepare reports for Access Canberra Executives on legal matters.

This role is an excellent opportunity to expand your skills, develop your understanding of whole of government matters and to learn about the inner workings of Access Canberra.

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 25th October 2023 with the possibility of extension up to 12 months and/or permanency.

A merit pool will be established from this recruitment and may be used to fill other identical vacancies arising within the next 12 months. Applications may be assessed on application and referee report alone.

Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are to provide a current curriculum vitae and a maximum one-page pitch demonstrating their Capacity to meet the Skills, Knowledge and Behaviours outlined in the Position Description. Applicants will also be required to list two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lana Smith (02) 6205 8603 Lana.Smith@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 39504)

Gazetted: 23 May 2023

Closing Date: 13 June 2023

Details: Reporting to the Project Manager, Portfolio Delivery Office, Education Program, you will manage a range of concurrent IT infrastructure tasks for the Education Directorate. These will range from minor refurbishments of schools, through to the build of new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple tasks across multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision. You will provide the specialist IT technical advice and knowledge to ensure the success of the projects.

This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Digital, Data and Technological ICT teams.

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:

Hold a current CMTEDD issued Personnel Vetting Program Certificate or ability to obtain and maintain a certificate/clearance is mandatory. Project Management qualifications would be highly desirable. Previous experience of managing IT projects in a construction environment will be highly regarded, especially in an education setting.

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

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Akula (02) 6205 0337 Sam.Akula@act.gov.au

Corporate

Corporate Management

Governance, Security and Audit

Agency Protective Security Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48832)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (Directorate). It administers the governance framework, corporate policies, audit and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Agency Protective Security Officer who will be responsible for coordinating protective security functions and supporting the improvement of the protective security maturity within the Directorate.

The Agency Protective Security Officer works in the Governance, Security and Audit team, which are a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The Security Officer supports the Directorates' Agency Security Advisor with the implementation and ongoing management and reporting of the Protective Security Framework and security-related activities within the Directorate. This includes, but is not limited to, reviewing, updating and communicating policies, procedures, guidance and training documentation.

Reporting to the Director, Security and Risk, the Agency Protective Security Officer is responsible for providing security advice, including for international travel, coordinating access to CCTV footage, and coordinating security clearances.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working 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.](#)

Eligibility/ Other Requirements

Hold an Australian Government Security Vetting Agency (AGSVA) Vetting 1 (NV1) Security Clearance Negative or have the ability to obtain and maintain one.

Notes: Selection may be based on application and referee reports only. Please note, 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 provide a two-page written response addressing your ability to meet the Criteria outlined in the attached Position Description to the Contact Officer. Please also provide your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: MichaelX Robinson (02) 6207 9189 MichaelX.Robinson@act.gov.au

Payroll and Human Resource Systems

Payroll Services

Payroll Team Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53390, several)

Gazetted: 24 May 2023

Closing Date: 31 May 2023

Details: The Shared Services Payroll team are seeking experienced and skilled Payroll Team Coordinators to join our team.

As a Payroll Team Coordinator, you will work in a large team and be responsible for providing support to your Team Supervisor, as well as your team members and colleagues within Payroll Services.

Your primary tasks will be to:

Support the Team Supervisor/s in managing the team/s to deliver pay and conditions in accordance with the relevant Enterprise Agreements and legislation.

Undertake relevant casework and prepare well developed and researched correspondence, reports and submissions relating to payroll activities as requested.

In working with the Team Supervisor, identify individual and team payroll training requirements, implement, develop and deliver training and/or presentations as agreed and required.

Accurately calculate, process and check salary and allowance payments, including overtime and penalty rates in a timely manner.

Additional responsibilities include interpreting and providing accurate and considered advice relating to Enterprise Agreements and relevant legislation and policies for current payroll processes.

The ideal candidate would be a highly motivated team player who demonstrates superior customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute 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.

We look forward to hearing 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 CMTEDD issued ACT Government Personnel Vetting Program (PVP) certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment \(act.gov.au\)](#) and [Personnel Vetting - Careers and Employment \(act.gov.au\)](#)

Note: These are temporary positions available immediately for up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months across Payroll Services.

How to Apply: You are required to provide -

Your resume or curriculum vitae (two to three pages preferred).

A pitch up to two-pages, outlining your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11).

Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 [prior to the close date/time.](#)

Please review the applicant guide within the Position Description for more information on developing your pitch when applying for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Mullavey (02) 6205 1677 Malcolm.Mullavey@act.gov.au

**Whole of Government
Communications & Engagement
Content Team**

Content Officer (social media)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 31114)

Gazetted: 24 May 2023

Closing Date: 11 June 2023

Details: About us:

We are a high-performing social media team that continues to see consistent growth in followers and engagement

We produce and manage all content for the ACT Government Facebook, Twitter and LinkedIn and WeAreCBR Instagram accounts

We know how to balance announcements that affect all Canberrans alongside the latest trending memes

We are a supportive team who always pushes to make our content the best it can be

About you:

You love social media and want to learn how to use it effectively to speak different audiences through different channels

You work well in a team, are self-motivated and proactively look for solutions to problems

You are passionate about driving exciting ideas to increase online engagement, and can manage content in its entire life cycle, including from ideation to publishing and evaluation

You enjoy working with a variety of stakeholders and collaborating with teams throughout government

The Chief Minister, Treasury and Economic Development Directorate's Communications and Engagement team is looking for an ASO5 Content Officer. This role is an exciting opportunity for an enthusiastic and motivated communications professional with a passion for social media.

Collaborating within and across teams to develop and distribute high quality and creative content, the successful applicant will:

Create and publish high quality, creative and engaging written content for ACT Government social media channels, working flexibly to assist in broader content creation.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams across government to support the implementation of engaging and interactive digital content strategies, for whole-of-government projects, services and initiatives.

Assist with the management of the content calendar and identify creative opportunities using the latest social media trends.

Bring an audience-first lens to your work, including conducting analytics reporting to extract key insights, and monitoring social media channels to prepare responses to community inquiries.

Actively engage in a team environment and positive culture, as part of a broader content and communications team, by demonstrating our core values, celebrating success, and committing to continued learning and development.

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 and/or demonstrated experience working professionally in communication, journalism, media and/or public relations is highly desirable.

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

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Staff currently work in a hybrid model, both from the office and home. Please discuss any concerns you may have with the Contact Officer.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the social media team in the Chief Minister, Treasury and Economic Development Directorate.

Please include an up-to-date curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joni Wanless (02) 6205 8206 Joni.Wanless@act.gov.au

Corporate

CMTEDD CIO Branch

Digital and ICT Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55532)

Gazetted: 24 May 2023

Closing Date: 14 June 2023

Details: This is your opportunity to be part of a small but growing team of digital leaders who are stimulating the transformation of Digital and ICT services within CMTEDD. Led by the Chief Information Officer (CIO), the team is responsible for establishing and executing cyber assurance and governance, enhancing service delivery through digital transformation, building data-literacy, increasing digital and ICT project management capability, and supporting systems modernisation.

The ideal candidate is somebody who is passionate, customer focussed, and outcomes oriented. The primary purpose of the role is to oversee and coordinate delivery of business, administrative and support services and projects to facilitate CMTEDD CIO Branch's service delivery to agreed standards.

They will have capacity to:

Work with multiple stakeholders to achieve outcomes.

Understand and apply project management principles and best practice.

Implement a disciplined approach in managing administrative tasks relating to people, projects, and other activities of the branch.

Collate, analyse, and present data and information. Work in a small, multi-disciplinary team.

Learn and adapt to change.

Eligibility/Other Requirements:

To be successful in this role you will possess:

A broad ICT and digital knowledge, project management skills or business administration to support the high standards in service delivery.

Demonstrated ability in managing projects and meetings, analyse data and information, and developing quality written material.

Effective communication and interpersonal skills, and ability to establish and maintain productive working relationships with stakeholders.

Ability to plan and organise activities, prioritise workloads and meet set deadlines, taking account of changing circumstances.

Analytical thinking and problem-solving skills to resolve problems for customers.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Qualifications in Project Management, business administration, and/or IT management would be considered as highly desirable.

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 from 1 June 2023 to 31 May 2024 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please submit a two page pitch that responds to the required Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description. Please also submit your curriculum vitae and provide the contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: NoelW Chan (02) 6207 8380 NoelW.Chan@act.gov.au

Access Canberra

Strategy and Planning

Government Business & Coordination

Government Business & Coordination Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38223)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: Access Canberra's Government Business and Coordination Team is seeking a highly motivated and enthusiastic individual to fill the role of Government Business and Coordination Officer.

The Government Business and Coordination Team is a critical coordination point between Government, the Access Canberra Executive and the broader organisation. We are seeking an expert who can manage competing priorities, has excellent communication skills and an innovative problem solver with a firm understanding of all things Cabinet, Assembly and Government Business. The broad range of functions performed by the team include Cabinet and Legislative Assembly processes, management of operational Delegations and Appointments, Ministerial correspondence management, coordination of information requests, reporting and Secretariat services. The successful applicant will lead the coordination of Cabinet and Assembly business, will require the ability to work under changing priorities and pressures, can communicate and negotiate with diverse stakeholders, and be able to work effectively as part of a team.

The successful applicant will be relied on to examine, evaluate, and coordinate responses provided by areas within Access Canberra to the team relating to Government business. You will need to be agile, have a high level of attention to detail and exercise sound judgement to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer. 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 to fill other identical vacancies that may arise within the next twelve months. The successful applicant may be determined by application and referee reports only.

Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are to provide a current curriculum vitae and a maximum two-page pitch demonstrating their capacity to meet the Skills, Knowledge and Behaviours outlined in the Position Description.

Applicants will also be required to list two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh McInnes (02) 6207 7421 Ashleigh.McInnes@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

Executive Branch Manager, Child and Youth Protection Services

Temporary Vacancy (19 June 2023 to 17 July 2023)

Community Services Directorate

Children, Youth and Families

Position: E758

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 25 May 2023

A challenging and broad-ranging role that gives back to the community.

The Community Services Directorate delivers integrated long-term policy advice for the ACT Government and client-centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

If you want a challenging and broad-ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

Children, Youth and Families (CYF) works in partnership with the community to protect children and young people from being harmed and from harming others. CYF also works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response.

The Executive Branch Manager, Child and Youth Protection Services is responsible for the provision of an array of statutory services to ACT children and young people and their families.

The position occupant has responsibility for key performance indicators pertaining to children and young people in ACT statutory systems, legislation, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in youth justice and care and protection at both a local and national level.

The position will report directly to the Executive Group Manager, Children, Youth and Families (Deputy).

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.

To apply: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Silvia Lapid via email, silvia.lapid@act.gov.au by COB Thursday 1 June 2023.

Contact Officer: Silvia Lapid, silvia.lapid@act.gov.au

Community Services

Children, Youth and Families

Practice and Performance

Practice and Performance - Executive Office

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710 Canberra (PN: 34292)

Closing Date: 06 June 2023

Gazetted: 24 May 2023

Weeks to Close: 2

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families, and their careers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong, and connected.

The Executive Officer works as part of a team to deliver professional outcomes across Children, Youth and Families. The Executive Officer works closely with the Children, Youth and Families Executive team including the Executive Group Manager, Executive Group Manager (Deputy) and Executive Branch Managers. The Executive Officer performs secretariat functions, manages confidential documents, creates client and other briefs, facilitates project reporting, and analyses and reports financial and statistical information.

The position is fast paced and require the management of competing priorities as they arise. You'll be required to engage with and understand the content and understand the importance of nuance. The successful candidates will assist the Executive Manager (Deputy) to manage workloads and priorities; provide strategic and procedural advice on Divisional issues; undertake research and analysis; and review and prepare materials.

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

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

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

Selection may be based on application and referee reports only.

How to apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Silvia Lapid (02) 6205 3657 Silvia.Lapid@act.gov.au

Communities

Support Services for Children

**Child Development Service
Occupational Therapist**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36146, several)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to three years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The CDS have several vacancies available for a Health Professional Level 3 Occupational Therapists. This is a permanent position. Full-time and part-time applicants will be considered.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

At least three years recent practice experience working with children, their carers and families.

Tertiary qualifications in Occupational Therapy.

Eligibility for membership of Occupational Therapy Australia.

Current Australian Drivers Licence.

Working with Vulnerable People Check.

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

How to Apply: Applicants are required to respond to The Selection Criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date. Applications may be assessed by Selection Criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eleanor Downing (02) 6205 4212 Eleanor.Downing@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36122, several)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to three years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The CDS have several vacancies available for HP3 Speech Pathologists. These are permanent positions. Full-time and part-time applicants will be considered.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander

people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

At least three years recent practice experience working with children, their carers and families.

Tertiary qualifications in Speech Pathology.

Eligibility for membership of Speech Pathology Australia.

Current Australian Drivers Licence.

Working with Vulnerable People Check.

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

How to Apply: Applicants are required to respond to the Selection Criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date. Applications may be assessed by Selection Criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 Katherine.Francis@act.gov.au

Children, Youth and Families

P&P- Cultural Services Team

Cultural Services Officer

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 11400)

Gazetted: 23 May 2023

Closing Date: 13 June 2023

Details: The Cultural Services Team are focused on working in partnership with families, the community and CYPs colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs. The Cultural Services Teamwork with cultural integrity, using the Aboriginal and Torres Strait Islander Child Placement Principle as their framework, led by family decision making and self-determination.

The Cultural Services Team provide a cultural lens when supporting Aboriginal and Torres Strait Islander children, young people, and families. Their work is to keep children connected to their family, community, and culture, and we are committed to promoting the principles of connection, participation, placement, partnership, and prevention.

The CYP2 Cultural Services Officer role is focussed on supporting CYPs to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

One year of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's license is essential.

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

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Communities

Executive Support Team

Assistant Director Ministerial Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61609)

Gazetted: 23 May 2023

Closing Date: 30 May 2023

Details: An excellent opportunity is now available for an Assistant Director, Ministerial Services to join the Executive Support Team in the Communities Division at Community Services Directorate (CSD).

The role is focused on coordination and management of Ministerial, Assembly and Cabinet business and administrative support of the Communities division. Our friendly and dynamic Executive Support Team operates in a fast-paced work environment to support Communities Executive, is customer focused and delivers high level assistance and advice, quality control, coordination and engagement. Our Assistant Director Ministerial Services will work as part of a team and be responsible for day-to-day management and coordination of Ministerial and Directorate level briefings, correspondence and other ad hoc information requests, ensuring high level attention to detail and quality assurance.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: Applications should be including current curriculum vitae and two page maximum response to Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Perkins (02) 6205 0035 Anita.Perkins@act.gov.au

Children, Youth and Families

Practice and Performance

Cultural Services Team

Principal Practitioner, Cultural Services Team

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 33997)

Gazetted: 22 May 2023

Closing Date: 12 June 2023

Details: The Community Services Directorate (CSD) has responsibility over a wide range of human service functions in the ACT, including; multicultural affairs, public and community housing services, children, youth and family support, seniors, veterans, Aboriginal and Torres Strait Islander affairs, homelessness programs, women, community engagement, domestic and family violence support, and community disaster recovery.

The Cultural Services team, in our Child and Youth Protection Services (CYPS) branch, are focussed on working in partnership with families, the community and CYPS colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPS.

The Principal Practitioner, Cultural Services role is responsible for providing strong leadership and supporting the strategic vision and work plan for the Cultural Services team and contribute towards ensuring CYPS has the capability to deliver its statutory obligations through a culturally intelligent and responsive workforce. Working closely with local Aboriginal and Torres Strait Islander community-controlled organisations, funded partner organisations, and the wider Aboriginal and Torres Strait Islander community, this position will support provision of practice, coaching and mentoring within the team. The role will also have a focus on leading project work that is centred in practice, within the Cultural Services Team.

Eligibility/Other requirements: This is an Aboriginal and/or Torres Strait Islander Identified position.

Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

- Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

- Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. Please

Note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

- At least 5 years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

- Current Driver's License

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

How to Apply: Please submit your 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: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Corporate

Governance

Ministerial and Government Services

Coordination Officer Role

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09300)

Gazetted: 19 May 2023

Closing Date: 26 May 2023

Details: The internal Ministerial and Government Services Unit is looking for a suitable candidate to support the team to manage the coordination of requests from internal and external stakeholders that relate to Ministerial, Assembly and Cabinet business.

The Coordination Officer will work in the team to drive the coordination and collation of requests from stakeholders for the Community Services Directorate. The coordination officer will also be asked to assist the team with administrative tasks as required. Initiative, teamwork, organisational skills, attention to detail and an ability to manage competing priorities are essential to perform this role.

The successful candidate will work closely with a fast paced team supporting the directorate and ministers offices to obtain optimal results for the Directorate.

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

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Candidates should provide an updated curriculum vitae and a one page application addressing the Selection Criteria with consideration of the duties of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Condon (02) 6205 1037 Lynda.Condon@act.gov.au

Communities

Women, Youth and Multicultural Affairs

National Multicultural Festival

Business Manager, National Multicultural Festival

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52357)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Details: Communities Division is seeking a motivated, collaborative, and experienced candidate to join a small and dedicated team to lead the business operations for the much loved, community-led National Multicultural Festival. Reporting to the Senior Director, the Director (SOGB) will utilise their comprehensive outdoor event experience

and project management skills to oversee the operational planning for the festival including risk, emergency, staff and compliance management; lead the procurement and contract management of major suppliers; utilise their high level skills in stakeholder engagement and relationship building to achieve business outcomes including sponsorships; and work closely with and support our wonderful culturally and linguistically diverse communities. 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 event management, project management or a related field are highly desirable. The ability to work flexible hours including outside core business hours, extended hours and weekends during event delivery periods is required.

Notes: 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. Please note, 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 two-page pitch addressing the Selection Criteria, together with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Simon (02) 6207 3919 Jayne.Simon@act.gov.au

Corporate

Governance Branch

Ministerial and Government Services unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 55632)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Details: The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, domestic and family violence support and policy, and community disaster recovery.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals.

Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>.

Corporate Services is responsible for whole of directorate governance, finance and budget, people, culture and capability and business transformation and systems. This includes the provision of advice and support services to CSD, Senior Executives and Ministers.

The Ministerial and Government Services Unit sits within the Governance Branch and is responsible for the co-ordination and management of Ministerial, Assembly and Cabinet business, whole of organisation accountability reporting, support to directorate executives and the Office of the Minister. CSD Ministers include Minister and Assistant Ministers for Families and Community Services; Minister for Disability; Minister for Women; Minister for Multicultural Affairs; Minister for Aboriginal and Torres Strait Islander Affairs; Minister for Homelessness and Housing Services; Minister for Early Childhood Development; Minister for Education and Youth Affairs; Minister for Housing and Suburban Development; Minister for the Prevention of Domestic and Family Violence; Minister for Homelessness and Housing Services.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available immediately up to 12 months, with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your current curriculum vitae and a one page statement of claims addressing the Skills and Knowledge and Behavioural Capabilities of the position when considering the work of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Condon (02) 6205 1037 lynda.condon@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

Deputy Director-General

Temporary Vacancy (24 July 2023 to 4 August 2023)

Education Directorate

Position: E716

(Remuneration equivalent to Executive Level 3.2)

Circulated: 24 May 2023

Circulated to: Band 2 and 3 Executives

The Education Directorate has a temporary vacancy from 24 July 2023 – 4 August 2023 to fill the position of Deputy Director-General.

The Deputy Director-General (DDG) will assist the Director-General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement. The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2022-25.

The DDG will work closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The DDG will work with and may deputise for the DG to:

- provide high level policy advice to the Minister for Education;
- develop a culture of safety first and build capability to strengthen inclusive education services;
- foster quality teaching by building the professional capability of school leadership and educators;
- implement ACT Government policy on early childhood education and care and school education; and
- manage and drive continuous improvement in the delivery of public education.

The DDG will:

- lead integration of policy and services across the organization
- promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;
- implement ACT Government policy on school education for all school age students;
- drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and
- monitor enterprise and strategic risk.

The function also provides direct advice to the DG for the Minister and Cabinet as required.

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 \$383,071 - \$398,430 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$341,319.

To apply: Interested candidates should submit a one page Expression of Interest and a current curriculum vitae (including the contact details of two referees) to Jane Simmons at jane.simmons@act.gov.au by COB Wednesday 7 June 2023.

Contact Officer: Jane Simmons jane.simmons@act.gov.au

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

Principal, Calwell Primary School

School Leader A 1 \$175,964, Canberra (PN: 31763)

Gazetted: 24 May 2023

Closing Date: 6 June 2023

Details: Calwell Primary School caters for students from Preschool to Year 6 with approximately 266 enrolments and is situated in the Tuggeranong Valley of Canberra. Calwell PS places a strong focus on the acquisition of literacy, numeracy and inquiry skills that provide the essential platform for success. Staff are part of a dedicated professional team committed to scaffolding students' learning experiences and meeting their educational, social and wellbeing needs.

The school strives to create strong community links with an enthusiastic student body and a supportive school board and P&C.

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)

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Norton (02) 62058219 EDU.DSIOffice@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.

School Improvement and Performance

South/Weston Network

Evelyn Scott School

Staffing Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60059)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: Evelyn Scott School is seeking a highly motivated 'people person' to join our team. We need a highly motivated, collaborative and efficient Staffing Officer for our P-10 School. The successful applicant will work closely with the Business Manager and the Leadership Team and demonstrate a considerable degree of independence, consistently exercise sound judgment, confidentiality, and discretion.

The position is responsible for organising relief staff to cover staff absences, assisting with staff timetabling, reconciling staff leave submissions, preparing and lodging staff contracts, providing advice and support to executive and all staff relating to HR and staffing matters.

Further duties include general administrative duties including records management. The applicant will possess excellent time management, communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

Mandatory:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://act.gov.au)

Highly Desirable:

Experience in a school office environment

Knowledge of Sentral, Timetabling Solutions, SSEMS, SIMS and Microsoft Office packages.

First Aid qualifications

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

How to apply:

Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Applicants should submit a response to each Selection Criteria which outlines Skills and Experience relevant to the position no longer than two pages.

Applicants should submit a current curriculum vitae and two referee reports. Referees need to have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

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: Emma Dale (02) 6142 3491 emma.dale@ed.act.edu.au

Evatt Primary School

School Leader C

School Leader C \$132,293, Canberra (PN: 11377)

Gazetted: 23 May 2023

Closing Date: 30 May 2023

Details: Evatt Primary School is seeking a collaborative and dynamic leader to join the school leadership team. The successful applicant will have experience implementing and embedding Professional Learning Communities and whole school evidence-based practices across Preschool to Year Six.

This role will be responsible for:

Leading and championing whole school pedagogical practices and programs

Leadership of teams ranging from P-6, including multiple Disability Education Programs

Coaching and mentoring of teachers and support staff

Supporting staff to use evidence to improve teaching practice and learning outcomes for all students.

Leading school priorities through Evatt's School Improvement Model, including the leadership of a School Improvement Team

Supporting the implementation of the schools Family Connect model aligned with the Future of Education Strategy: Strong Communities for Learning

High levels of written and oral communication skills, building strong positive relationships and connections with staff, students, families, and allied health community members

Undertaking a teaching load, including Disability Education Programs as determined by the Deputy Principal or Principal

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp).

Notes: 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:

Supporting statement addressing the leadership capabilities and be written with a focus on the job description specified for the position.

Current curriculum vitae and

Name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamal See (02) 6142 1641 Jamal.See@ed.act.edu.au

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

Business Services

Governance

Governance, Policy and Procedure

Assistant Director (School Boards)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45326)

Gazetted: 22 May 2023

Closing Date: 1 June 2023

Details: Do you provide high quality client services, show a strong commitment to accuracy and give great advice?

We have an exciting opportunity for a values-driven professional to join us to support the functioning of ACT public school boards and good governance in Education.

As Assistant Director (School Boards), you have opportunity to make an impact and improve education support services in the ACT. You will become part of a supportive and inclusive culture of passionate professionals.

We are seeking a self-motivated, organised, and dedicated professional who is collaborative, goal-oriented, and has excellent communication skills. The Assistant Director will build and grow positive and productive relationships across the ACT public education system and be a valued member of the Governance team. This role offers a high degree of variety and flexibility in a leading learning organisation where people are valued and work together to achieve the best possible outcomes for children and young people and our 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: Experience in the ACT Public Service and interpreting/applying policy and legislation would be highly desirable.

Note: This is a temporary position available immediately for five months with the possibility of extension up to 12 months and/or permanency. Selection may be made 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. This position operates under a flexible, hybrid work arrangement that includes working from home and Education Offices. Education Offices are designed for activity-based working and officers do not have designated workstations/desks.

How to Apply: Please submit the following as your application -

A written pitch of no more than two pages that addresses the criteria for the role as outlined in the Position Description.

Your current curriculum vitae.

Details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geneva Donne (02) 6205 4277 Geneva.Donne@act.gov.au

Service Design and Delivery

Universal School Support

Languages

Assistant Director Languages

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36645)

Gazetted: 19 May 2023

Closing Date: 26 May 2023

Details: POSITION OVERVIEW

The languages area oversees the policy, programs and government business related to the provision of language programs in ACT public schools. It services the school and languages community through agreements and memoranda of understanding for the promotion and support of languages.

In this role you will work across the language's areas providing administrative and secretariat support of the Language Network Leader group and the Canberra Languages Network. You would also be drafting the agreements, assisting with government business and lead the consultation process for the Languages Education Action Plan.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and directorates to develop documentation and provide outstanding secretariat support.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to ‘wear multiple hats’ and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

DUTIES / RESPONSIBILITIES

Engage with a diverse range of stakeholders on matters relating to languages in ACT Schools.

Lead the writing and progression of Memoranda of Understanding and Agreements with various Embassies for Learning Teaching Assistants and the promotion and support of languages.

Co-ordinate procurement activities and perform MOU and contract management duties, including the development of project plans, reports, and briefs on relevant project activities.

Prepare government correspondence and advice in relation to the provision of languages in ACT Schools including relevant, current, evidence-based analysis and strategic advice to senior officers and the government on matters relating to languages in ACT public schools.

Lead consultation process for Language Action Plan and related business,

Provide leadership and support for the Canberra Language Network and the Language Network Leadership group

Undertake work that is complex in nature, under limited direction, such as overseeing the day-to-day activities of project development and implementation, ensuring that systems and services work reliably and securely with a focus on continuous improvement.

Perform independent research work and analysis including the preparation of draft reports and briefs on relevant program activities and/or project milestones.

MANDATORY REQUIREMENTS

Possession of a current driver’s licence and access to a private vehicle.

Permanent resident of Australia.

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

HIGHLY DESIRABLE

Understanding of Languages programs in ACT schools.

Current security clearance Negative Level 2.

Notes: This is a temporary position available immediately until 28 July with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please submit an expression of interest (maximum of two pages) addressing the Selection Criteria. Also provide your current resumé and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meg Owens (02) 6205 1262 Meg.Owens@act.gov.au

School Performance and Improvement

Tuggeranong School Network

Lanyon High School

Library Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 41993)

Gazetted: 18 May 2023

Closing Date: 2 June 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2023. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures. It is the vision of the Lanyon High School executive that the library be a welcoming and fun environment for the full scope of students and staff within our community.

The role of the Library Officer is full-time, but part-time would be considered. It has components that are operational and educational in nature. Operational tasks include day-to-day running of the library including some supervision of small groups for particular purposes, as directed by the executive staff. The role will involve working collaboratively with teachers to drive the strategic planning of the library space, its resources and the

development of the catalogue to meet the current and future needs of the academic and socio-emotional curriculum.

Educationally the successful candidate will develop and co-deliver, with teachers, skills and strategies that align with the school strategic goals. This includes study skills, research skills and other aspects of digital citizenship. This role will also involve working one-on-one with students on various tasks in relation to literacy and research skills, sometimes in an ad hoc and flexible manner.

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

MANDATORY

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

HIGHLY DESIRABLE

Any qualifications in education or library services.

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

How to apply: Please submit your response of up to three pages in length addressing the six (6) selection criteria's as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Croucher (02) 6142 1800 Lara.Croucher@ed.act.edu.au

Office for Schools

South Weston Network

Charles Weston School Coombs

Finance and Enrolment Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54866)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Charles Weston School Coombs is seeking a collaborative, organised and self-motivated team member for the position of Finance and Enrolment Officer. The position holder is an active member of the school business and administration team reporting to the Business Manager and assisting with the management of financial performance and students' enrolments.

The applicant must show initiative and be able to work independently and within a team.

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

Eligibility/Other Requirements:

Essential

Working With Vulnerable People card

Highly Desirable

First Aid Certificate or willingness to obtain

Experience in finance management and Enrolment within a school environment.

Knowledge of Sentral and Xero.

Notes: This is a temporary position available from 26 June 2023 until 25 June 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than three pages addressing the selection criteria together with your curriculum vitae and the name of two referees. Provide evidence of your suitability to the role by including examples that clearly demonstrate your relevant skills, professional/technical skills and knowledge and behavioural capabilities as required.

Applicants must attach their Working With Vulnerable People Card

Applications should be submitted via the Apply Now button below.

Contact Officer: Virginia Morcos (02) 6142 0404 Virginia.Morcos@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

**Executive Group Manager, Climate Change and Energy
Temporary Vacancy (19 June 2023 to 14 July 2023)
Environment, Planning and Sustainable Development Directorate
Climate Change and Energy**

Position: E692

(Remuneration equivalent to Executive Level 2.2)

Circulated: 18 May 2023

Circulated to: ACTPS Senior Executive List

The role reports directly to the Deputy Director-General, Environment, Water and Emissions Reduction and is responsible for delivering high quality and value services across government and to the community in the areas of Climate Change and Energy policy, programs, and partnerships.

You will have a high level of leadership and communication skills and a proven capacity work collaboratively, lead engagement activities and provide strong representation for the group and Directorate by identifying and realising the changing needs of community and government.

You'll provide quality robust advice on planning and implementing effective strategies and policies as well as contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community.

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 \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to the Contact Officer by COB Thursday 25 May 2023.

Contact Officer: Geoffrey Rutledge (02) 6207 5001 Geoffrey.rutledge@act.gov.au

**Environment and Planning
Corporate Services and Operations
Governance Compliance and Legal
Government Services
Director**

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43127)

Gazetted: 22 May 2023

Closing Date: 05 June 2023

Weeks to Close: 2

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

Government Services is looking to recruit to a potential vacancy, a highly motivated applicant to undertake role of Director, Government Services team. To perform this role successfully, you will:

- be informed – you know relevant government processes and frameworks and have the capabilities to lead and empower a high performing team with agility and foresight.
- be connected and curious - you will play a key leadership role in the Government Services team and be accountable for leading day to day operations often with competing and challenging timeframes.
- be energetic and enthusiastic – you will oversee a range of support to EPSDD staff and executive and Ministers' Offices in relation to Cabinet, Assembly and Government Business matters.

Check out the Position Description and if you have relevant experience to take on this role or believe your Experience, Skills and Knowledge translate across to this exciting position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding with a leadership focus.

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

Notes: This is an expected temporary position available from the 19th of June 2023 until the 14th of June 2024 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. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Highlight why you are the best person for the role through a two-page pitch against the Selection Criteria as outlined in the Position Description along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

City Renewal Authority

Governance Assurance and Capability

Senior Finance Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59637)

Gazetted: 22 May 2023

Closing Date: 29 May 2023

Details: The Finance team reports to the Authority's Deputy Chief Executive Officer and provides advice, support and assistance to the Authority Board, its committees, the Chief Executive Officer, and the Authority's executive and staff.

The Business Operations Team also administers a number of Service Agreements with the Suburban Land Agency and the Environment, Planning and Sustainable Development Directorate, both of which provide additional business services to the Authority.

Who we are

We are a diverse 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.

Our organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motivated, hardworking and collegiate in our approach to our work.

This position requires effective communication with internal and external stakeholders, working on multiple projects with tight timeframes and within a team that is passionate about supporting the Authority's renewal program.

Reporting directly to the Senior Director, Finance, the Senior Finance Manager is responsible for providing strategic finance advice and services to the Authority. Responsibilities include:

- Provide strategic financial governance advice
- Lead and/or assist with the delivery of annual and monthly financial statements and budgets, as required
- Provide timely advice and high-level briefings to the Executive Leadership Team, the Board and its Committees
- Drive improvements in financial performance including the management, analysis and forecasting of project and organisational financials to inform stakeholder decision-making
- Provide support and advice to project teams on strategic financial and accounting issues
- Ensure compliance with legislation, accounting standards, professional ethical standards, guidelines and policies and ensure that statutory reporting requirements are met
- Develop and maintain effective internal and external stakeholder relationships
- Work independently and as part of in a small team in the delivery of financial, management and project accounting for the Authority
- Draft and seek relevant approvals for a range of documents including briefs, Board papers, financial policies and procurement documents

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

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

How to apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Campese 0438 001 705 sarah.campese@act.gov.au

Climate Change and Energy

Senior Support team

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49305)

Gazetted: 19 May 2023

Closing Date: 30 May 2023

Details: The Senior Leadership Support team is seeking a motivated and highly organised individual with good attention to detail to work as part of a team that supports the Senior Leadership Team (Executive Group Manager, Executive Branch Managers and Senior Directors). We also work with various teams across the Division, Directorate and Whole of Government to meet the Territory's sustainability and climate change policies and targets.

We offer the opportunity to work with passionate, innovative and experienced leaders, and we offer a vibrant workplace culture that is collaborative, strategic, creative and disciplined. Our work is interesting and fulfilling and makes a difference to the people of the Canberra Community by addressing climate change and promoting sustainable energy supply and use. Our effort ensures we work towards creating our climate ready city.

The Senior Leadership Support Team is a team of three people who effectively monitors and manages a high-volume centralised inbox. Our key focus is to manage efficient workflows, up to date management information, the development and use of systems that enhance productivity across the division and facilitating effective coordination of priority tasks, to allow senior managers to focus on the highest-priority tasks.

The Business Support Officer will provide a range of administrative support functions including, booking travel and accommodation arrangements, reconciling credit cards, reconciling invoices and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently. They will also monitor the editorial quality of documents submitted to, or distributed on behalf of, the Senior Leadership Team and liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues.

If you enjoy a fast-paced, varied and interesting role we'd like to hear from you.

Eligibility/other Requirements: Occasional weekend work may be required.

Note: This is a temporary position available immediately for 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and 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 are sought from potential candidates and should include:

Two-page supporting statement addressing Selection Criteria;

Curriculum vitae; and

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Donna Theron (02) 6207 2707 donna.theron@act.gov.au

Environment

ACT Parks and Conservation Service

Fire Management Unit / Fire Forests and Roads

Senior Field Officer

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 09855, several)

Gazetted: 18 May 2023

Closing Date: 6 June 2023

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a leader of one of our fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park.

PCS is a Branch within the Environment, Heritage and Water Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for.

The Fire management Unit of the Parks and Conservation Service has several seasonal and temporary vacancies for appropriately motivated people looking to lead a team implementing bushfire management programs across the ACT. This will include bushfire fuel management activities, fire trail and infrastructure construction and maintenance and fuel hazard assessments as well undertaking bushfire standby and suppression as required.

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

Eligibility/Other Requirements:

Applicants should note that our seasonal field crews work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing, and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations.

All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous task-based fitness assessment as part of the selection process, and annually thereafter.

Any employment offers will be subject to applicants passing a pre-employment medical and a police check.

Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role.

Applicants are required to wear a uniform and work a shift roster, weekends, public holidays, or evening shifts at any PCS worksite on an 'as needs' basis.

Possess a current manual driver's licence.

Prior to commencing this role, a current registration issued under *the Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: These are temporary positions available from 28 June 2023 for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria and eligibility requirements specified in the Position Description, limiting responses to 250 word per criteria, along with your current curriculum vitae, listing two referees and their contact details. Late applications or applications that do not address the Selection Criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isobel Tongs 0429 997 722 isobel.tongs@act.gov.au

Corporate, Services and Operations

Governance, Compliance and Legal

Government Services

Directorate Liaison Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 56973)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

An exciting opportunity is available for highly motivated applicants to undertake the role of Directorate Liaison Officer. To perform this role successfully, applicants will:

be informed – you know the processes and frameworks and can advise and support our Ministers and their offices, EPSDD colleagues and key stakeholders on Cabinet and Assembly business with a high level of discretion, judgement and confidentiality.

be connected - you will part of a values based, collaborative and supportive team and perform a key leadership role in the Government Services team while being accountable for day to day operations, keeping many balls in the air, often with competing and challenging timeframes.

be energetic and enthusiastic – you will oversee a range of support to EPSDD staff and executive and Ministers' Offices in relation to Cabinet, Assembly and Government Business matters, working with a passionate, innovative and experience team who will encourage and support you.

If you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding with a leadership focus.

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

Notes: This is a temporary position available from 28 August until September 2024.

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 is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Outline why you are the best person for the role through a two-page pitch against the Selection Criteria as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@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

Commissioner, ACT Corrective Services

Temporary Vacancy 26 May to 31 July 2023

Justice and Community Safety Directorate

ACT Corrective Services

Position: E232

(Remuneration equivalent to Executive Level 2.4)

Circulated: 22 May 2023

Circulated to: Band 2 Executives

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Commissioner ACT Corrective Services role from 26 May to 31 July 2023. The Commissioner ACT Corrective Services reports to the Deputy Director-General, Community Safety and is accountable for the effective management and operations of the corrections portfolio, including the management of its budget. The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security and ensure best practice service delivery in a correctional services environment.

As a key member of the JACS Executive, the Commissioner ACT Corrective Services is responsible for ensuring that the safety of the community is a priority and is required to work across directorate and external stakeholders to support positive criminal justice outcomes.

The ideal candidate will have extensive strategic leadership experience in custodial or community corrections or

related government or non-government organisations.

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

Remuneration: The position attracts a remuneration package ranging from \$347,585 to \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page, as well as a current curriculum vitae to Ms Kelly Williams via email, Kelly.Williams@act.gov.au by 2:00pm Wednesday 24 May 2023.

Corporate

Governance and Business Improvement

Ministerial Services Unit

Delegations and Ministerial Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 34450)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: The Delegations and Ministerial Support Officer provides strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations.

The Delegations and Ministerial Support Officer is required to exercise a considerable degree of independence, engage in continual problem solving, complex and sensitive issues management and consistently exercise sound judgment.

The Delegations and Ministerial Support Officer will undertake Cabinet and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion.

The Delegations and Ministerial Support Officer provides support on an as-needs basis as a JACS Directorate Liaison Officer and will also work with the Ministerial Liaison Officer to ensure the delivery of quality materials (e.g., briefing and correspondence) and services to portfolio Ministers, the Directorate Executive and Directorate Business Units.

Eligibility/Other Requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.

Legal and project management qualifications are desirable.

An ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF).

Note: This is a temporary position available immediately for 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 future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional/Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

Office of the Inspector of Correctional Services

Deputy Inspector

Senior Officer Grade A \$157,201, Canberra (PN: 22312)

Gazetted: 24 May 2023

Closing Date: 14 June 2023

Details: The Office of the Inspector of Correctional Services (OICS) is seeking applications from experienced, self-motivated individuals with strong leadership skills to fill the position of Deputy Inspector.

Under the broad direction of the Inspector, the Deputy Inspector will play a vital role leading operational activities. This work will have a direct impact on community understanding of and confidence in detention practices in the

ACT. By drawing on quantitative and qualitative evidence and research, and engaging constructively with detaining authorities, the work can significantly impact positive change.

We are looking for a Deputy Inspector who demonstrates integrity, sound judgement, excellent strategic skills and excellent communication skills. Candidates will have a sound understanding of detention environments and the application of human rights and best practice standards, and an ability to objectively analyse complex issues, evaluate evidence and draft sound reports that can withstand public scrutiny. The successful candidate will be able to effectively build and manage productive relationships with 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

Tertiary qualifications in a relevant area such as law, social sciences, public health or a related discipline is highly desirable.

Preparedness to undertake work in a prison / youth detention (which may include searching on entry).

Current Working with Vulnerable People (WWVP) Registration (or an ability to obtain one)

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.

In performing this role, the successful applicant may be exposed to potentially distressing case material.

How to apply: Applicants should submit a response of no more than two pages addressing the Position Capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Minty (02) 6207 4520 Rebecca.Minty@act.gov.au

ACTCT

ACAT

Assistant Director, ACAT Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52364)

Gazetted: 24 May 2023

Closing Date: 31 May 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is looking for an Assistant Director to lead operations in the ACAT Registry. ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

We are looking for an independent, proactive, and resilient leader who can lead and guide teams in a demanding operational environment. The successful candidate will possess high-level strategic thinking, a passion for leading and a strong desire to work with others to achieve sustainable outcomes.

The position is responsible for the holistic delivery of high quality, efficient and effective registry services to support the work of the ACAT. Working with another Assistant Director, this position manages part of the ACAT's registry functions and has a number of registry teams reporting directly to them.

This position is also responsible for the delivery of client focussed tribunal services and will achieve this through a focus on people management, implementation of procedure and workflow management, data and information management and reporting. The position will maintain important partnerships and working relationships with stakeholders to ensure delivery of enabling services which support ACAT registry teams and users.

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

Notes: This is a temporary position available from 14 June 2023 for 12 months, with the possibility of extension for a period up to a further 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply:

Applicants should provide a:

- current curriculum vitae;
- details of two referees (one of which must be your current supervisor/manager); and

•a written pitch outlining why you are interested and the best person for the job, while addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities (the pitch is to be a maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

ACT Corrective Services

Offender Reintegration

Reintegration Unit Team Leader

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31523)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and organised person, to join Offender Reintegration, as the Team Leader, Reintegration.

The successful applicant will provide leadership to the Reintegration Unit who provide support, both pre-release and post-release to detainees in the Alexander Maconochie Centre (AMC), the ACT's primary correctional centre, who are returning to the ACT Community.

In addition, you will coordinate and broker supports for participants, ensuring a positive approach to enhancing re-integrative activity and oversee the development and review of case management strategies to ensure the provision of high quality interventions. You will also coordinate the implementation of performance quality measures and compliance monitoring and oversee the development of evaluation processes.

Further to this, you will identify and provide advice on new and emerging strategic issues that impact on the operating environment, coordinate and contribute to projects and ongoing initiatives, including the implementation and periodic reviews of policies, procedures, contracts, agreements and services.

To be successful you will show demonstrated experience in managing and leading teams and possess excellent interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully 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:

Relevant tertiary qualifications and/ or equivalent correctional experience are desirable.

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.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

Human rights Commission

Victim Support ACT

Family Violence Safety Action Program

Aboriginal and Torres Strait Islander Adviser and Case Coordinator, Family Violence Safety Action Program

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58851)

Gazetted: 18 May 2023

Closing Date: 25 May 2023

Details: Victims of Crime Commissioner (VOCC), ACT Human Rights Commission

Family Violence Safety Action Program (FVSAP) Aboriginal and Torres Strait Islander Adviser and Case Coordinator

Note: this is an identified position for Aboriginal and Torres Strait Islander people only).

The ACT Victims of Crime Commissioner (VOCC) is seeking Aboriginal or Torres Strait Islander people with experience working with domestic and family violence victim/survivors and/or perpetrators for this role in the FVSAP.

Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases;

providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators;

developing coordinated safety action plans; and

improving understanding across government and non-government agencies of the dynamics of DFV, victim survivor safety and perpetrator accountability.

Working under the limited direction of the FVSAP Assistant Director, this role will:

Provide domestic and family violence-informed case coordination to victim survivors.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

Foster and maintain working relationships with internal and external stakeholders in line with the victim survivor's goals/needs, including within Aboriginal and Torres Strait Islander communities and attend stakeholder meetings as required.

Represent the Victim Survivors' needs and goals at the Family Violence Safety Action Program collaborative meetings.

Assist FVSAP team members and Program partner agencies to ensure a culturally appropriate response is prioritised.

Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy & Access) Act 1997*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the Branch, as reasonably required.

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.

Demonstrated experience providing culturally safe and responsive case coordination to Aboriginal and Torres Strait Islander clients including with domestic and family violence victim survivors.

Experience of ability to undertake DFV risk assessment and safety planning.

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) and a Police Check.

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

How to Apply: Review the Position Description and provide a written pitch of up to two pages. The pitch should demonstrate your ability to perform the role considering the required professional/technical skills, knowledge and behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eve Ball (02) 6207 7035 eve.ball@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

Executive Group Manager, Project Development and Support

Temporary Vacancy

(19/06/2023 to 18/09/2023 with the possibility of extension up to six months)

Major Projects Canberra

Project Development and Support

Position: E1110

(Remuneration equivalent to Executive Level 2.4)

Circulated: 18 May 2023

Circulated to: ACTPS Senior Executive List

Major Projects Canberra is seeking a high-performing Executive Group Manager to lead the Project Development and Support Group within Major Projects Canberra.

The position requires a person with exceptional public service executive management skills to provide leadership and direction in the development of complex-built infrastructure business cases, combined with experience in the early planning of complex infrastructure projects, business management, governance, risk management, financial control, and community engagement.

The role will have direct management responsibility for business operations including Commercial, Strategic Planning, Corporate Governance, Project Systems and Processes, Human Resources, Work Health and Safety, Business Solutions, Financial, Probity and Procurement.

Qualifications/Requirements

Qualifications in business administration, governance, law, human resources, or related discipline would be highly regarded.

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 **\$347,585 - \$361,512** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$309,493**.

To apply: If you are interested in this exciting opportunity, please provide no more than one page addressing the selection criteria, current curriculum vitae, two referees and qualifications to the Contact Officer by **(COB Thursday 25 May 2023)**.

Contact Officer: Martin Little (02) 6207 9322 Martin.Little@act.gov.au

CIT Woden Project

Senior Project Manager - Spatial

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49411)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: The Canberra Institute of Technology (CIT) Woden Campus Project will deliver a purpose-built CIT Campus, Youth Foyer and a new public transport interchange in the Woden Town Centre, as well as CIT Yurauna, a new dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence, at the CIT Bruce Campus. At over \$300 million, the Project represents one of the most significant investments in Canberra, which will create contemporary education and community facilities, built in a central part of Woden, complemented by a new public transport interchange.

We are committed to building and fostering the environment of diversity, inclusion and belonging. We are empowered to use our creativity, authenticity and differences to contribute to the project's success. We value the unique perspective and complementary skills that come from working within a diverse environment and work together to create value to the community we serve.

About this opportunity

This is a designated position, only open to Aboriginal and/or Torres Strait Islander people. This role provides a valuable opportunity for Aboriginal and Torres Strait Islander people to use their knowledge, insights and capabilities to contribute to important work, which will impact all First Nations people in Canberra and the surrounding region.

CIT Yurauna provides tailored Aboriginal and Torres Strait Islander courses, study support, cultural advice, a dedicated childcare centre, and supports Aboriginal and Torres Strait Islander students undertaking broader studies and training across all CIT campuses.

The key objective of the new CIT Yurauna at the CIT Bruce Campus is to create a precinct with strong Connection to Country for learners and community members, including Ngunnawal Elders who provide guidance to community. CIT Yurauna is a place of safety and cultural respectfulness, and a place where people can identify with others in a culturally safe and inviting location.

As the CIT Yurauna Project Liaison Officer, you will be responsible for leading all liaison and engagement activities associated with design, and then construction of CIT Yurauna, as well as working directly with the CIT Woden Campus Project's Head Contractor to drive the social objectives and inclusion goals for the Project. You will work directly with our industry partners, stakeholders, consultants, contractors, and the broader CIT Project Team and MPC to achieve these goals.

What do you need to succeed

The below capabilities form the criteria that are vital for you to be successful in this role:

Demonstrated experience in providing liaison and engagement activities in a culturally sensitive environment.

Understanding of project stakeholder requirements and effective administration towards the delivery of project outcomes.

Communication skills, including the ability to prepare briefing materials, and to engage with a diverse group of stakeholders.

Interpersonal skills and the ability to build and maintain strong networks and relationships, predominantly with the Aboriginal and Torres Strait Islander communities.

Organisational skills, including the ability to establish priorities, adapt to changing requirements and exercise initiative

Your Benefits

We offer a number of benefits for our staff, including:

Working from home and flexible schedules to accommodate different work/ productivity styles and work-life balance challenges.

Comprehensive professional development opportunities and access to a wide range of training courses.

Study support, including study leave and financial assistance.

Health and wellbeing support, including access to Employee Assistance Program.

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

Eligibility/Other requirements

Experience in working in a construction industry or possessing building/infrastructure knowledge would be highly desirable.

Note: This is a temporary position available immediately until July 2025 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This 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: If you're looking to join a passionate and diverse team of individuals committed to transforming the Woden Town Centre precinct and ensuring CIT continues to effectively deliver quality teaching and learning in the ACT, apply now! Even if you don't think you quite meet all of the job requirement, we'd still like to hear from you. Please address the selection criteria (the Professional/Technical Skills/ Knowledge and Behavioural Capabilities) with a maximum of two (2) pages, a current resume and contact details of two referees.

If you'd like to apply and need reasonable adjustments or would like to note which pronouns you use at any point in the application or interview process, please let us know.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helene Tabor (02) 6207 1813 Helene.Tabor@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

Governance & Corporate Services

Governance & Corporate Services

Governance and Reporting Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44249)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Do you love reporting? Do you have a keen interest in understanding how all the pieces come together? Do you love working with people and can keep smiling when it gets busy? Do you read Annual reports and think – I'd love to work on one of those? This might be the role for you.

Applications are sought from potential candidates for the position of Governance and Reporting Manager.

The role is diverse and requires an individual who is flexible, a team player and possesses good analytical and organisational skills. The role requires the ability to remain agile in times of competing and tight deadlines to meet relevant reporting requirements.

The position will be responsible for administration of key activities such as managing the production of the Annual Report, quarterly reporting and liaising with internal and external stakeholders. The role will also provide administrative support to the Suburban Land Agency's (SLA) people and strategic business objectives, particularly in relation to the coordination of and support for SLA's Board and committees.

Notes: This is a temporary position commencing 3 July 2023 for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement of up to two pages addressing the Professional and Technical Skills and Behavioural Capabilities, a current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julia Forner (02) 6207 7096 Julia.Forner@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

Chief Operating Officer

People and Capability

Organisational Development

Entry Level Programs Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42828)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: About the opportunity:

We have an exciting opportunity for an Entry Level Programs Coordinator to join our team. Reporting to the Director of Culture and Learning, your role plays an integral part in coordinating support and opportunities for graduates, apprentices, trainees and other entry-level roles and initiatives.

Importantly, the role is part of a great team who are Human Resources professionals that are passionate, hardworking, fun and committed to delivering people focussed initiatives and programs.

What we can offer you:

A role with purpose: you will see how you are making a difference in our employees lives every day.

Benefits and perks: Permanent full-time position with an annual salary of \$84,749 - \$89,705 PLUS 10.5% superannuation. We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

We think for the longer term, meaning we can invest in our people and our projects with a view to enduring benefits rather than short term wins. This also means our people can invest in themselves.

Learn more about who we are [here](#).

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

Notes: 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 should address the numbered Selection Criteria in a two page 'pitch style' response and submit a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Seaman (02) 6207 2786 Matt.Seaman@act.gov.au

City Services

ACT NoWaste

Waste Policy

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50048)

Gazetted: 24 May 2023

Closing Date: 7 June 2023

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy. We are looking for a motivated Policy Officer to join the Waste Policy team to contribute to this work.

Notes: This is a temporary position available immediately until 24 May 2024 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. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum two pages) 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: David Alexander (02) 6207 1542 David.Alexander@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Heavy Vehicle Mechanic

TGSO5/TGSO6/TGSO7 Workshop Staff \$85,269 - \$95,718, Canberra (PN: I13007, several)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: Transport Canberra has expected vacancies for permanent full-time Heavy Vehicle Mechanic positions at both Belconnen and Tuggeranong Depots. The successful applicants will be motivated with high level attention to detail and ability to work independently. Industry experience and relevant qualifications are mandatory.

The successful applicants will be required to undertake maintenance and/or repair activities to the full range of Fleet vehicles, while adhering to safe working practices. You will be required to prioritise work activities to ensure that peak vehicle availability is met, strong communication and interpersonal skills to ensure tasks are completed within a designated timeframe, considering quality control measures. You will provide support with projects, including modification programs and actively assist in the training and development of apprentices and staff.

These positions are required to work rostered shifts, from early morning to late at night and across all Transport Canberra's workshop sites as directed.

To be successful in this position you will:

Have a keen interest in the field you are applying for.

Have good communication, interpersonal and computer skills.

Be a good team player and take pride in your work.

Have a positive attitude and safety-first approach.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Drivers Licence (C-class) is mandatory, with an ability to obtain a HR licence.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Relevant trade qualifications and or certificates are mandatory.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit -

A two-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge and Behavioural Capabilities.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

City Operations

Roads ACT

Infrastructure Planning / Asset and Data Integration

Assistant Director (Geospatial Solutions Lead), Asset and Data Integration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 04505)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: Within the TCCS Infrastructure Planning unit, Asset and Data Integration (ADI) support Roads ACT and City Presentation in the management of Canberra's public places and infrastructure. This position is responsible for asset, data and program management, geospatial planning, solutions development and analysis, and provides business intelligence to support future strategies, policies and investment programs.

ADI are seeking senior a Spatial Analyst/Solutions lead with an ability to interpret City Operations data requirements, establish and maintain governance and deliver results under broad direction from the Director.

The core functions of this role are:

Investigate, develop, implement, and maintain geospatial and asset data capability to support the functions of Infrastructure Planning, City Presentation and Roads ACT (collectively referred to as City Operations).

Lead the development and implementation of best practice geospatial governance and data management practices in ArcGIS Online, ArcGIS Pro, ArcGIS Enterprise, and shared repositories (e.g., databases or network drives) for geospatial information.

Lead the development of reports and modelling outputs from City Operations information systems and ensure all reporting is accurate and produced in timely manner.

Provide geospatial technical leadership, support to City Operations geospatial and asset data officers and represent City Operations at TCCS and cross-directorate geospatial and asset data forums.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications (e.g., spatial sciences) is highly desirable.

Significant knowledge and experience in the use of Esri applications.

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. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include -
A supporting statement of no more than five pages addressing the requirements for the five criteria listed in Selection Criteria ('What You Require' section) in the attached Position Description.
Contact details of two referees.
A current curriculum vitae (resume).
Applications should be submitted via the Apply Now button below.
Contact Officer: Daniel Goodwin (02) 6205 0066 Daniel.Goodwin@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Heavy Vehicle Mechanic

TGSO5/TGSO6/TGSO7 Workshop Staff \$85,269 - \$95,718, Canberra (PN: I17021, several)

Gazetted: 23 May 2023

Closing Date: 6 June 2023

Details: Transport Canberra has expected vacancies for temporary full-time Heavy Vehicle Mechanic positions at both Belconnen and Tuggeranong Depots. The successful applicants will be motivated with high level attention to detail and ability to work independently. Industry experience and relevant qualifications are mandatory. The successful applicants will be required to undertake maintenance and/or repair activities to the full range of Fleet vehicles, while adhering to safe working practices. You will be required to prioritise work activities to ensure that peak vehicle availability is met, strong communication and interpersonal skills to ensure tasks are completed within a designated timeframe, considering quality control measures. You will provide support with projects, including modification programs and actively assist in the training and development of apprentices and staff. These positions are required to work rostered shifts, from early morning to late at night and across all Transport Canberra's workshop sites as directed.

To be successful in this position you will:

Have a keen interest in the field you are applying for.

Have good communication, interpersonal and computer skills.

Be a good team player and take pride in your work.

Have a positive attitude and safety-first approach.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Drivers Licence (C-class) is mandatory, with an ability to obtain a HR licence.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Relevant trade qualifications and or certificates are mandatory.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit -

A two-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge and Behavioural Capabilities.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Territory and Business Services

Libraries ACT

Assistant Director Service Delivery

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14335)

Gazetted: 22 May 2023

Closing Date: 12 June 2023

Details: Libraries ACT are looking for an engaging and thoughtful leader with a passion for people and safety. Are you organised and adaptable, with a talent for applying structure and processes when faced with the unexpected?

Do you want a role with purpose where you can make a meaningful difference to the people of Canberra?

Yes? Then Libraries ACT needs you!

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

Eligibility/Other Requirements:

A Certificate IV in Workplace Health and Safety or a willingness to obtain within first 12 months is desirable.

This position requires a pre-employment medical.

This position requires a Working with Vulnerable People Check.

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

How to Apply: Please respond to the Selection Criteria found under the What You Require section of the Position Description. Please submit your responses to the Selection Criteria as well as your up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 Lela.Hopkins@act.gov.au

City Operations

City Presentation

Sports and Recreation facilities

General Field Staff

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 14034, several)

Gazetted: 19 May 2023

Closing Date: 2 June 2023

Details: Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The General Services Officer, GSO 3/4 will work as part of a team of employees engaged in Turf maintenance and cleaning operations of Government Sportsground Facilities.

Eligibility/Other Requirements:

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Permanent resident of Australia.

Driver's licence (C-class) and be able, plus willingness to obtain a medium ridge truck licence within 12 months of your appointment.

Workplace Health and Safety Induction (White Card).

Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25kg (*seed and fertiliser bags are of this weight*).

Asbestos awareness card or a willingness to obtain.

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 two-page pitch addressing the "What You Require" section of the attached Position Description. Please also attach copies of qualifications including licences.

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: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Maintenance Officer - Domestic Animal Services

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 47366)

Gazetted: 19 May 2023

Closing Date: 21 June 2023

Details: Are you handy on the power tools? Are you looking at taking a step back from running your business, transitioning to retirement, or simply looking for a change of pace? If so, this role may be for you...

Domestic Animal Services is looking for an experienced part-time maintenance officer to work 15 hours a week at our facility in Symonston.

You will be responsible for undertaking basic repair and maintenance of buildings, structures, furniture, fittings, and equipment, as well as undertaking grounds maintenance such as maintaining grassed areas, plants, and performing weed control. You will also implement sustainability initiatives with a view to minimise the facility's environmental impact and monitor chemical management compliance.

This is a great role for someone looking for part-time handyperson work, with job security, free on-site parking, great pay and working conditions.

Eligibility/Other Requirements:

An unencumbered Driver Licence and ACT General Construction Induction Card is essential.

A trade qualification in carpentry or other relevant trade is desirable.

Note: This is a part-time position at 15 hours per week, available immediately. The full-time salary noted above will be paid pro rata.

The successful applicant will be required to work either three days per week (5 hours per day) or two days per week (7.5 hours per day) in accordance with operational requirements at the facility. 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 must submit a cover letter of no more than two pages outlining their skills and experience related to the 'What You Require' section of the Position Description. Applicants must also submit their curriculum vitae, copies of relevant qualifications or licences, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Gardner (02) 6207 5396 Jacqueline.Gardner@act.gov.au

Transport Canberra and Business Services

Yarralumla Nursery

Urban Trees Nursery Co-ordinator

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 51606)

Gazetted: 18 May 2023

Closing Date: 1 June 2023

Details: Are you passionate about the environment and want to make a positive difference to the landscape of Canberra for the future? Then you could be the right person for the role of Urban Trees Nursery Co-ordinator at Yarralumla Nursery.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

Yarralumla Nursery is currently undertaking the growing of 54,000 trees for the City Services Urban Treescapes planting programs and we are looking for an energetic, organised and highly motivated person to manage the day-to-day operation of the Urban Treescapes project to support Yarralumla Nursery to deliver the desired outcomes and high-quality customer service.

Strong communication skills are essential for this role, the successful candidate will be required to liaise with suppliers, contractors, external stakeholders and throughout Government, whilst maintaining a high degree of professionalism and attention to detail.

This is an excellent opportunity to join a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will support the production and sale of high-quality plants to the Canberra community and the surrounding regions.

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:

Driver's license (C-class) is essential.

Certificate III in Horticulture or equivalent experience in Nursery Production.

This position *does* require a pre-employment medical.

This position *does not* require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

This role is based at Yarralumla Nursery in the ACT.

How to Apply: Please submit a written application addressing the criteria under the 'What you require' section of the Position Description (maximum two pages), along with your current curriculum vitae listing two referees and their contact details.

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: Farley Hayward (02) 6207 2447 Farley.Hayward@act.gov.au

Territory and Business Services

Executive Group Manager Territory and Business Services

Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E877)

Gazetted: 22 May 2023

Closing Date: 5 June 2023

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Territory and Business Services.

The Executive Group Manager, Territory and Business Services reports to the Deputy Director-General Transport Canberra and is responsible for providing leadership in the delivery of a range of services to the community.

These include:

- Libraries ACT who are responsible for delivering public library services to the ACT community and for the management of the ACT Heritage Library; and
- Capital Linen Services that provide linen rental and laundry services to Canberra's public and private hospitals, aged care facilities, as well as tourism and hospitality industries; and
- Yarralumla Nursery, a wholesale nursery that grows and provides plants for ACT Government landscape development projects, the ACT Government Plant Issue Scheme, for planting in Canberra's streets, parks and public places and to supply the landscape industry and local community.
- Canberra Cemeteries, which manages public cemeteries across Canberra in accordance with the ACT Cemeteries and Crematoria Act 2003; and
- Domestic Animal Service, which administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, issuing of licences and permits, patrolling, care of animals and promotion of responsible pet ownership.

The Executive Group Manager is appointed as the head of the Animal Welfare Authority under the Animal Welfare Act 1992 with duties discharged primarily through the team at Domestic Animal Services and an animal welfare advisor.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations. The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial and asset management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Remuneration: The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087

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 details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Ben McHugh (02) 6205 4105 Ben.mchugh@act.gov.au

Chief Operating Officer Group

Transport Canberra and City Services - Finance

Finance Business Partners

Assistant Director - Finance Business Partners

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00638)

Gazetted: 18 May 2023

Closing Date: 2 June 2023

Details: Would you like to be part of a team of dynamic Finance Business Partners within the Transport Canberra and City Services (TCCS) Finance Branch?

The position provides business units within TCCS with financial and budgeting support, reporting and advice on a range of financial issues.

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

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

Eligibility/ Other Requirements

You're an experienced management accountant with the ability to assist and communicate easily with a diverse range of staff within TCCS. Patient and understanding, you work well in small teams under limited supervision, have the ability to supervise staff and provide assistance, advice and financial reports, budgets and forecasts to management and staff.

Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable as well as the ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM is highly desirable.

Notes: This is a temporary position available from 24 July to 20 October 2023 with the possibility of permanency.

Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

Selection may be based on application and referee reports only.

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

How to apply: Interested candidates are requested to provide a written application (1 page pitch) demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

Applicants should note that a Selection Advisory Committee (SAC) 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: Gary Spencer (02) 6207 6339 Gary.Spencer@act.gov.au

City Services

ACT NoWaste

Waste Policy

Assistant Director - Waste Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60554)

Gazetted: 18 May 2023

Closing Date: 25 May 2023

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy. We are seeking a proactive and motivated Assistant Director to join the Waste Policy team to lead ongoing policy design, development and delivery of sustainable waste management regulatory frameworks. We are looking for an experienced professional with demonstrated stakeholder engagement and communications skills to inspire, energise, and positively influence team and individual outcomes. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

Notes: This is a temporary position available for 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 are to address the Selection Criteria located in the Position Description, including behavioural capabilities (maximum three pages) 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: David Alexander (02) 6207 1542 David.Alexander@act.gov.au

Transport Canberra and Business Services

Capital Linen Services

Delivery Driver - Leading Hand

Capital Linen Service Band 4 \$69,074 - \$73,721, Canberra (PN: 27257)

Gazetted: 18 May 2023

Closing Date: 25 May 2023

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.

Working under the direction of the Production Manager, the Drivers Leading Hand will drive and assist in the coordination of a small team of drivers to facilitate the daily delivery requirements of Capital Linen Services. Deliveries will range across both commercial and health clients within the ACT and surrounding areas.

How to Apply: Provide no more than a two-page pitch demonstrating your -

Experience working in a customer service forward facing role and how you deliver a high level of customer service. Experience as a delivery driver working within an industrial setting, for example, industrial laundry, hospital and aged care.

Experience handling clean and soiled linen and working safely within an industrial laundry or similar work environment.

Experience leading a team and providing support to achieve the best result for customers and the community.

Your pitch should include your ability to comply with the following Behavioural Capabilities, Work Safety Requirements and Compliance Requirements/Qualifications (Mandatory) sections.

BEHAVIOURAL CAPABILITIES

Service Delivery - I work cooperatively with others and focus on achieving the best result for customers and the broader community.

Teamwork - I embrace individual and cultural differences by displaying courteous, respectful and non-discriminatory behaviours in all activities.

Thinking and Innovation Capability - I am flexible when priorities change and question current ways of working to improve efficiency and effectiveness.

WORK SAFETY REQUIREMENTS

Wear a uniform and comply with the use of personal protective equipment.

Have no manual handling restrictions that prevent you from safely undertaking the inherent requirements of the role (

note: this will be assessed via a pre-employment medical assessment).

Be able to safely operate a vehicle including medium rigid trucks.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS (MANDATORY)

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.

This position does not require a Working with Vulnerable People Check.

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

Roads ACT

Road & Path Network/ Traffic Signals Unit

Traffic Systems Technical Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 14900)

Gazetted: 19 May 2023

Closing Date: 7 June 2023

Details: Would you like to join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around? We offer rewarding careers with great working conditions where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We are seeking applications from candidates who would like to work within Roads ACT's Traffic Signals Unit, who are responsible for all aspects related to the Territory's Intelligent Transport Systems (ITS), including its Traffic Signals Network.

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

Eligibility/Other Requirements:

Relevant professional qualification (or accreditation with a professional body recognised within Australia) in Engineering, Computer Science, Information Technology or Project Management; or

Significant level of infrastructure knowledge and/or project management experience.

Demonstrated technical knowledge, skills and experience in configuration, installation, diagnosis, repair, testing, commissioning, and maintaining control software, ITS devices (may include traffic signal controllers), Information Technology (IT) equipment, serial and Internet Protocol (IP) communications networks in an industrial context.

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

How to Apply: Potential candidates should provide:

A supporting statement outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached position description.

A current curriculum vitae (resume)

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bunnik (02) 6207 5223 Chris.Bunnik@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.

APPOINTMENTS

ACT Health

Senior Officer Grade C \$114,928 - \$123,710

Zahabia Adamaly, Section 68(1), 25 May 2023

ACT Long Service Leave Authority

Administrative Services Officer Class 5 \$84,749 - \$89,705

Peter Baird, Section 68(1), 22 May 2023

Canberra Health Services

Health Professional Level 2 \$70,679 - \$97,028

Deborah Adeyemi, Section 68(1), 1 May 2023

Technical Officer Level 1 \$62,599 - \$65,631

Belinda Brooker, Section 68(1), 25 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Mira Chaulagain, Section 68(1), 19 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Karin Curry, Section 68(1), 22 May 2023

Registered Midwife Level 2 \$100,957 - \$107,000

Breanne Doherty, Section 68(1), 15 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ashmita Lamichhane, Section 68(1), 9 May 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Ciara McLennan, Section 68(1), 20 May 2023

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

Jacqueline McNamara, Section 68(1), 19 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sabina Sapkota, Section 68(1), 19 May 2023

Assistant in Nursing \$55,927 - \$57,820

Sujan Shrestha, Section 68(1), 16 May 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Louise Wichmann, Section 68(1), 22 May 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Mackenzie Woodhouse, Section 68(1), 23 May 2023

Canberra Institute of Technology

General Service Officer Level 8 \$73,429 - \$77,593

Rick Marshall, Section 68(1), 25 May 2023

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$73,920 - \$84,144

Jacob Cacciotti, Section 68(1), 8 May 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Christopher Coxhead, Section 68(1), 8 May 2023

Building Trade Inspector \$101,055 - \$114,928

James Kidd, Section 68(1), 25 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jonathon Lawrence, Section 68(1), 25 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Benjamin Martyn, Section 68(1), 22 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Patience Mutinhima, Section 68(1), 22 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Donny Pasaribu, Section 68(1), 23 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Katelyn Pollard, Section 68(1), 25 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Paul Schirripa, Section 68(1), 16 May 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Jake Schroedl, Section 68(1), 8 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Angela Skountzos, Section 68(1), 17 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Yu Tian, Section 68(1), 18 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Yanxia Tong, Section 68(1), 17 May 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Samuel Wilsmore, Section 68(1), 24 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Shuo Xu, Section 68(1), 12 May 2023

Community Services

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

Hannah Brooks, Section 68(1), 22 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Kate Bulenda, Section 68(1), 24 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Deana Coombe, Section 68(1), 19 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Irina Cosgrove, Section 68(1), 19 May 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Sarah Ford, Section 68(1), 24 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Briana Gashparac, Section 68(1), 18 May 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Dimyana Mansour, Section 68(1), 23 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Charlotte Seumanutafa, Section 68(1), 19 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Chloe Spratt, Section 68(1), 23 May 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Sharlin Ann Thomas, Section 68(1), 19 May 2023

Education

Classroom Teacher \$76,575 - \$114,624

Jeremy Cauduro: 87637417, Section 68(1), 25 May 2023

Classroom Teacher \$76,575 - \$114,624

Elizabeth Hargrave: 87638313, Section 68(1), 25 May 2023

Classroom Teacher \$76,575 - \$114,624

Carmel Degraaff: 84348222, Section 68(1), 8 June 2023

Classroom Teacher \$76,575 - \$114,624

Sarah James: 87266484, Section 68(1), 8 June 2023

Classroom Teacher \$76,575 - \$114,624

Adam Cavanagh: 87892100, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Yanlin Shen: 87898326, Section 68(1), 29 May 2023

Classroom Teacher \$76,575 - \$114,624

Cindy Gomez Paez: 87269570, Section 68(1), 8 June 2023

Classroom Teacher \$76,575 - \$114,624

Matthew Arceo: 87896750, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Cameron Major: 88318653, Section 68(1), 6 June 2023

Classroom Teacher \$76,575 - \$114,624

Peter Eddowes: 8785686, Section 68(1), 23 May 2023

Classroom Teacher \$76,575 - \$114,624

Sophie Newton: 87895694, Section 68(1), 29 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Kelsey Boege, Section 68(1), 18 May 2023

Building Service Officer 3 \$73,429 - \$77,593

John House, Section 68(1), 15 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Sungsoo Kim, Section 68(1), 18 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Cordelia Leicht, Section 68(1), 24 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Yvette Luketic, Section 68(1), 22 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Taylor Marlor, Section 68(1), 22 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Espoir Mihigo, Section 68(1), 18 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Nakita Mikolic, Section 68(1), 18 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Claire Nixon, Section 68(1), 18 May 2023

School Assistant 2 \$51,548 - \$56,919

Susanna Papp, Section 68(1), 18 May 2023

Building Service Officer 3 \$73,429 - \$77,593

Jason Presti, Section 68(1), 18 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Maureen Rooney, Section 68(1), 22 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Owen Sawers, Section 68(1), 18 May 2023

School Assistant 3 \$58,404 - \$62,857

Lidija Trepska, Section 68(1), 22 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Jaide Trewin, Section 68(1), 22 May 2023

School Assistant 3 \$58,404 - \$62,857

Umais Warda, Section 68(1), 24 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Donna Wraith, Section 68(1), 22 May 2023

Environment, Planning and Sustainable Development

Park Ranger 2 \$76,255 - \$82,566

Alexander James, Section 68(1), 18 May 2023

Justice and Community Safety

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jude Ajaeroh, Section 68(1), 10 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Tammy Bennett, Section 68(1), 19 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Braelynn French, Section 68(1), 24 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Yi Li, Section 68(1), 22 May 2023

Senior Officer Grade A \$157,201

Margaret Rowe, Section 68(1), 18 May 2023

Transport Canberra and City Services

Senior Officer Grade B \$135,355 - \$152,377

Grace Buckle, Section 68(1), 22 May 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Georgia Faul, Section 68(1), 25 May 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Thuyen Shea-An, Section 68(1), 25 May 2023

TRANSFERS

Canberra Health Services

Rebecca Fletcher

From: Registered Midwife Level 2 \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 57304) (Gazetted 24 February 2023)

Chief Minister, Treasury and Economic Development

Sarah Tarrant

From: Senior Officer Grade C \$123,710
Education
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 60411) (Gazetted 11 April 2023)

Environment, Planning and Sustainable Development

Teagan Lee

From: Senior Officer Grade C \$123,710
Justice and Community Safety
To: Senior Officer Grade C \$114,928 - \$123,710
Environment, Planning and Sustainable Development, Canberra (PN. 29256) (Gazetted 3 April 2023)

Transport Canberra and City Services

Jenny Mckee

From: Administrative Services Officer Class 6 \$104,509
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Transport Canberra and City Services, Canberra (PN. 09759) (Gazetted 30 January 2023)

Michael Pentony

From: General Service Officer Level 5/6 \$65,718
Transport Canberra and City Services
To: General Service Officer Level 5/6 \$59,713 - \$65,718
Transport Canberra and City Services, Canberra (PN. 25830) (Gazetted 31 January 2023)

PROMOTIONS

ACT Health

Office of Director General

Office of Director General

Ministerial and Government Services

Catherine Ellis

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 29472) (Gazetted 24 April 2023)

Policy Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships

Aboriginal and Torres Strait Islander Health Partnerships

Cameron Moore

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 36625) (Gazetted 21 December 2023)

Canberra Health Services

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

MHJHADS Business Support Services

Shaun Bayliss

From: Registered Nurse Level 4.3 \$149,388

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 36826) (Gazetted 3 April 2023)

CHS Clinical Services

Katie Dorsett

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. 17899) (Gazetted)

CHS University of Canberra Hospital

UCH Rehabilitation

Rehab Allied Health

Jasmin Gray

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 30626) (Gazetted 6 April 2023)

CHS Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

Annie Lam

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 24110) (Gazetted 25 May 2023)

Women, Youth and Children's Health

Director of Nursing and Midwifery

Joelle Martinoski

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. 19896) (Gazetted 28 March 2023)

CHS Finance and Business Intelligence

FBI Operations

Health Information Services

Kerri McGufficke

From: Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services

To: †Health Professional Level 6 \$157,201

Canberra Health Services, Canberra (PN. 60816) (Gazetted 23 March 2023)

CHS Chief Executive Officer

CHS Medical Services

Pathology

Sebastian Nowak

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 17388) (Gazetted 11 April 2023)

Medical Services Group

Rose Phimpravichith

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28815) (Gazetted 16 March 2023)

Reneesh Pottackal

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 18096) (Gazetted)

Clinical Services

Mental, Justice, Alcohol and Drug Services

Charmain Roberts

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 24079) (Gazetted 12 April 2023)

Marko Tancheski

From: Dental Assistant Level 3 \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 60191) (Gazetted 9 January 2023)

Canberra Institute of Technology

Education and Training Services

Student Services

Client Relationship

Rebecca Billington

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57229) (Gazetted 17 April 2023)

Education and Training Services

Student Services

Client Relationship

Maddison Holdsworth

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57228) (Gazetted 17 April 2023)

Education and Training Services

Student Services

Client Relationship

Aiden Radcliffe

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57227) (Gazetted 17 April 2023)

Corporate Services

Corporate Services

Student Information Management Systems

Niluka Samarasekara

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Institute of Technology, Canberra (PN. 48309) (Gazetted 25 May 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion-General

Chief Minister, Treasury and Economic Development

Digital Data and Technology Solutions

Customer Engagement Services Branch

CMTEDD and JACS ICT team

Michael Abramovic

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 52586) (Gazetted 3 January 2023)

Shared Services

Partnership Services

Service Centre

Alicia Bondaruk

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 36216) (Gazetted 10 March 2023)

Property & Shared Services

Shared Services Payroll and Human Resources Systems

HR Systems

Matthew Bower

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 36235) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Policy and Cabinet

Corporate Services

Jonathan Collantes

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 51527) (Gazetted 3 January 2023)

Payroll & HR Systems

Payroll Services

Catherine Ponzo

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 09363) (Gazetted 8 March 2023)

Access Canberra

Engagement, Compliance and COVID-19 Response

Tony Taseski

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 61638) (Gazetted 31 May 2022)

Revenue Management

Operations

Nicole Tong

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 11146) (Gazetted 23 February 2023)

Payroll & HR Systems

Payroll Services

Susanna Wong

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 09386) (Gazetted 8 March 2023)

Community Services

Office of the Director General

DDG and Executive Support

OBOW Implementation Team

Daniel Duncan

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 60432) (Gazetted 14 February 2023)

Children, Youth and Families

Child and Youth Protection Services

Operational Support

Caitlin Fazey-Robinson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 00606) (Gazetted 1 February 2023)

Cultural Facilities Corporation

ASO 6 - \$91,315 – 104,509

PN 29A – Front of House Manager – Canberra Theatre Centre

Jeremy Drape – 09/05/2023

Employment Type: Full Time Permanent

AGS 84786046

Education

School Improvement

Tuggeranong

Calwell High School

Marcus Berryman

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 01985) (Gazetted 25 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for improvement and performance

South western

The Woden School

Keshap Moktan

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 48192) (Gazetted 5 April 2023)

Environment, Planning and Sustainable Development

Development & Implementation

Sustainable Land Development (previously Implementation Coordination)

Christopher Sparke

From: Senior Officer Grade C \$114,928 - \$123,710
Environment, Planning and Sustainable Development
To: †Infrastructure Officer 4 \$136,524 - \$155,109
Environment, Planning and Sustainable Development, Canberra (PN. 35453) (Gazetted 20 June 2022)

Justice and Community Safety

ACT Law Courts

Registry Operations

Civil Section, Family and Personal Violence Unit

Nicholas Cannon

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Justice and Community Safety
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety, Canberra (PN. 49869) (Gazetted 19 January 2023)

Corporate

Governance

Nikki Harding

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Major Projects Canberra
To: Administrative Services Officer Class 5/6 \$84,749 - \$104,509
Justice and Community Safety, Canberra (PN. 39801) (Gazetted 31 March 2023)

Emergency Service Agency

Finance

Yajing He

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Justice and Community Safety
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety, Canberra (PN. 40487) (Gazetted 15 March 2023)

ACT COURTS & TRIBUNAL

CORP & STRATEGIC SVC

GOVERNANCE

Lydia Jooste

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services
To: †Senior Officer Grade C \$114,928 - \$123,710
Justice and Community Safety, Canberra (PN. 60741) (Gazetted 13 April 2023)

ACT Human Rights Commission

Discrimination, Health Services, Disability & Community Services Commissioner

Beryl Ouma

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Justice and Community Safety
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety, Canberra (PN. 09944) (Gazetted 13 September 2022)

ACT Law Courts

Registry Operations

Civil Section, Family and Personal Violence Unit

Briana Soldo

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Justice and Community Safety
To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 61477) (Gazetted 19 January 2023)

Transport Canberra and City Services

Chief Operating Officer

People and Capability

Elliott Davis

From: Correctional Officer Class 2 \$86,814 - \$92,996

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 10616) (Gazetted 30 January 2023)

City Services

City Presentation

Urban Treescapes

Thomas Hopper

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 13173) (Gazetted 31 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Urban Treescapes

Stuart Mackay

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 39072) (Gazetted 31 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Urban Treescapes

Daniel McCallum

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 41461) (Gazetted 31 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Urban Treescapes

Tim Swan

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 45585) (Gazetted 31 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Urban Treescapes

Jay Willoughby

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 21340) (Gazetted 31 January 2023)

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.