



ACT Government Gazette

Gazetted Notices for the week beginning 25 May 2023

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Infrastructure Communication and Engagement Division

Strategic Infrastructure

Infrastructure Client Services

Asset Management & Maintenance Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39084)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: The Infrastructure Client Services team is responsible for:

Strategic Asset Management – Strategic Asset Management and Lifecycle Planning

Facilities Management – Repairs and Planned Maintenance

Occupancy and Leasing

ACTHD Strategic Accommodation Management

Domestic and Environmental Services

Fleet Management

The team are currently implementing an Enterprise Asset Management System (EAM), Mainpac and are transitioning all Asset Management Plans, reactive and planned maintenance and reporting to the system.

The Asset Management & Maintenance Coordinator will report to the Assistant Director Infrastructure Client Services and will undertake activities to support Strategic Asset Management and Facilities Maintenance through critical coordination and support across all areas of asset management, facilities maintenance and reactive repairs and fleet management for the Infrastructure Client Services team.

You will also provide project support to deliver infrastructure projects and programs in line with asset management plans, planned maintenance programs, condition reports and risk and reactive repair work orders and analysis.

We are looking for an experienced systems administrator and data coordinator who is a team-oriented self-starter and who can work independently when required, who values and respects others' and in turn contributes knowledge and ideas for the achievement of team objectives. You will be process driven with an eye for detail, excellent time management and communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Your tasks will be broadly systems based in creating, managing and maintaining asset data and include the coordination of a central team mailbox where you will organise and track repairs and maintenance activities, processing and coding invoicing ensuring all registers and databases are kept up to date, and support for the team to maintain EAM systems to track infrastructure projects and programs to support asset management objectives, contract and procurement activities.

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 either a building services maintenance and/or asset management environment.

Experience using enterprise asset management systems (EAM) or computerised maintenance management systems (CMMS), preferably Mainpac or equivalent.

Proven high level skills and experience in managing asset data and information as it relates to base building infrastructure and fixed assets.

Notes: This is a temporary position available for 12 months with the possibility of extension. This position will be located at Bowes Street 3 days per week, with the balance of days flexible to either work from home, Bowes St or other ACTPS Flexi Office space. 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: be considered, your application must contain a Two Page Pitch addressing the selection criteria and a resume / CV.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Pegg (02) 512 44735 Cassandra.Pegg@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory - Microbiology Unit

Microbiology Laboratory Support Officer

Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: 23703)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: The ACT Government Analytical Laboratory provides scientific data to support the activities of various Health Protection Service sections and ACT government agencies. This data is used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines.

The Microbiology unit provides microbiological analysis for food and water and environmental samples to support various ACT regulation activities, as well as investigation of food related illness outbreaks in partnership with the Health Protection Services Environmental Health unit.

We are seeking a highly motivated, detail oriented individual to join the small Microbiology Laboratory team to undertake a variety of support tasks including cleaning and sterilisation of laboratory equipment, quality assurance tasks and some administrative duties. Working within an ISO 17025 accredited facility the successful applicant will also be an active participant of the quality system.

The successful candidate will possess the following attributes: well-developed organisational skills and communication skills, adaptability and flexibility to accommodate change and a proactive attitude. Experience in a laboratory environment would be highly desirable but not essential.

The position reports to the Director of The Microbiology Unit.

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 must hold a current driver's licence.

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

Notes: This is a temporary position available immediately for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit a written application of no more than three pages, addressing Professional/Technical Skills and Knowledge of the Position Description and the Behavioural Capabilities. Please also submit your curriculum vitae listing at least two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natasha Waters (02) 5124 9176 Natasha.Waters@act.gov.au

Policy, Partnerships and Programs

Funding Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61673)

Gazetted: 26 May 2023

Closing Date: 2 June 2023

Details: The Funding Policy Section of the Policy, Partnerships and Programs Division is looking for an enthusiastic individual who has an interest in health funding and reforms. The ideal candidate will possess the ability to work collaboratively with other teams in the Division and with key stakeholders across ACT government, develop and maintain positive working relationships to deliver on the Directorate's strategic objectives.

This is an interesting role that has responsibility for a range of tasks including providing advice and preparing complex ministerial and briefings relating to funding policy, reforms and agreements. You will support executives

who are members of national working groups and committees and you will have opportunities to engage with stakeholders from Treasury, health services, National Health Funding Body, and Independent health and Aged Care Pricing Authority.

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

Eligibility/Other Requirements

Understanding of national and ACT public hospital funding arrangements is highly desirable.

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

How to Apply: Please submit a 'pitch' of no more than two pages responding to the 'Professional/Technical skills and Knowledge' and 'Behavioural Capabilities' included in the position description, a current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Minh Bui 0423 740 181 Minh.Bui@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

Clinical Services

Cancer and Ambulatory Support

Central Health Intake

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57713 - 02A22)

Gazetted: 30 May 2023

Closing Date: 13 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

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. A key role will be ensuring a unified approach within Canberra Health Services with processes such as referral intake and referral management. The successful applicant will be required to assist with extensive stakeholder management to onboard services to adopt a consistent referral intake, referral management and service wide communication strategy, making it simple for external and internal stakeholders to understand the processes and procedures.

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

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

You focus on quality and continual improvement, by taking a structured approach to your workload management, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job. Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues. Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, where a project management qualification would be highly regarded. A minimum of 12 months experience working professionally in a project management role is preferred.

- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Rebecca Millar (02) 6207 4708 Rebecca.millar@act.gov.au Rebecca.millar@act.gov.au
Rebecca.millar@act.gov.au Rebecca.millar@act.gov.au

Women, Youth and Children

Executive Support

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61200 - 02B0I)

Gazetted: 26 May 2023

Closing Date: 9 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 Division of Women, Youth & Children (WYC) provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a child and family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position reports to the Business Manager, WYC and provides executive support and advice to the Executive Director and senior leadership team within WYC. The main duties of the role is coordination and preparation of government business including briefings and correspondence, consumer complaints, cabinet submissions and assembly material, divisional business and projects.

Additionally, the role will support the Business Manager, providing high level advice on administrative and operational business as required.

ABOUT YOU

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

Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive.

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

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

Actively problem solve within a complex work environment.

Position Requirements/Qualifications:

Relevant public sector management qualifications and/or relevant public health sector experience is desirable and or

Relevant private sector experience working in a customer focused operational role.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Samantha Lang 51247431 samantha.lang@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 20982 - 02AU4)

Gazetted: 26 May 2023

Closing Date: 16 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 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)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues and mental health care for young people aged 14-25 experiencing first onset psychosis. CAMHS also provides lifespan services, including Perinatal and Infant Mental Health Services, the Eating Disorder Program and Mental Health Service for People with Intellectual Disability (MHS-ID).

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. MHS-ID is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services.

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

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 people with intellectual disability, 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

- Must hold a current driver's license.
- Experience in working within the mental health sector.
- 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 working with children and young people and their primary supports.
- Experience in working with people with intellectual disability and their families/or carers.

Experience with medical terminology would be an advantage.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- 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)

The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise.

Note: This is a temporary position available immediately for 10 months with the possibility of extension up to 12 months and/or permanency.

Contact Officer: Brianan Jones (02) 5124 1144 Brianan.jones@act.gov.au

Maternity

Women's and Babies Operational Practice Support Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 61418, several - 02B1U)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Centenary Hospital for Women and Children (CHWC) in partnership with the University of Canberra, is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support students to grow and develop in their midwifery and nursing careers.

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

Centenary Hospital for Women and Children (CHWC) in partnership with the University of Canberra, is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support students to grow and develop in their midwifery and nursing careers. Our Maternity Education Team provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models. As a Practice Support Midwife (PSM) you are a skilled midwifery practitioner across the full midwifery scope of practice.

Centenary Hospital for Women and Children:

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

University of Canberra:

The University of Canberra is a young University anchored in the national capital. UC works with government, business and industry to serve our communities and nation. UC challenges the status quo always pursuing better ways to teach, learn, research and add value – locally and internationally. Distinctive by Design, UC is the University for the Professions.

Its purpose is to provide education which offers high quality transformative experiences to everyone suitably qualified; to engage in research which makes an early and important difference to the world around us; and to contribute to the building of just, prosperous, healthy and sustainable communities.

Discipline of Midwifery at University of Canberra:

The Discipline of Midwifery is a key part of the Faculty of Health which has a long history of delivering midwifery education. The Discipline is experiencing an exciting period of growth and change and is committed to producing safe, work-ready midwives. Midwifery at the University of Canberra is implementing innovative undergraduate and postgraduate courses that utilise evidence-based best practice. It is an exciting time to join us and contribute your unique approach to midwifery academia within this dynamic team.

POSITION PURPOSE

Reporting to the Midwifery Clinical Support Manager, the Practice Support Midwife is employed by Canberra Health Services in the CHS Midwifery Team to assist with education services operated by the University of Canberra. The CHS Practice Support Midwifery Team will work in close collaboration with the UC Midwifery Discipline Lead to support UC midwifery students to attain competence as a midwife by meeting the Nursing and Midwifery Board of Australia Midwife Standards for Practice. This includes providing direct practice supervision, support, and assessment of UC Midwifery students on placement in health facilities that partner with the University. The Practice Support Midwife is an integral part of the University's Midwifery Team, acting as a conduit between the Discipline and Canberra Health Services.

Reporting to the Midwifery Clinical Support Manager, the level 2 Registered Practice Support Midwife is responsible for providing leadership in midwifery education to University of Canberra midwifery students. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive and self-motivation

Adaptability and flexibility to accommodate change and provide responsive services to the needs of the midwifery students, the University of Canberra and the CHWC Maternity Unit

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

Resourcefulness and adaptability to meet these changing needs within a dynamic environment

Position Requirements/Qualifications:

Mandatory

- Relevant midwifery and/or nursing qualifications and a minimum of five years' experience working professionally in midwifery.
- Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.
- 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

- Postgraduate qualifications in relevant field e.g. Education & Training, Midwifery, Child, and Family Health and/or Clinical Leadership (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 3 years with the possibility of permanency.

Contact Officer: Wendy Alder (02) 5124 7392 wendy.alder@act.gov.au

Clinical Services

Division of Medicine

Department of Neurology

Movement Disorder Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 24912 - 02B1T)

Gazetted: 26 May 2023

Closing Date: 16 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

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

The Movement Disorder Advanced Practice Nurse (APN) will work within the Department of Neurology at the Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists, to provide a patient centred service for patients, their families and carers. The APN in Movement Disorders role is to provide a specialist role in the nursing management of patients with Movement Disorders, such as Parkinson's Disease, Dystonia, Tremor, Huntington's disease and Functional movement disorders.

The APN will collaborate and work in conjunction with Neurologists in outpatient clinics and facilitate nurse led clinics. The APN will also work with the Neurologist and ward staff to collaborate on decisions on complex therapies for patients with neurological conditions. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training.

Are you our new Movement Disorder Advanced Practice Nurse? Do you like a challenge and want to be a key part of a high performing team who work to provide safe and essential care of patients with Movement Disorders? Then this opportunity is for you!

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. 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 the community within Canberra and surrounding regions.

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.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to successfully prioritise workloads.

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

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

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: Kim Bailey (02) 5124 5161 Kim.bailey@act.gov.au

RACS

RACS Administration

Departmental Office Manager

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61568 - 02AZE)

Gazetted: 26 May 2023

Closing Date: 2 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

ABOUT YOU

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

Behavioural Capabilities

Flexible, adaptive and comfortable with a changing working environment

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

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

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

Position Requirements/Qualifications:

- 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.

- 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.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Must hold a current driver's license.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 13 months.

Contact Officer: Steve Sculac (02) 5124 0226 Steve.Sculac@act.gov.au

Canberra Health Services

Nursing and Midwifery and Patient Support Services

Enrolled Nurse Graduate – Transition to Practice Program

Enrolled Nurse Level 1 \$65,934 - \$70,443 , Canberra (PN: 44477 - 02B1H)

Gazetted: 31 May 2023

Closing Date: 28 June 2023

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

The 12-month Transition to Practice Program (TTPP) provides a supportive framework for enrolled nurses during their first year of clinical practice, incorporating at least two 6-month clinical rotations or 12 months within a specialty. The TTPP provides participants with dynamic learning opportunities offered through the diversity of services available and structured professional development tailored to the graduate nurse.

DUTIES

Under limited direction of the Clinical Nurse Consultant, you will perform the following duties and responsibilities:

1. Provides nursing care in accordance with the Nursing and Midwifery Board of Australia National Competency Standards under the supervision of a registered nurse/midwife.
2. Complies with relevant legislation and organisational policy and procedural guidelines.
3. Contributes to the formulation of care plans for individuals and groups in collaboration with the registered nurse.
4. Collaborates with members of the health care team to achieve effective health care outcomes.
5. Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of Enrolled Nursing practice.
6. Participates in staff development activities and performance review
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

1. Self –motivated with the ability to organise and prioritise time.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

3. Ability to work in a multi-disciplinary team.

4. Sound communication and interpersonal skills.

Position Requirements / Qualifications

Mandatory

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

Desirable

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

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

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

Contact Officer: Lydia Manen /Maxine Jordan 02 5124 3360 /02 51243382 Lydia.Manen@act.gov.au / Maxine.Jordan@act.gov.au

Clinical Services

Women, Youth and Children

Clinical Support and Projects

Clinical Development Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22219, several - 02B0Z)

Gazetted: 26 May 2023

Closing Date: 9 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

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support staff to grow and develop in their midwifery and nursing careers. Our CDMs provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models.

CDMs also provide support for newly graduated midwives, through an intensive transition to practice program. As skilled midwifery practitioners, our CDMs coordinate and deliver department wide in-service and education activities. You are supported by the Clinical Support Midwife, Clinical Midwifery Managers and Clinical Support Manager to work within your full midwifery scope of practice across all areas of Maternity.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in

terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Support Midwife, the level 2 Registered Clinical Development Midwife is responsible for providing leadership in midwifery education. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills.

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive and self-motivation.

Adaptability and flexibility to accommodate change and provide responsive services to the needs of the Maternity Unit.

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

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

Position Requirements / Qualifications

MANDATORY

- Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.
- Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
- Extensive experience as a Registered Midwife across the full scope of practice
- The successful applicant will need to be available for rotational shift work roster which includes weekends and public holidays.
- The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.
- 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

- Postgraduate qualifications in relevant field e.g., Midwifery, Child, and Family Health and/or Clinical Leadership (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)

Note: These are temporary positions available from 8 June 2023 until 27 October 2023 with the possibility of extension up to 12 months. Part-time hours will also be considered.

Contact Officer: Fiona Cameron 0422 189 893 fiona.cameron@act.gov.au

Canberra Health Services

Nursing and Midwifery, Patient Support Services

Nursing and Midwifery Resource Office

Registered Nurse Graduate – Transition to Practice Program

Registered Nurse Level 1 \$72,698 - \$97,112 , Canberra (PN: 42020, several - 02B13)

Gazetted: 31 May 2023

Closing Date: 28 June 2023

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care.

We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the CHS website.

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

The 12-month Transition to Practice Program (TTPP) provides a supportive framework for registered nurses during their first year of clinical practice, incorporating at least two 6-month clinical rotations or 12 months within a specialty. The TTPP provides participants with dynamic learning opportunities offered through the diversity of services available and structured professional development tailored to the graduate nurse.

Additionally, there is the opportunity to apply for Jenny James Honours Scholarships. In conjunction with University of Canberra and ACT Health the Honours Scholarship provides a unique, supportive environment for candidates to progress research, alongside their clinical professional development. One day per week supported study leave is allocated to complete a clinically focused research project.

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

- 1.Sound/developing organisational skills with a high degree of drive
- 2.Ability to work independently and as part of a multidisciplinary team
- 3.Adaptability and flexibility to accommodate change and provide responsive services to meet clients' need.
- 4.Strong communication and interpersonal skills.

Position Requirements / Qualifications

Mandatory

- Completed / will complete a Bachelor of Nursing Degree between December 2022 and June 2024
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to the date of Program commencement
- The successful applicant will need to be available for weekend and after-hours work in most clinical rotation
- Be a Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens
- Hold a current ACT Drivers Licence for Community placements (if allocated)
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

- Undergo a pre-employment National Police Check.

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Contact Officer: Susana Lloyd 02 5124 3751 Susana.C.Lloyd@act.gov.au

Medicine

Cardiology

Cardiac Catheter Laboratory Clinical Care Coordinator- Registered Nurse Level 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 61412 - 02AZN)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team! Work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024. The Cardiac Catheter Laboratory is a part of the Cardiology services at the Canberra Hospital, providing diagnostic and interventional coronary care for emergent and elective patients.

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.

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 [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

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

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 Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

In a high-pressure environment, the CCL Clinical Coordinator will provide clinical leadership and coordinate the day to day activity of CCL, including:

- maximising capacity through efficient inpatient and elective scheduling
- coordinating with the Multidisciplinary team, including nursing, medical, allied health and administrative
- liaising across departments and subspecialties including CCU, Outpatients, ED, ICU, Patient Flow and inpatient wards
- liaising with external stakeholders including Calvary and ACT Ambulance
- planning ahead for the next day and week, with a view to capacity and demand
- responding to daily staffing needs as they arise by reviewing nursing allocations and models of care
- procedural waitlist management

The Clinical Coordinator will have a key role in ensuring effective and efficient flow to meet capacity and maintain patient safety, ensuring evidence based practice is followed. The Clinical Coordinator will work with the CCL leadership team to ensure evidence-based treatment is delivered to all patients.

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 clinical assessment skills and decision-making ability in cardiology

Ability to provide clinical leadership in critical care areas, preferably procedural

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Relevant Registration or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications, and a minimum of 3 years' experience working professionally within the acute hospital setting is essential.

- Experience in Cardiac Catheter Laboratory nursing is essential for this position.
- Post registration experience and/or post graduate qualification in cardiac and/or acute care is desirable.
- Following a period of training it is expected you will achieve competency in Advanced Life Support
- The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process may be undertaken in the future regarding extended hours of service in the Cardiac Catheter Laboratory.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Anne Corney (02) 5124 3648 Anne.Corney@act.gov.au

Client Support Services

NDIS Support Unit

Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 33102 - 02ATZ)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

ABOUT YOU

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

Behavioural Capabilities

- Good interpersonal skills and passionate about high quality customer service.
- Strong organisational skills with a strong work ethic.
- Able to work in a collaborative manner as part of a multi-disciplinary team.

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for six months.

Contact Officer: Dean Le (02) 5124 6093 Dean.Le@act.gov.au

Chief Executive Officer

Office of the CEO

Clinical Trials Unit

Clinical Trials Coordinator

Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 60821, several - 02AYS)

Gazetted: 30 May 2023

Closing Date: 13 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 Clinical Trials Support Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials across multiple medical specialties, including cancer services, and in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Coordinator provides key support to, and coordination of clinical research projects undertaken by the Clinical Trials Support Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. They will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator, Director of Clinical Trials, and Manager of Clinical Trials.

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

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

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

Strong organisational skills with a strong work ethic.

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

Position Requirements/Qualifications:

- RO1 – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.
- 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.

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: These are temporary positions available immediately for 11 months with the possibility of extension and/or permanency.

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

Infrastructure and Health Support Services

Operational Support Services

Director Protective Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60467 - 02AZC)

Gazetted: 26 May 2023

Closing Date: 9 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

Operational Support Services is seeking a strategic thinker with excellent management and communication skills to lead the Protective Services business unit, within Canberra Health Services.

This is a great opportunity for an experienced protective security or public safety professional to influence and improve security systems and practices within an expanding CHS. This is a role where you will apply your interpersonal, liaison and engagement skills, and work closely with internal and external areas to provide advice and support across CHS locations including the Canberra Hospital campus, Walk in Centres and Dhulwa Mental Health Unit. You will need to have the ability to work under pressure and achieve deadlines in an environment of competing priorities that require a high-level attention to detail.

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

Infrastructure and Health Support Services is responsible for:

- Facilities Management – Safety and Risk
 - Capital Project Delivery
 - Strategic Workspace Planning
 - Operational Support Services
 - Fire Safety and Emergency Response
 - Mail Room Services
 - Transport, incorporating Parking and Vehicle Fleet Management
 - Information Hub, incorporating Main Reception and Residences
 - Security
 - Switchboard
 - Volunteer Services
 - Business Operations – Food Services
 - Sterilising Services
 - Contract Management, including University Canberra Hospital and Domestic, Environmental and Linen Services
- The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Exceptional communication skills, both verbal and written.

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

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

Lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualification in protective security and/or public safety is highly desirable.
- A current unencumbered ACT Driver's License (or equivalent) is essential.
- This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.
- The successful applicant is expected to be available for weekend and after-hours work, and will be provided with a work-issued mobile phone and access to time in lieu according to the current Enterprise Agreement.
- 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)

Note: This is a temporary position available for 6 – 12 months with the possibility of extension and/or permanency.

Contact Officer: John Ludvigson 0404 969 637 john.ludvigson@act.gov.au

Clinical Services

Medicine

Emergency Department

Clinical Services

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24589, several - 02B0H)

Gazetted: 30 May 2023

Closing Date: 13 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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital territory (ACT) – a catchment area including Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley serving approximately 650,000 people.

Annually, the Emergency Department can have up to and more than 85,000 presentations.

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

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

Ability to work a flexible rotating roster.

High level interpersonal, negotiation and conflict resolution skills.

Position Requirements/Qualifications:

Be registered for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 5 years' experience working professionally in a hospital-based critical care environment, with proficiency in leadership and management. Post Graduate Certificate in Critical care nursing is desirable.

- The successful applicant will need to be available for rotating roster of Morning, Evening, Night shifts, weekends and public holidays.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Marissa Young (02) 5124 2755 marissa.young@act.gov.au

Acute Allied Health Services

Social Work

Social Worker - NDIS Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 45388 - 02AZZ)

Gazetted: 26 May 2023

Closing Date: 9 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

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

The Acute Allied Health Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

In this position it is expected you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversee professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

Note: This position(s) will be required to participate in overtime, on call, and/or rotation roster, including weekends and shutdown. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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

Advanced organisational skills with a high degree of drive

Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs

Effective communication and interpersonal skills demonstrating leadership

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

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications in social work or equivalent.

A minimum of 6 years' experience working professionally, preferably in a health setting.

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

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

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Undergo a reference check.

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

Clinical Services

Medicine

Cardiology

Cardiac Catheter Laboratory

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 42046, several - 02AZ8)

Gazetted: 31 May 2023

Closing Date: 28 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 Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory

DUTIES

Under limited direction of the Clinical Nurse Consultant (CNC) you will:

Provide comprehensive client focused care to patients in the Cardiac Catheter Laboratory including the Cardiac Day Ward utilising innovative, evidence-based practice.

Practice in accordance with the relevant legislation

Maintain individual professional development plan, complete mandatory training requirements, participate in specialty, area specific training and contribute to a culture of learning in the Cardiac Catheter Laboratory.

Understands and practices within own scope of practice.

Integrates nursing and health care knowledge, skills, and attitudes to provide safe and effective nursing care.

Practice in a way which acknowledges the dignity, culture, values, beliefs, and rights of individuals while adhering to safe practice and relevant legislation

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

ABOUT YOU

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

Behavioural Capabilities

- Registered Nurse with experience in interventional cardiovascular nursing.

Position Requirements/Qualifications:

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications. and a minimum of 1 years' experience working professionally in the acute hospital setting is preferred.

- Post registration experience in acute and/or cardiac care is highly desirable.
- The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process may be undertaken in the future process regarding extended Cardiac Cath Lab business hours.
- Following a period of training and achieved competency in Advanced Life Support the position includes close on-call commitment.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Baldwin (02) 5124 3691 Alison.Baldwin@act.gov.au

Nursing and Midwifery, and Patient Support Services

Infection Prevention and Control Unit

IPCU - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 48486 - 02B21)

Gazetted: 31 May 2023

Closing Date: 14 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

Are you motivated, experienced in Infection Prevention, and ready for your next challenge? Then we are looking for you!

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. 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 the community within Canberra and surrounding regions.

This process will be used to create a merit list to be utilised across the next 12 months in similar positions.

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

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public. The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and be responsive to meet needs

Position Requirements/Qualifications:

Mandatory:

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

Have a minimum of five years post graduate experience working professionally as a Registered Nurse.

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for three to six months.

Contact Officer: Leanne Muir on leanne.muir@act.gov.au or (02) 5124 3695

Medicine

Cardiology

Cardiac Catheter Laboratory - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24073, several - 02AZA)

Gazetted: 31 May 2023

Closing Date: 28 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team! Work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024.

The Cardiac Catheter Laboratory is a part of the Cardiology services at the Canberra Hospital, providing diagnostic and interventional coronary care for emergent and elective patients.

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.

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 [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

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

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 Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory.

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

Registered Nurse with recent experience in interventional cardiovascular nursing in the Cardiac Catheter Laboratory.

Position Requirements/Qualifications:

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications, and a minimum of 2 years' experience working professionally within the acute hospital setting is essential.

- Post registration experience and/or post graduate qualification in cardiac and/or acute care is desirable.
- The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is currently proposed regarding extended hours of service in the Cardiac Catheter Laboratory.
- Following a period of training and achieved competency in Advanced Life Support the position includes an on-call commitment.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Baldwin (02) 5124 3691 alison.baldwin@act.gov.au

Women Youth and Children

Clinical Support and Projects

Paediatric Clinical Support Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 04735 - 02B12)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary), maternity and neonatology services for the ACT and surrounding regions. Paediatric services include general medical and surgical paediatric inpatient and outpatient services, including limited subspecialty.

Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient

services include a medical day procedure unit, day surgical unit and outpatient services.

The Women, Youth and Children Clinical Support and Projects team leads education, research, clinical guidance and data monitoring for the division.

The Clinical Support Nurse, in collaboration with the Clinical Development Nurses and Clinical Nurse Managers, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department, with a view to ensuring that professional development programs meet the learning needs of clinical nursing staff.

As the Clinical Support Nurse, you will also function as part of the NSW Children's Healthcare Network, as the nursing representative for Canberra Health Services in supporting provision of the highest quality healthcare for children across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality health care as close to home as possible.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Relevant post graduate qualifications in Paediatric Nursing and a minimum of three years' experience working professionally in child and family health is preferred.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at (32) hours per week for six months with the possibility of extension. With consideration of the possibility for full time hours.

Contact Officer: Fiona Cameron 0422 189 893 fiona.cameron@act.gov.au

Chief Financial Officer

Health Information Service

Health Information Services Administration Officer

Health Information Services Administration Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 47222 - 02AYH)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes

Clinical record scanning and management of paper and electronic health records

Clinical coding and casemix data generation; and

Patient identifier management.

Working under general direction, as part of a small team, the HIS Administrative Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder and DHR). This entails performing a range of tasks including scanning or uploading of clinical record documents, performing verification, chart correction and other quality control activities to maintain record integrity. The HIS Administrative Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

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

- The successful applicant will need to be available for day and evening work including weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- 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

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

Prior to commencement successful candidates will be required to:

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

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

Day and evening shifts will be considered.

Contact Officer: Erin Smith (02) 5144 2245 erin.smith@act.gov.au

Acute Allied Health Services

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C13420, several)

Gazetted: 31 May 2023

Closing Date: 18 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, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted to inpatient wards. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

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

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 **ABOUT YOU**

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

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

Behavioural Capabilities

An ability to work independently and confidentiality with a high degree of drive and exercising professional judgement.

Problem solve innovatively particularly in crisis situations

An ability to communication with a wide range of people and at times of high stress

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

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in Social Work.
- Degree in Social Work (or equivalent).
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

• Successful applicants will need to be available for weekend and after-hours work. Shifts are typically:

4.30pm-9.30pm Mon-Friday

8.30am-4.30pm Sat, Sun, and public holidays

4pm – 9.30pm Sat, Sun, and public holidays

some business hours work may also be available.

• Successful applicants will need to be available to attend a monthly meeting and supervision during business hours.

• 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:

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

• Undergo a pre-employment National Police Check.

• 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 Credentialing and scope of clinical practice requirements for medical professionals.

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

Note: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Patrice Higgins (02) 51242316 patrice.higgins@act.gov.au

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

Allied Health

Allied Health Support

Care Navigator - Allied Health

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 61454, several - 02ALB)

Gazetted: 25 May 2023

Closing Date: 8 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. There is a matrix model of governance for this position as they will be working 0.5 of their time with LaNS and 0.5 of their time with the acute allied health team of their discipline. The Operational Manager of LaNS is responsible for the leadership and management of the LaNS service and will work with the Care Navigator and the Allied Health manager to determine work allocation on the day to day basis. Professional management is undertaken through the clinical area the team member is based in. The Allied Health Care Navigators are members of the Acute Allied Health Service, Division of Allied Health, reporting to the Director of Allied Health and the LaNS service.

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.

The role will maintain a 0.5 FTE clinical workload specific to the discipline of the successful applicant. The role will also undertake assessment from an interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service.

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 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 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.

DUTIES

Under limited direction of the Director of Allied Health, you will:

Provide advanced clinical care through assessment, planning and implementation, in accordance with Canberra Health Service policy, procedure and clinical guidelines.

2. Provide clinical expertise and interventions to develop and implement clinical pathways/protocols for Allied Health led interventions to assist in ED avoidance.

3. Using high-level communication skills and an understanding of the social determinants of health, work with clients to identify and engage appropriate internal and external services to provide effective ongoing integrated care
4. Work with outpatient departments and external services to build on and lead the formalisation of the coordination and sharing of clinical information to improve and ensure continuity of care across hospital, health services and supports.
5. Co-ordinate and facilitate quality improvement and research activities in relation to the continuity and coordination of shared care for consumers.
6. 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 consumers with chronic and complex health care needs.
7. Mentor and support professional development and competencies of allied health colleagues and maintain own advanced level knowledge through relevant opportunities in education and management.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

Strong 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

3. Adaptability and flexibility to accommodate change and provide responsive services to meet consumers' needs
4. An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

Position Requirements/Qualifications:

Mandatory

- Hold an undergraduate or postgraduate qualification in a relevant Allied Health profession (Social Work or Occupational Therapy)
- Where applicable be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Substantial clinical experience in the acute health setting of greater than 5 years.
- Be registered under the Working for Vulnerable People Act.
- 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.

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.
- 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:

- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.
- 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: Andrew Slattery 0251245106 andrew.slattery@act.gov.au

RACS

Social Work

Health Professional Office

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27177 - 02AOQ)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

ABOUT YOU

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

Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

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

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- You will need to understand how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- You will need to fulfil the responsibilities of this role as detailed in the CHS [Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and other [related frameworks](#).
- 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.

Prior to commencement successful candidates will be required to:

- Reference checks
 - Undergo a pre-employment National Police Check.
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Contact Officer: Natasha Synnott (02) 5124 0075 Natasha.Synnott@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services Alcohol and Drug Services

Diversion Service Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61634, several - 02AZ3)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The 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 incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol & Drug Program (12-25 years old).

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

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

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

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

ABOUT YOU

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:

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

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

For Social Work:

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

For Psychology:

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

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

Applicants must have a minimum of 3 years (ideal 5 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.

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

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.
Contact Officer: Melissa Wightman (02) 512 41618 Melissa.Wightman@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31734 - 02AY6)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult 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 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

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

he 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 Discipline Principal Occupational Therapy (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

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

Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia and a minimum of 3 years (preferably 5) experience working professionally as an Occupational Therapist.

Eligible for professional membership of Occupational Therapy Australia.

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

Current Passenger Vehicles 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

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

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

Rehabilitation, Aged & Community Services

Social Work

Social Work Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 61432 - 02A27)

Gazetted: 26 May 2023

Closing Date: 23 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings.

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

The RACS Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the University of Canberra Hospital, Canberra Hospital and community health centres. The service provides assessment and intervention relating social work support for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions,

complex medical conditions and frail aged. RACS Social Work provides an integral role in establishing and providing services for the National Disability Insurance Scheme and Commonwealth Home Support Program participants. In this position it is expected you will provide specialist skilled clinical assessment and perform specialised psychosocial interventions for clients assessed as having multi-faceted and complex high-level care or therapy needs requiring NDIS services. You will also provide oversight and apply quality improvement processes to the RACS Social Work team as a discipline and as an integrated allied health service working across multiple clinical areas. You will provide regular input into, and form, an integral part of the RACS Social Work leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, and contribute to team processes.

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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

- Advanced organisational skills with a high degree of drive
- Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs
- Effective communication and interpersonal skills demonstrating leadership
- Ability to perform novel, complex, critical or difficult tasks with limited supervision.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications in Social Work and a minimum of 5 years' experience working professionally in social worker.
- 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.
- Previous clinical experience working with complex patients in a the acute and sub-acute health environment is desirable.
- Current driver's licence (mandatory for community positions)
- Canberra Health Services 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 up to date with computer and systems literacy.

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Natasha Synnott (02) 5124 0075 natasha.synnott@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nutrition

Nutrition Allied Health Assistant

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 61505 - 02BOX)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team consisting of Dietitians and Allied Health Assistants (AHA) provides nutrition services for a wide range of complex and chronic medical conditions including enteral nutrition; chronic renal failure; weight management; gastrointestinal disorders; malnutrition; and wound healing. As a service, we pride ourselves on high quality patient care, strong supervision structures and being effective interdisciplinary team members. Community Care Nutrition provides services for National Disability Insurance Scheme participants.

This position is a permanent full-time position. Applications from this recruitment round may be used for the next 12 months to fill permanent and temporary identical positions in a full-time or part-time capacity. Applicants requesting part-time employment may be considered for permanent and temporary positions.

ABOUT YOU

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

Behavioural Capabilities

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

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

Strong interpersonal skills and confidence communicating across a range of media

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Allied Health Assistance (including completion of Nutrition units) or tertiary qualifications in Nutrition
- A minimum of 3 years' experience working professionally in a related/relevant organisation/service
- Hold a current Driver Licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Desirable

- Previous or current experience working as an AHA within CHS.

- 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.

Note: Applications from this recruitment round may be used for the next 12 months to fill permanent and temporary identical positions in a full-time or part-time capacity. Applicants requesting part-time employment may be considered for permanent and temporary positions.

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@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

Canberra Institute of Technology

Corporate Services

Executive Branch Manager, Campus Renewal

Executive level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1288)

Date Advertised Gazette: 1 June 2023

Closing Date: 14 June 2023

Details: Are you an experienced Change Manager with a passion for future focused solutions?

Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

Canberra Institute of Technology (CIT) are seeking a motivated Executive Branch Manager Campus Renewal to deliver our ambitious campus renewal agenda.

The Executive Branch Manager, Campus Renewal is responsible for leading a dedicated project team deliver a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, as well as the relocation of CIT Yurauna from Reid to Bruce campus.

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. As such strong consultation, communication and collaboration skills are a must as this role will work closely across all aspects of the CIT community, various ACT Government departments including Major Projects Canberra, the Aboriginal and Torres Strait Islander Community and other stakeholders. A key part of this position is the ability to develop and maintain relationships with the Aboriginal and Torres Strait Islander community and the Yurauna Director ensuring culturally safe and appropriate outcomes for all elements of the projects.

Working to the Executive Director, Corporate Services, the Executive Branch Manager will deliver a Strategic Asset Management Framework (SAMF) and a Strategic Asset Management Plan (SAMP) across all campus's as well as ensuring robust risk management practices are in place. This position is required to providing high-quality advice and reporting to the CIT Board, Executive team, Project Board/s and ACT Government Ministers, and others as required, including interpretation of legislative requirements, design standards and relevant guidelines.

We are looking for an ambitious, collaborative leader with a demonstrated background in large scale change and project management programs. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits.

Eligibility/Other Requirements: Applicants require relevant tertiary qualifications and should have experience in a senior change or project management leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

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.

Contract: The successful applicant will be placed on a long-term contract for up to three years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly at the end of the contract section.

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 1270 meghank.oldfield@cit.edu.au

Corporate Services

Executive Branch Manager, People and Culture

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1068)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Executive Branch Manager People and Culture

Do you enjoy building capability and inspiring a team?

Are you an experienced Human Resource professional looking to shape the workforce?

Come join CIT and be part of the team skilling our community for the future!

CIT is seeking an experienced and engaging Human Resource professional to lead our People and Culture team.

What do we want?

We are looking for an ambitious, collaborative leader with a demonstrated background in best practice human resource functions to fill the role of Executive Branch Manager People and Culture. The role will provide strategic human resources advice and support to the CIT Executive and leadership team whilst facilitating effective contemporary, future- focussed human resource strategies and initiatives, which position CIT for growth and stability aligned with the future direction of the Institute.

Reporting to the Executive Director, Corporate Services, the Executive Branch Manager, People and Culture is a pivotal role in guiding CIT's people management activities, whilst embedding cultural reform and building capability.

What will you do?

You will provide high quality, strategic, and timely advice on human resource functions specific to the CIT landscape to a range of internal and external stakeholder including the CEO and board, union representatives and wider ACT Government.

As a source of knowledge in this field, you will be responsible for increasing CITs maturity and understanding of best practice human resource functions by creating a culture of curiosity, capability building and compliance. This will be done by leading a team of professionals and working closely with Business Units and College Directors to understand the unique challenges within the VET environment and ensure that CIT is staffed with the right people to meet our ambitious strategic plans.

What do I need?

The successful applicant will have demonstrated experience in human resources functions at an executive level, and be able to apply this knowledge to develop, plan and facilitate best practice processes at CIT. You will need high-level communication, negotiation and strategic people management skills. You will have a demonstrated track record of delivering outcomes, driving reform, and implementing organisational change.

You will have strong negotiation and influencing skills, and the ability to inspire, energise and engage people, and the ability to draw on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the ACTPS Values, and the CIT Cultural Traits. Applicants require relevant tertiary qualifications and should have experience in a senior human resources leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

Remuneration: The position attracts a remuneration package ranging from \$266,764 to \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

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

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

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

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

Contact Officer: Meghan Oldfield 02 62071270 meg.hank.oldfield@cit.edu.au

Education and Training Services

CIT Trade Skills

Plumbing

Plumbing Trades Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 60689, several)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Are you a qualified plumber seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....

WHATS THE POSITION?

CIT is seeking suitably qualified tradespeople to join us in shaping the 'tradies of the future!'

As a teacher with us you have the power to directly impact the future of plumbing within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

We have a variety of positions available from permanent full-time to casual roles to get a taste for what teaching is all about.

PLEASE

NOTE: Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

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

Eligibility/Other Requirements:

WHAT DO I NEED?

To be successful in this position you must have the following:

Possession of relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and

Demonstrate a broad range of current industry skills and experience.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold A Training and Assessment Certificate IV Level Qualification (Such As A TAE40116 Or Equivalent).

Where The Full Qualification Is Not Held, Hold as A Minimum Prior To Employment As An Employee In Any Form, Qualifications As Required By The Standards For Rtos (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set).

Complete The Full Qualification Within 18 Months of Engagement and Be Supervised By A Suitably Qualified Person.

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

MANDATORY LICENSING

Possess the following ACT Construction Occupation Licences or Jurisdictional equivalent.

Advanced Sanitary Drainer

Sanitary Plumber

Advanced or General Gasfitter

INDUSTRY EXPERIENCE

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: Temporary positions will be for 12 months with the possibility of an extension up to five years.

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

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: For permanent and temporary positions, please click below and you will be re-directed to the ACTGOV Jobs page. You will be asked to submit your curriculum vitae including referees, and a one page pitch outlining how your skills and experience meet Selection Criteria and why you would make an excellent CIT Teacher.

If you are interested in applying for a casual teacher position, please register your interest now by contacting the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna-Lys Ceraolo (02) 6207 4346 Anna-Lys.Ceraolo@cit.edu.au

Education and Training Services

Trade Skills

Construction

Team Leader – Cabinet making and Finishing trades

Teacher Level 2 \$114,979, Canberra (PN: 46634)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: Are you a qualified construction trades person seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....

WHATS THE POSITION?

CIT is seeking suitably qualified tradespeople to join us in shaping the 'tradies of the future!'. As a Team Leader teacher with us you have the power to directly impact the future of construction within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a Team Leader teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

Eligibility/Other Requirements:

What do I need?

To be successful in this position you must have the following:

possession of relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and

demonstrate a broad range of current industry skills and experience.

full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable

Hold trade qualifications relevant to the programs of the section.

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

How to Apply: Please submit a curriculum vitae and a full application outlining how your skills and experience meet selection criteria and why you would make an excellent CIT Teacher.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Brown (02) 6207 8063 Keith.Brown@cit.edu.au

Technology and Design

Education Services

Department of Information Communication and Technology

Administrative Service Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 54031)

Gazetted: 30 May 2023

Closing Date: 6 June 2023

Details: Have you got what it takes to help support a thriving teaching department?

The Information Communication and Technology department is a diverse team, working closely with Cyber Security, to collectively deliver several qualifications and Statements of Attainment.

As a member of the Information Communication and Technology team, you will work closely with a small administrative team and staff to meet the demands and inquiries from staff, students, and industry alike.

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

Eligibility/Other Requirements:

DESIRABLE

Experience using MS Suite, SharePoint, Banner, CRM, Trim and Argos would be highly advantageous.

Qualifications in Business/Business administration or other fields relevant to the position.

Current Driver's Licence.

Note: This is a temporary position available from 12 June 2023 until 13 December 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.

How to Apply: Please submit an application addressing the Selection Criteria. Please provide a supporting curriculum vitae and include the details of two referees. Referee reports can be made available upon request.

Applications should be submitted via the Apply Now button below.

Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@cit.edu.au

Technology and Design

Education Services

Department of Information Communication and Technology

IT Laboratory Manager

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 32382)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: Are you a problem solver? Do you have a passion for computers and Software?

CIT is seeking an energetic Information Technical Officer to join their Information Communication and

Cybersecurity team. If you enjoy working with a diverse group of people and supporting students and peers with their technical issues, then this position is just right for you.

As an Information Technical Officer, you will be required to have sound technical hardware and software skills to support the ongoing operation of the ICT and Cyber departments. You will be actively monitoring, maintaining, and reviewing current resources to problem-solve technical issues using sound judgement.

Eligibility/Other Requirements: To be successful in this position you will require the following -

ESSENTIAL

A diploma in Information Technology or higher is essential.

Server knowledge using both Microsoft and Linux is essential.

Cisco lab equipment knowledge is essential.

DESIRABLE

Minimum of two years' experience in maintaining a technical environment.

Knowledge of CIT's Digital needs and practices is desirable.

Note: This is a temporary part-time position at 18:50 hours per week, available from 19 June 2023 until 15 December 2023 with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: ICT and Cyber welcome your two-page statement addressing the criteria on why you may be the right person to join a highly motivated and diverse team. Please submit your application along with two (2) referee reports with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Monique Roeton (02) 6205 4470 Monique.Roeton@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 Branch Manager, Finance Transformation Lead

Temporary Vacancy (asap to 31 October 2023 with the possibility of extension up to six months)

Chief Minister, Treasury and Economic Development

Strategic Finance

Position: E1316

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 31 May 2023

Expressions of interest are sought for the position of Executive Branch Manager, Finance Transformation Lead.

This temporary vacancy is to 31 October 2023.

This short-term opportunity is to join the Strategic Finance team in Chief Minister, Treasury and Economic Development (CMTEDD) and play a lead role in delivering key initiatives set out in our strategic plan. We have an ambitious program of work to improve budget management and financial reporting for implementation over the next few months. If you have a good understanding of the operations of CMTEDD, a good understanding of current budget processes, a keen eye for identifying improvement opportunities and good communication skills then you should consider applying for this role.

Eligibility/Other Requirements: Accounting qualifications are a must.

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 \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Sally Druhan via email, sally.druhan@act.gov.au by COB Tuesday 6 June 2023.

Contact Officer: Sally Druhan (02) 6207 2697 sally.druhan@act.gov.au

Access Canberra

Projects & ICT

Rego.act Modernisation

Senior Test Analyst - Rego.act Modernisation

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60767)

Gazetted: 26 May 2023

Closing Date: 16 June 2023

Details: Rego.act is classified as a Government Critical system that supports the delivery of essential Road Transport, High Risk Licensing and other services to the ACT community. The system is a key enabling platform for implementation of many government initiatives and legislation including aspects of the Digital Account, replacement of Compulsory Third-Party insurance with the Motor Accident Injury scheme, and Graduated Licensing.

The Rego.act Modernisation program, funded by capital funding for the *Digitising Government Services* initiative, primarily focuses to deliver outcomes in the following key areas:

Prioritise functions for modernisation

Application Programming Interface (API) enablement for prioritised functions

Multi-disciplinary approach to solution development

Microservices deployment

Introducing contemporary system development practices

Rego.act Modernisation is looking for an experienced Senior Test Analyst. The duties of the position are to create and uphold test strategies, establish automated frameworks, develop and maintain test scripts, collaborate effectively with stakeholders, and provide mentorship to testers, all while focusing on enhancing software quality and reliability within the Rego.act Modernisation program through UAT/regression test automation, ultimately enabling rapid software release.

The main responsibilities of the position include:

Work closely with various stakeholders to understand the organisation's business problems and priorities, ensuring that the proposed test strategy aligns with organisational goals.

Critically analyse the current UAT/regression testing processes and identify opportunities for improvement to current practices and best practice, including testing through automated testing capabilities, enabling testing to support Agile software development.

During this process consider automated UAT/regression testing, taking into account the complexity of the Rego.act system and the need for rapid iteration and release.

Develop and present a strategy/roadmap with options and recommendations for the transition from current testing processes to ensure testing functions support the organisation into the future, for executive approval. As part of this strategy identify skills and positions required to deliver a robust testing environment that supports all Access Canberra development.

Develop an implementation change plan, including a timeframe, to transition to agreed outcomes, and identify the transition process from the sole current UAT testing to agreed outcomes, including automated testing.

Implement the agreed outcomes, including developing and maintaining test strategies and test plans for automated UAT/regression testing, ensuring alignment with program objectives, quality standards, and the transition plan from manual to automated testing. Some manual testing may be required.

Design, develop, and maintain automated test frameworks and scripts specifically targeting UAT/regression testing, using Java and relevant test automation tools to support efficient and effective test execution.

Monitor and report on the effectiveness and efficiency of the testing strategy against identified timelines, identifying opportunities for continuous improvement and alignment with future agile development.

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

Eligibility/ Other Requirements

- Relevant tertiary qualifications and/or industry recognised certificates in software testing are highly desirable.
- Knowledge of testing in Java, Salesforce and MuleSoft are highly desirable.

Notes: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency.

Selection may be based on application and referee reports only.

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

How to apply: Please submit the following:

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam MacLeod (02) 6205 4262 Adam.MacLeod@act.gov.au

Policy and Cabinet

Commonwealth-State Relations

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 22933)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: The Policy and Cabinet Division within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for a highly organised person who can work in an agile and collaborative way to lead the Commonwealth-State Relations team.

(CMTEDD) leads the ACT public sector and works collaboratively both within government and with the community to achieve positive outcomes. The Commonwealth-State Relations (CSR) branch provides strategic policy advice to the Chief Minister and Head of Service and Cabinet on national issues and implications for the ACT.

Working collaboratively across the ACT Government on significant national policy development and implementation, the Director will lead a team that provides an integral link for ACT Government directorates' involvement in, or contributions to cross jurisdiction and national level discussions.

The Director will build strong relationships with other areas of CMTEDD and ACT Government Directorates, the Office of the Head of Service and the Chief Minister's Office, to provide strategic policy advice and to support productive relationships with the Commonwealth and other states and territories.

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: This is a Position of Trust Level 1 (PoT 1). You are required to gain and maintain a National Security Negative Vetting level 1 (NV1) clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

Note: A merit pool will be established from this selection process and may be used to fill future vacancies within Policy and Cabinet Division over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description and submit the following -

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

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stacey Matthews (02) 6205 3337 Stacey.N.Matthews@act.gov.au

National Arboretum Canberra & Stromlo Forest Park

National Arboretum Canberra

Assistant Education Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61649)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: If you are experienced working with young people and have a background in environment, sustainability, outdoor education, or cultural programs and would like to join a passionate and energetic team we want to hear from you! Are you a whizz with administration, possess strong organisational skills and enjoy delivering public programs? Join our education team to support booking administration, developing education resources, as well as providing program delivery during and occasionally outside of business hours.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world, that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum welcomes over 40,000 school students each year and delivers a range of engaging education programs and outdoor activities to school groups from preschool to secondary, school holiday programs and other life long learning groups.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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

-Current drivers licence

-First aid certificate required

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

Notes: This is a temporary position for twelve 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.

The successful applicant will be based at the National Arboretum Canberra. The position includes occasional evening and weekend work.

How to apply: Please provide a copy of your curriculum vitae with two references, and a pitch document addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heather Tregoning (02) 6207 8156 Heather.Tregoning@act.gov.au

Access Canberra

STRATEGY AND PLANNING

BUSINESS AND REGULATORY REFORM AND DESIGN

Assistant Data Analyst

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

Gazetted: 25 May 2023

Closing Date: 1 June 2023

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

This role provides administrative support to the Team including management of data sources, record keeping and report maintenance. The successful applicant will need to manage multiple, disparate datasets, so must demonstrate high levels of data literacy and a sound knowledge of ETL processes. Experience with Power BI, Salesforce and record keeping programs will be an advantage.

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

Eligibility/Other requirements:

Experience reporting on and interpreting data is desirable.

This position does not require a pre-employment medical.

A Working with Vulnerable People Check is not required.

Maintain records in accordance with the *Territory Records Act 2002*.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter McPhan (02) 6207 6124 Peter.McPhan@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT

Service Designer/Business Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20019)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: The Projects and ICT Section is responsible for maintaining a range of digital capabilities and ICT systems that enable and support the ongoing evolution of services provided by Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with touch points that cross organisational boundaries.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We are looking for a motivated, enthusiastic and collaborative person to join our team as a Business Analyst/Service Designer.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

A working knowledge of design methodologies such as human-centred design, design thinking, etc.

Tenacious, flexible, passionate, resilient and results/outcome driven with a persuasive personality.

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:

Demonstrated ability to understand Whole of Organisation ICT and digital strategies and apply these strategies to specific business unit related solutions, particularly in the Public Sector.

Degree or qualification in ICT or relevant professional experience is highly desirable.

Qualification in Service Design or Business Analysis is highly desirable.

Notes: This is a temporary position available for up to 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.

How to Apply: Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Cleary (02) 6207 9131 Samantha.Cleary@act.gov.au

Economic and Finance

Macroeconomics, Modelling and Federal Financial Relations

Federal Financial Relations

Policy Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52590)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Do you enjoy challenging yourself, working in a high impact environment, consulting with stakeholders across government and contributing to complex policy matters?

Federal Financial Relations Unit is looking for an enthusiastic candidate to join the team and contribute to the team's pivotal role in the ACT Government's intergovernmental relationships with the Commonwealth and other state and territory governments.

As a key member of the team, you will be able to prepare briefings on intergovernmental matters in tight timeframes, organise meetings and communicate effectively with stakeholders. An important aspect of the role will involve establishing and maintaining collaborative working relationships with stakeholders across the ACT government and externally.

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

Eligibility/Other Requirements:

The position description sets out the skills, knowledge and capabilities that are desired to succeed in this role.

Notes: This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae (no more than two pages)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wong (02) 6207 0275 Nicole.Wong@act.gov.au

Access Canberra

Service Delivery and Engagement

Contact Centre

Assistant Director - Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02150)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Do you have a passion to support the community? Do you have strong interpersonal skills and the ability to engage across Government? Do you work well in a team and proactively look for solutions to problems? If you answered "Yes" to all those questions, then this may be the opportunity for you!

The Contact Centre provides a whole of government service to callers, across a broad range of information, payments, services and emergency support. The Contact Centre delivers quality customer service for various business functions on behalf of the ACT Government and also delivers emergency information to the community on behalf of the ESA and assists SES callers in times of need. The Contact Centre operates extended hours, with 24 hour back-up support.

The Assistant Director - Operations is responsible for the day-to-day leadership and management of teams in the delivery and support of customer service interactions via phone, email, web forms and chat channels. The role is accountable for driving a customer focused, fast-paced and high performing operations in a high volume and responsive environment. You will drive a positive team culture with a focus on continuous improvement, ensuring staff, processes and technology are aligned to meet and exceed customer expectations and performance targets are met.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 for six months with the possibility of permanency.

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

Selection may be based on application and referee reports only.

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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kevin Bell (02) 6205 3860 Kevin.Bell@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53831)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly motivated and experienced WHS Practitioner to fill the role of Assistant Director, Safety and Wellbeing.

The Assistant Director - Safety and Wellbeing is a vital member of the Safety and Wellbeing team, focused on establishing a mature safety culture across the directorate.

Under the direction of the Senior Director Safety and Wellbeing, the Assistant Director - Safety and Wellbeing is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing in line with the Directorate's Work Health and Safety Management System. They will also be a primary contact for incident notifications across the directorate and responsible for monitoring and conducting investigations, reporting and closing out corrective actions.

The Assistant Director - Safety and Wellbeing will work with business and work safety contacts to embed a safety culture. Working independently to deliver key tasks will be essential, however the Assistant Director - Safety and Wellbeing will also need to consult and collaborate with the Directorate's business units and WHS Coordinators on matters relating to safety and wellbeing.

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 and technical expertise in workplace health and safety, or equivalent experience are highly desirable.

Note: This is a temporary position available from July 2023 until June 2024, with the possibility of extension up to 12 months.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. The position also works in a flexible hybrid environment where workers can work both from home and the office.

How to Apply: Please submit the following -

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

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

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

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

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

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) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Bradley Chesterfield (02) 6205 6117 Bradley.Chesterfield@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Project officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60651)

Gazetted: 31 May 2023

Closing Date: 7 June 2023

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature. You will contribute to the delivery of significant new government initiatives impacting driver licences and vehicle registration in the ACT.

In this role you will need to:

Contribute to the development and implementation of new and revised standard operating procedures, policies and systems to deliver new government initiatives.

Manage the preparation, distribution and publication of staff instructions and other notices to ensure that end users and stakeholders are kept updated and informed of changes to policies and procedures.

Contribute to the development and delivery of training materials to educate rego.act users about new government initiatives.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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 3 July 2023 until 30 June 2024.

How to Apply: Please review the Position Description for more details.

Please submit the following:

A two-page pitch detailing why you are the best person for the role.

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

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Service Delivery & Engagement

Land, Planning and Building Services

Customer Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 11174, several)

Gazetted: 29 May 2023

Closing Date: 12 June 2023

Details: The Land, Planning and Building Services Team within Access Canberra is seeking highly motivated individuals for our Customer Service Officer positions. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to land, planning, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money.

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

Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

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

How to apply: Please review the Position Description details about the role associated Responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the Duties and Responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Bowen (02) 6207 6955 Steve.Bowen@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

Corporate

Governance

Ministerial and Government Services Unit

Assistant Cabinet Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50403)

Gazetted: 25 May 2023

Closing Date: 8 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.

The 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 the Community Services Directorate, 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. The 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.

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

Notes: This is a temporary position available immediately for a period of twelve 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

Housing ACT

Client Services

Gateway and OP Services

Client Engagement Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60881)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: 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.

As a Client Engagement Officer with CSD you will be responsible for providing client-centred support to a diverse range of people within the Canberra community. You will work with clients either in-person, by email or telephone and utilise your sound written and verbal communication skills to assist you to navigate range of situations.

Eligibility/Other requirements

Please note, a current driver's licence and Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

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: The online application form requires a written response of no more than two pages and a curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jami Draper (02) 6207 4145 Jami.Draper@act.gov.au

Education

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

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

School Performance and Improvement

Mount Stromlo High School

School Leader C - Humanities

School Leader C \$132,293, Canberra (PN: 02263)

Gazetted: 26 May 2023

Closing Date: 2 June 2023

Details: Mount Stromlo High School is looking for a strategic, connected, and genuine School Leader C of English to join our Executive team to lead and unite the school community. We are a Year 7-10 secondary school with approximately 880 students. Our community is centred around our values of respect, responsibility and learning. The role would entail:

As a member of a genuine, connected, and strategic executive team, achieve whole-school goals and implement the school action plan.

Lead teaching and learning in English, with a particular focus on the English Textual Concepts.

Lead and manage the English teams with a focus on high levels of learning for all students through collaboration and results driven practice.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Lead the Inclusion team to maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students and the wider school community.

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)

Note: Selection may be assessed on application and referee report alone.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Smith (02) 6142 3445 Kim.Smith@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.

System Policy and Reform

Strategic Policy

Early Childhood Policy

Assistant Director, Early Childhood Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61680)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Are you a high performing officer looking for your next challenge? Are you excited by government reforms that ensure the best outcomes for children and families? Do you have experience in program management, exceptional interpersonal and client relationships skills, and high level written and organisational skills? Then this might be the job for you!

The Early Childhood Policy team is establishing a new function within the Directorate to deliver the ACT Government's commitment to universal access to free three year-old preschool. We are seeking a motivated and conscientious individual with skills and experience in program development and management to join us. Excitingly, you will get to establish this new position within the team. You will be effective working in a very collaborative team, and in a fast paced and at times high-pressured environment. You will have expertise in program development and implementation, strong strategic thinking skills, demonstrated experience in leading and managing small teams, excellent written and organisational skills, and the ability to build and maintain quality relationships with a range of stakeholders. Knowledge of the early childhood sector is not essential, but experience in government program management and a strong understanding and ability to effectively use government processes for successful outcomes is highly desirable.

This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver an ACT Government commitment that will benefit children and families in 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.

Notes: This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites.

Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Bear Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.

How to apply: If you are interested in this position, we encourage you to contact the Contact Officer before applying. Please submit a current curriculum vitae and a maximum three page response outlining your Knowledge, Skills and Capabilities against the Selection Criteria.

Your curriculum vitae should include the contact details of 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 may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emmalene Sculthorpe (02) 6207 1120 Emmalene.Sculthorpe@act.gov.au

**School Performance and Improvement
South Canberra/Weston School Network
Canberra College
Children Services Officer**

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 40592)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Canberra College is located in Phillip and has approximately 1195 students. Canberra College offers a program to our community called 'CCCares'. The successful applicant will be working in the Childrens rooms supporting and caring for children ranging from newborn to four years old and as part of the CCCares team will support the implementation of educational and wellbeing programs and activities for young children and their mothers.

The position is a temporary position, with possibility of extension/permanency, working five days per week.

CCCares Program

Formally established in 2005, CCCares is an alternate education and support program for pregnant and parenting youth from the ACT and surrounding districts. The program provides flexible delivery of learning and content, towards the receipt of an ACT Senior Secondary Certificate and certified competency-based training. Students are usually aged 14 to 25 and come from diverse backgrounds. Students identify CCCares as a supportive non-judgemental environment with individual learning plans, provision of adjunct childcare and transport which are essential in meeting their learning needs and facilitating their participation. Staff emphasise health and education services and collaborate with a range of community and training organisations.

Eligibility/Other Requirements:

MANDATORY

Certificate III in Early Childhood Education and Care.

Must have current ACT Working With Vulnerable People (WWVP) Registration.

Must have an Australian Driver's License and the ability to drive a manual 12 seat transit bus.

HIGHLY DESIRABLE

Any of the following qualifications are highly desirable:

Diploma of Early Childhood Education and Care.

Certificate IV in Education Support.

Certificate III or IV in Community Services.

DESIRABLE

First Aid qualifications or the willingness to undertake appropriate training.

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

How to Apply: Please submit a current curriculum vitae and a maximum two-page response to the Selection Criteria outlining your experience, qualifications, and suitability to fulfil this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02) 6142 3326 Claire.Clode@ed.act.edu.au

Business Services

People and Performance

People and Conduct

Director Human Resource Business Partner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42207)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: We are seeking an experienced and truly passionate HR professional to lead the HR and Injury Management Business Partner (HRBP and IMBP) function for the ACT Education Directorate, South Side Networks. The HR and IM Business Partner function works within the People and Conduct Team of the People and Performance Branch. The team provides fast paced, high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce.

The Director HRBP is required to provide expert advice and assistance to managers and senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines. We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team. The Director HRBP is often required to attend a variety of schools in any one day, sometimes at a moment's notice to provide site specific supports. Therefore, understanding and embracing our Directorate's vision is essential!

The successful candidate will be an experienced HR professional with demonstrated experience in performing in a large and complex working environment and have a genuine passion for all things HR. You will be solutions focussed, agile and have the ability to work well in a fast-paced environment with competing and changing priorities. If this sounds like you, and you would like to join a team that thrive in their roles, we would love to see your application!

Eligibility/Other Requirements:

Desirable relevant tertiary qualifications or extensive experience in a similar role would be advantageous.

Recent similar experience in an education setting would be advantageous.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

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 provide a current curriculum vitae along with a two-page statement addressing 'What You Require' as per the Position Description and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Fisher 0468 563 432 Justine.Fisher@act.gov.au

Teaching in Canberra

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Classroom Teacher, several)

Gazetted: 25 May 2023

Closing Date: 14 June 2023

Teaching in Canberra – Graduate Teachers

Teaching in Canberra – Inclusion and Disability Educators

Teaching in Canberra – English, History and Social Sciences

Teaching in Canberra – Physical Education and Health

Teaching in Canberra – Mathematics and Science Teachers

Teaching in Canberra – Primary School Teachers (Preschool to Year 6)

Great benefits to support you career and create a work/life balance.

Be part of a 3-year new educator program designed to set you up for success.

Up to \$12K in interstate relocation support.

About us

The ACT Education Directorate comprises 90 public schools across Canberra providing quality education for students from preschool to year 12. We share a belief in the life-changing impact of education which fuels our high-level commitment to children and young people that attend our schools. Currently we are experiencing a significant population growth which has led to an increased demand for our public schools. The ACT Government has invested in new schools, infrastructure, and the expansion of existing schools which has led to opportunities across our schools for Graduate Teachers.

Our teachers are engaging, progressive and provide students spaces and places to nurture their curiosity and creativity.

About you

The Directorate is looking for teachers who have recently/or are about to graduate and are enthusiastic, dedicated and collaborative in their teaching approach. You will be supported, guided and mentored as a new educator so now is the time make your move and start your teaching career in the ACT.

As a Graduate School Teacher you will:

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Demonstrate classroom management skills enabling a supportive learning environment.

Our staff are dedicated and passionate about the jobs they do. We work together to provide our students the best learning experience possible. We also know we cannot do that without supporting one another. The Principals and Senior Leaders are focused on supporting their dedicated educators ensuring you have access to professional

development, opportunities across the ACT Education Directorate and are strong champions of a work/life balance.

Why Canberra?

Canberra is a safe, welcoming, and multicultural city, where you can enjoy easy access to nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces and foodie and shopping precincts. Canberrans love their active lifestyle, with our residents having the highest participation level for organised sport in the country. We also love a good event – whether it be artisanal markets, our annual spring festival featuring one million blooms in a city park by the lake, our annual multicultural food fair or hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why Canberra is a great place to live and work.

Eligibility requirements for employment

To be able to teach within the ACT Education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizen and/or permanent resident and/or hold a valid working visa.

Please note, business sponsorship is available but assessed on an individual basis – please reach out to the recruitment team if you have any questions.

How to apply

Apply via our job portal [here](#).

Before you submit your application please ensure you have provided the following documents:

Your resume.

Contact details of two professional referees.

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited Initial Teacher Education program.

We are accepting applications now, please click [here](#) to start your application.

If you are unsuccessful in obtaining a role through this recruitment process, we do reach out to candidates throughout the year as and when opportunities arise. Please let the recruitment team know if you're interested in being part of our merit pool. Selection will be via a Joint Selection Committee.

Any questions please email us at eduteacherrecruitment@act.gov.au.

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

Contact Officer: Wally Arndt (02) 6207 3046 wally.arndt@act.gov.au

Business Services

Infrastructure & Capital Works

Major Projects

Senior Director, Major Projects

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 40118)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: The Infrastructure and Capital Works Branch (ICW) of the Education Directorate is seeking applications for a Senior Director to manage the portfolio of Major Projects that includes new schools and the redevelopment and expansion of existing schools.

The Senior Director, Major Projects is part of the ICW Branch senior management team, supporting the Executive Branch Manager to achieve strategic and operational Branch objectives. The Senior Director will lead the Major Projects team and promote best practice in the strategic planning, delivery and ongoing management of the Branch's major projects.

The Major Projects team works collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies.

Eligibility/Other requirements: The Senior Director will require outstanding organisational and communication skills, and a highly developed knowledge of and experience in major project delivery methodologies, principles and practices.

Mandatory

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or infrastructure knowledge and/or project management experience.

Desirable

- Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.
- A current Driver's Licence.

Notes: This is a temporary position available from 19 June 2023 until 19 December 2023 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dylan Blom (02) 6207 1411 Dylan.Blom@act.gov.au

School Improvement

Belconnen Network

Charnwood-Dunlop School

Deputy Principal

School Leader B \$154,033, Canberra (PN: 14291)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Charnwood-Dunlop School is seeking a collaborative and highly motivated leader to join the leadership team and work closely alongside the principal to achieve the school's strategic goals. This role is centred around the PBL approach and our school's inclusive practices. The successful applicant will have substantial experience implementing and embedding Professional Learning Communities philosophy and whole school evidence-based practices across Preschool - Year 6.

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

How to apply: 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: Danielle Porter (02) 6142 2681 Danielle.Porter@ed.act.edu.au

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

School Performance and Improvement

North/Gungahlin

Harrison School

School Leader - Harrison School

School Leader C \$132,293, Canberra (PN: 33572)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: Harrison School is seeking a dynamic and collaborative person to lead learning and wellbeing as an integral member of our P-10 executive, implementing our school plans and leading our 7-10 HPE/LoTE team. Experience leading secondary timetabling and reporting is desirable.

Please write to the 5 School Leader Capability Framework and reference the below school priorities (1 page per capability).

Implement an effective, results-oriented PLC model.

Build teacher and LSA capacity through effective coaching, mentoring and instructional leadership.
Maintain strong family partnerships and a positive learning culture.

Eligibility/Other Requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Davies (02) 6142 2200 benjamin.davies@ed.act.edu.au

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

School Performance and Improvement

North Gunghalin

Amaroo School

SLC Humanities - Amaroo School (Secondary)

School Leader C \$132,293, Canberra (PN: 03977)

Gazetted: 31 May 2023

Closing Date: 7 June 2023

Details: Amaroo School (Secondary Sector) is seeking a collaborative and highly motivated school leader to join the leadership team and work closely alongside the principals to achieve the school's strategic goals.

The successful candidate will:

Support the principals to lead the school as a Professional Learning Community (PLC) using the Spiral of Inquiry to improve learning outcomes for all students

Lead and manage teaching, learning and curriculum development of the 7-10 Humanities Faculty with a focus on the transition to V9 of the Australian Curriculum

Maintain respectful and productive relationships with student, parent and community within 7-10 cohort

Lead and manage the secondary school's Gifted and Talented Program (APOLLO) or Lead and support the Beginning Teacher Mentoring Program

Undertake an appropriate teaching load and other duties as determined by the Principal.

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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to apply: The following should be included in your application -

Supporting statement addressing the five capabilities listed below and be written with a focus on the job description specified for the position.

Current curriculum vitae.

Name and contact details for two referees.

SCHOOL LEADER CAPABILITIES

Leading teaching and learning.

Developing self and others.

Leading improvement, innovation, and change.

Leading the management of the school.

Engaging and working with the community.

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: Prue Gill (02) 614 21266 Prue.Gill@ed.act.edu.au

**Office Deputy Director-General
Program Management Officer**

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61567)

Gazetted: 30 May 2023

Closing Date: 13 June 2023

Details: The Assistant Director, Program Management is part of the DDG Office and will be responsible for the oversight, coordination and management of programs and projects across the DDG portfolio. As Assistant Director, you will work closely with the DDG and the relevant Executive Group Managers to support strong organisational governance practices.

Under the general direction of the Executive Officer to the DDG, you will:

Implement program management tools to streamline and strengthen oversight, governance and accountability for programs and projects across the DDG portfolio including election commitments, the Directorate *Strategic Plan 2022-25* and *Future of Education* and *Set Up for Success Strategies*.

Provide timely business intelligence on strategic and/or high-risk projects and programs to the DDG and to the Executive Governance Committee, as relevant.

Support the DDG with attendance at key meetings with executives and the Minister's Office through the coordination and provision of briefings.

Facilitate good project/program management outcomes for the DDG portfolio by imparting knowledge and being an effective collaborator, supporting the individual needs of branches and executives.

Support the DDG project teams to develop fit for purpose project design, governance models, structures and scheduling, monitoring measurement, communications and change management activities.

Demonstrate exceptional organisational skills including the demonstrated ability to be proactive and flexible, and to manage competing priorities while working under pressure in a changing work environment.

Be flexible and responsive to the changing needs of the DDG Office, including shifts in direction as a result of collaboration, and in consultation with executives and the Executive Governance Committee.

Notes: This is a temporary position available for up to six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Jolene Clinch Microsoft Teams Jolene.Clinch@act.gov.au

School Performance and Improvement

North/Gungahlin

Harrison School

School Leader C

School Leader C \$132,293, Canberra (PN: 25399)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: Harrison School is seeking a dynamic and collaborative person to lead learning and wellbeing as an integral member of our P-10 executive, implementing our school plans and leading our 7-10 English/HaSS team.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: Please write to the School Leader Capability Framework and reference the below school priorities (one page per capability).

Implement an effective, results-oriented PLC model.

Build teacher and LSA capacity through effective coaching, mentoring and instructional leadership.

Maintain strong family partnerships and a positive learning culture.

Please provide a current curriculum vitae including two referees.

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: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

South Weston

School Improvement

Yarralumla Primary School

Enrolment and School Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 61463)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: This position is an active member of the Administration Team assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Enrolment and School Administration Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

STUDENT ADMINISTRATION

Under general direction:

Maintain accurate student records using a range of record keeping systems and databases including student files.

Process student enrolments according to Directorate policies and procedures.

Maintain record of student absences/attendance and report to senior staff accordingly.

Assist parents and families throughout the year across a broad range of topics including enrolments, attendance, absences and key dates.

Sensitively and confidentially report parent or student concerns and other relevant information provided to the appropriate team members.

Provide appropriate advice and support to staff and parents on student related matters.

Develop collaborative relationships with key stakeholders and external agencies.

Effectively communicate with sensitivity both orally and in writing

Provide administrative assistance to the school teaching staff through centralised processes.

Complete administrative tasks as required including developing form letters, absentee letters, and student timetables for parent/guardian information.

Coordinate sensitive documentation in relation to student files management, including court orders and subpoenas.

Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.

Other duties as directed by the Principal, Deputy Principal or Business Manager specific to the needs of the school.

FRONT OFFICE ADMINISTRATION/RECEPTION

Under general direction:

Provide appropriate advice and support to staff on student related matters.

Assist with the preparation of school circulars, newsletters and other communication or promotional materials for distribution and/or publication via hardcopy or electronic mediums.

Provide a range of secretariat tasks for the school in support of staff, parents, carers, students and internal and external stakeholders.

Liaise and communicate with internal/external stakeholders to resolve enquiries and build productive working relationships.

Support the day-to-day administration of the Yarralumla team as directed by supervisor.

Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, escalate issues to senior executive.

Regularly use ICT systems and databases such as Outlook, Microsoft Word, Microsoft Excel, Sentral, and Google products including Google Drive.

Support the administration of other team members as required, assisting with supporting resources and contracts for services.

Assist with the management of student data and associated records, compiling data and drafting reports in line with Directorate/ACTPS requirements.

Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.

FINANCIAL ADMINISTRATION

Under general direction:

Receive and receipt payments from families and the school community.

Coordinate banking and handling of cash as per ACT Education Directorate policies.

EXCURSION COORDINATION

Under general direction, work with the Business Manager and Executive teachers to coordinate excursions, including but not limited to:

Coordinating excursion paperwork, risk assessments, financial approval and Principal approval.

Liaising with teachers, parents and/or students to ensure parental permission is received.

Receiving payments for excursions.

Providing Excursion Policy Advice to members of the school community where appropriate.

TEAMWORK

Work effectively in a team environment with the ability to work independently organising workloads with the initiative to plan, set priorities and meet deadlines.

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.

COMMUNICATION AND STAKEHOLDER MANAGEMENT

Provide excellent customer focused service to students, staff and the school community.

Develop collaborative relationships with key stakeholders and external agencies.

Effectively communicate with sensitivity both orally and in writing.

Prepare documentation and general correspondence as directed by executive.

BUSINESS IMPROVEMENT

Contribute to the development of procedures in relation to client services and administrative activities to maintain and improve service standards.

Exercise initiative and judgement to suggest new ways of working to improve service delivery.

RECORDS MANAGEMENT

Maintain a range of record keeping systems and databases including student files.

Under general direction, contribute to the compliance requirements which may include student information, record keeping and processes according to Education Directorate requirements and legislation.

Eligibility/Other Requirements:

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

Sound knowledge and experience in Education Directorate's policies and procedures, enrolment procedures and ability to maintain the SAS enrolment module.

Demonstrated administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Demonstrated customer services skills with the ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

BEHAVIOURAL CAPABILITIES

Well-developed communication and liaison skills with the ability to communicate sensitively and effectively with a range of stakeholders.

Ability to adapt and be flexible to accommodate change and provide responsive services to meet students, parents and carers needs.

Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to meet deadlines with minimal supervision.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

The position requires current First Aid qualifications.

DESIRABLES

Experience in an administration role.

Excellent knowledge of Microsoft Outlook, Word and Excel.

Knowledge of school specific software including Sentral.

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: The online application form requires a written response and a resume/curriculum vitae to be provided. Please include referee reports. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

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: Rohan Evans (02) 6142 3253 Rohan.Evans@ed.act.edu.au

School Improvement

Maribyrnong Primary School

Staffing Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57442)

Gazetted: 26 May 2023

Closing Date: 2 June 2023

Details: School Overview ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Maribyrnong Primary School is located in Kaleen. Our enrolment area includes Kaleen, Lawson and Bruce, we have 560 students enrolled across 30 classes, 40 teaching staff and 20+ support staff. Maribyrnong is a vibrant growing school, where all abilities and cultural backgrounds are welcomed and supported. Our students and staff come with many gifts and talents and together we strive to reach our best. In all aspects of our work and learning we demonstrate our core values of Respect, Responsibility, Resilience, Endeavour and Inclusion. Maribyrnong Primary School motto: Quality Education, Learning for Life, A Shared Responsibility. **Position Overview** The successful applicant will work closely with the Business Manager and the Leadership team and show a considerable degree of independence and consistently exercise sound judgement, confidentiality and discretion. The position is responsible to organise relief staff, including inductions to cover staff absences, assist with rostering, reconciling staff leave submissions and coordinating with the Business Manager staff requirements for excursions. The successful candidate will work as part of the school front office team and will need to work across other administrative roles as required. After hours and weekend work is required in this position, including early mornings and evening work, with some duties performed from home. Flexible hours could be negotiated with the successful applicant. **What You Will Do** Maintain processes that contribute to the efficient and effective management relating to Staffing/HR matters and record management. Manage the day-to-day staffing across a P-6 setting, using the school and Directorate approved systems, including the management of the school relief contact phone. Liaise with the Principal and Business Manager and coordinate all staff contracts, roster changes and all HR related matters including reconciling staff leave lodgements. Demonstrate sound judgment in making strategic human resource decisions whilst maintaining strict confidentiality. Ability to interpret and apply relevant ACT Public Service/Education Directorate human resources management legislation and policy. Upskill and develop executive and administrative staff understanding of staffing requirements and systems, provide regular updates to the Principal and Business Manager on staff budgeting related matters and highlighting areas of concern. Provide administrative support and work as a productive member of the front office team. Liaise and communicate professionally with staff, students, parents, community and Directorate personnel and other persons providing services to the school. Use ICT Systems and databases relevant to staffing matters, including SiMS, HR21, Microsoft Office Suite and SAS. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. **Eligibility/ Other Requirements** Professional / Technical Skills, Knowledge and Capabilities Proven organisational skills including the ability to work effectively in busy situations in a team environment and independently. Ability to plan, set priorities, use initiative and meet deadlines with minimal supervision. Well-developed interpersonal, oral and written communication, liaison and negotiation skills with the ability to communicate sensitively and effectively with a range of stakeholders, whilst maintaining confidentiality in accordance with relevant legislative and Directorate policies. Experience with a range of ICT systems including the ability to create and maintain databases, spreadsheets etc to ensure accurate records management processes and practice. Which include use of IT systems/programs such as SiMS, HR21, Microsoft Office and SAS. Demonstrated skills in being able to be proactive to streamline processes and ability to problem solve in a demanding working environment. Ability to interpret and apply rules, regulations and procedures to provide advice and make decisions with general direction under appropriate delegations. **Compliance Requirements / Qualifications** 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) First aid certificate (Desirable) **How to apply:** Applicants should submit no more than four pages, addressing the Professional / Technical Skills, Knowledge and Capabilities. Applicants should also include an

updated curriculum vitae, copies of any relevant qualifications and one written referee report. Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Rankine (02) 6142 0570 Leanne.Rankine@ed.act.edu.au

Palmerston District Primary School

School Leader C

School Leader C \$132,293, Canberra (PN: 02197)

Gazetted: 26 May 2023

Closing Date: 2 June 2023

Details: Palmerston District Primary School is seeking a School Leader C (SLC) who brings high energy, intellect and an instinctive drive to make 'connections in all directions'.

Prioritising student agency to ensure students are positively engaged and actively involved in shaping their educational goals will be an imperative part of this role. Beginning our new five-year Strategic Plan cycle, the new SLC will collaboratively approach this role to engage, enhance and empower all key stakeholders of our learning community.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: Please write to the five Leadership Capabilities (three page limit) and include a curriculum vitae and cover letter.

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: Kate Smith (02) 6142 1440 Kate.Smith@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

Climate Change and Energy

Climate Change Policy

Adaptation and Resilience Policy

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 21583)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Want to contribute to creating a climate-ready city? We're looking for a proactive and talented individual to join us as a policy officer in our Adaptation and Resilience Policy team, within the Climate Change and Energy Division.

As a policy officer, you will have the opportunity to make an impact through supporting ongoing policy design, development and delivery to enable the ACT to continue to adapt to a changing climate and increase community resilience.

The teams in our division are taking world leading climate action. If you enjoy working in a dynamic and fast-paced government team, where you can make a positive impact for the environment and for the community, then come and join us!

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 03 July 2023 until 17 May 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Perry Wiles (02) 6207 6742 Perry.Wiles@act.gov.au

Climate Change and Energy

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E824)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details:

Executive Branch Manager, Climate Change and Energy Policy Branch
Environment, Planning and Sustainable Development Directorate (EPSDD)

E0824- Executive Level 1.2

Long-Term Contract for 5 years

Canberra has committed to be a net zero emissions city by 2045 at the latest.

As a prosperous, educated and progressive community, we are ideally placed to show the world how to meet this global challenge.

Our climate is already changing and the necessary adjustments to how we live, work and play will take time.

EPSDD is looking for an energetic, analytic and committed person to lead a range of policy development processes delivering the government's climate change and energy objectives.

The Executive Branch Manager (EBM) Climate Change and Energy Policy Branch role has oversight and direction of climate change, sustainability and energy policy for the ACT including a range of PAGA commitments. The Climate Change Strategy 2019-25 and Canberra's Living Infrastructure Plan sets directions for expansive, long-term agendas with interim targets toward 2045 objectives.

The position requires a person with exceptional leadership and executive management skills to achieve effective business planning, governance, issue management and collaborative partnerships inside and out of Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Experience in dealing with an extensive range of policy, financial management, business operations, people management, a range of stakeholders including the community is essential.

This position is also responsible for leading a positive culture based on respect and collaboration across the Division, Environment, Planning and Sustainable Development Directorate and the ACT Public Service.

The successful candidate will have experience in working across government and the community to achieve change and have a good knowledge of climate change and energy issues.

To apply: Applicants should submit a covering pitch for the role (maximum 2-3 pages), identifying how they can fulfil the role requirements and their successful achievements against the core requirements and executive capabilities.

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a base salary component of \$203,749.

Note: This is a temporary position available

Contact Officer: Fiona Wright 02 6207 9780 Fiona.Wright@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Technical Surveyor

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 05502)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: The Office of the Surveyor-General and Land Information (OSGLI) is a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Technical Surveyor. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data and the digitalisation of internal processes for the benefit of the ACT spatial industry.

The successful candidate must have a positive attitude to innovation and change management, and will be required under limited direction, to perform control surveys including fieldwork and office calculations, liaise with external stakeholders and contractors, manage and perform survey equipment maintenance, manage workplace safety processes, perform survey plan examination, and cadastral surveys under supervision. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional team.

Eligibility/Other Requirements: Diploma in Surveying is a mandatory minimum qualification.

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. 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 pitch which addresses the Selection Criteria of no more than three pages, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

Environment Heritage and Water

Conservator Support and Partnerships

Office of the Conservator of Flora and Fauna

Conservation Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41847)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: We are looking for a committed, enthusiastic person to join the Office of the Conservator of Flora and Fauna as a Conservation Officer. The main functions of the team are to develop advice for the Conservator on matters that may impact biodiversity and the conservation estate in the ACT, prepare advice on environmental assessments and development applications to the ACT Planning Authority; and assist in the administration of the Conservator's functions under legislation.

The successful candidate will support the Conservator by undertaking the following duties:

Provide close liaison across the EHW Division to ensure development and environmental impact advice and decisions are consistent with ecological and environmental land management objectives of the ACT Government. Collate and represent scientific advice from across the EHW Division on potential ecological impacts due to development and land management activities.

Participate in site inspections in locations where impacting activities are proposed, or have been undertaken and provide advice on outcomes to the Conservator.

Provide high quality support to the Manager of the Section as required.

Assist in the preparation of ministerial correspondence, briefings and other relevant materials as required.

Undertake delegated responsibilities as a Conservation Officer pursuant to the *Nature Conservation Act 2014*.

Notes: This is a temporary position available for six months with the possibility of permanency. This position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eliza Larson (02) 6207 7009 Eliza.Larson@act.gov.au

Corporate Services and Operations

Finance, Information & Assets

Digital & ICT Portfolio Services

Assistant Director – Digital Strategy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38880)

Gazetted: 26 May 2023

Closing Date: 9 June 2023

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is implementing the EPSDD Digital Strategy 2021-2026 to enhance customer service, improve internal efficiencies, modernise older ICT systems and reduce the operational risks in EPSDD through the innovative use of technology and the adoption of fit-for-purpose contemporary business systems.

As the Assistant Director - Digital Strategy, you will lead project prioritisation for the EPSDD digital strategy, with a focus on engagement with business areas for the development and submission of ICT business cases for implementation of the strategy.

Your ICT project management experience ensures you will lead and manage the projects or programs approved under the digital strategy and will also ensure business areas obtain optimal value from their project investment. 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 or qualifications in Information Communication Technology and/or digital transformation would be an advantage.

Notes: This is a temporary position available immediately until 31 March 2024 with the possibility of extension up to 12 months and/or permanency. 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: Please provide a two-page pitch indicating how your qualifications and/or experience meet the Selection Criteria listed in the Position Description. You must also attach a curriculum vitae indicating relevant experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Murray (02) 5124 6136 Nick.Murray@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

ACT Corrective Services

Offender Reintegration

Family Worker

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58066)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join the Offender Reintegration unit, as a Family Worker (ASO6).

This role supports families and other significant people, including remandees and sentenced detainees, in their transition to and from prison and the community, through an individualised and holistic end to end case management process.

The successful applicant will assist detainees entering and exiting the Alexander Maconochie Centre (AMC) with re-establishing or maintaining family and other supports, engaging internal and external stakeholders in the process of family reunification, mediation and counselling.

In addition, you will provide induction and reintegration assistance, support case management processes and assist detainees exiting the AMC utilising a restorative justice approach, while working to identify and address any gaps or barriers that may reduce a detainee's success in the community.

Further to this, you will provide support to family members impacted by having a family member incarcerated in the AMC by providing information and support around AMC processes and referring to appropriate services in the community, as required.

To be successful in this role, you will possess exceptional 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:

Tertiary qualifications in a relevant discipline or equivalent experience in a related field is highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; 2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

Major Projects Canberra

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

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

Light Rail

Project Directors Group

Contract Administrator, Stage 2A

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61676)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: An exciting opportunity is available to work in the Light Rail Stage 2 Project. Working closely with the Project Manager for Light Rail Stage 2A and the Commercial team to deliver Stage 2A of Light Rail to Woden.

We are seeking an experienced Contracts Administrator to provide high-level contract management and administrative activities, while ensuring contractual obligation and compliance for the Light Rail Stage 2A Project. Under limited supervision you would be responsible for the management of, the day-to-day administration of the contracts in accordance with established policies and procedures, including ensuring effective and efficient administration of key contractual processes.

We would also need the Contracts Administrator to support the Senior Contract Administrators in the process of progress claims, variations and contract disputes in accordance with contractual requirements and provide assistance to resolve disputes.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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

Eligibility/ Other Requirements

Desirable:

Tertiary qualifications in fields such as business, commerce, law, or related discipline or relevant experience.

Experience working with document management systems such as ACONEX.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Planning

Planning and Urban Design Manager

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 60456)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of the light rail services to the people of Canberra.

Light Rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating Light Rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in Light Rail.

The role of Planning and Design Manager Light Rail is a key role within Major Projects Canberra, responsible for assisting the Project Director in overseeing the environmental impact assessment, planning, approvals, and urban design aspects of Stage 2 of the Canberra Light Rail network.

As a senior leader within Light Rail, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role.

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 Light Rail strategic objectives.

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

As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply

Eligibility/Other requirements:

Mandatory:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

have at least 10 years relevant experience in project management, as described in the work levels.

Highly Desirable:

Experience in the planning and/or approvals required for the delivery of light rail projects; and

Demonstrated relevant experience in managing planning and/or urban design aspects of complex large scale infrastructure projects.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.
Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Executive

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61656)

Gazetted: 25 May 2023

Closing Date: 8 June 2023

Details: Are you an enthusiastic and dedicated Executive Assistant? An exciting opportunity exists for you to work with the Light Rail's Project Director and Executive Branch Manager, Technical Development at Major Projects Canberra.

We are seeking an experienced Executive Assistant to provide high-level executive and administrative support. Under limited supervision you would be working closely with the Governance and Administration team within Light Rail Stage 2 and manage all incoming and outgoing communication, prepare correspondence and manage the diaries of the Executives including travel arrangements for the broader team.

We would also need the Executive Assistant to be responsible for the management of recruitment across the Light Rail Stage 2 project which would include preparation of position descriptions, management of on/off boarding, organisation charts and coordinating training and development across the project.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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 recruitment activities including position management.

Experience in providing high-level executive support in a project related environment.

Experience in the use of Microsoft Office, Objective and SharePoint applications.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell on Casey.Campbell@act.gov.au or (02) 6207 7907

Light Rail

Engineering and Design

Assistant Director, Stakeholder Interface

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61655)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: An exciting opportunity exists to work on the Light Rail Stage 2 Project!

We are seeking an experienced Assistant Director, Stakeholder Interface to support the interface services for critical engagements with key stakeholders.

As the Assistant Director, Stakeholder Interface you will be working closely with the Stakeholder Interface team within the Light Rail Stage 2 project team of Major Projects Canberra and support the engagement of key stakeholders and third parties to ensure smooth passage of Light Rail Stage 2 works from planning to delivery.

You will lead Light Rail Stage 2 Project meetings and other technical, engineering, planning, and design meetings to enable interface discussions with stakeholders.

The role requires an ability to prioritise effectively while working in a diverse team with variable requirements. The successful candidate will have a high level of independence, impartiality and be able to lead and develop interface support officers.

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 an administrative role within a project environment.

Proven efficiency in the use of various standard computer applications, including Consultation Manager and Objective or the ability to learn.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as the Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell on Casey.Campbell@act.gov.au or (02) 6207 7907

Light Rail

Construction

Construction Surveillance Officer

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 38214)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: An exciting opportunity exists to work on the Light Rail Stage 2 Project!

We are seeking an experienced Construction Surveillance Officer to support the interfaces with other agencies/works during construction and commissioning of the Light Rail Stage 2 Project.

As Construction Surveillance Officer you will be working closely with the Senior Surveillance Officer and construction team within the Light Rail Stage 2 project of Major Projects Canberra and support delivery of Light Rail Projects to required standards.

You will hold a key role within the Light Rail project team and the construction workstream. The construction workstream is responsible for coordination and management of the various construction interfaces associated with the design and delivery of the light rail project.

The role requires an ability to prioritise effectively while working in a diverse team with variable requirements. The successful candidate will have a high level of independence, impartiality and be able to manage the coordination of project controls through various phases of project lifecycle.

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:

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

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Highly Desirable:

Current C class drivers license

Good working knowledge of WHS requirements in construction.

Experience in the delivery of transportation assets and infrastructure within an urban environment;

Knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly work, health and safety.

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.

As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as the Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Development Delivery

Greenfield (Gungahlin)

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 60556)

Gazetted: 25 May 2023

Closing Date: 15 June 2023

Details: The Suburban Land Agency (SLA) is seeking a proactive, enthusiastic team member to join the Gungahlin Greenfield team as a Senior Project Manager.

You will be part of a small, dedicated team delivering a diverse range of greenfield projects, from inception through to completion.

Your versatile project management skills will be used to manage all aspects of the project and you will use your excellent communication skills to manage projects through the various development approval processes.

Eligibility/Other Requirements: The successful occupant will be required to -

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than six A4 pages outlining your skills and experience relevant to the role.

A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heather Rae (02) 6207 0531 Heather.Rae@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

Transport Canberra and Business Services

Transport Canberra

Bus Operations

Bus Operator

Bus Operator - Training \$74,582, Canberra (PN: SDRT01, several)

Gazetted: 25 May 2023

Closing Date: 18 June 2023

Details: Transport Canberra is looking for new bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year.

To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel.

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers.

Meet Transport Canberra's eligibility and suitability requirements.

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity.

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2021 - 2022](#).

Are you an experienced bus driver looking to join Transport Canberra?

Do you hold a minimum MR licence? Hold a current ACT Working With Vulnerable People card and a valid Public Vehicle Driver Authority?

If you answered yes to all of the above and meet all eligibility criteria, your application will be fast tracked through the process.

Successful applicants will be employed on a full-time temporary basis while undergoing four weeks of training, following successful completion of the course, you will be offered permanent part-time employment.

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read the *Applicant Information Pack 2023*.

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 LGBTQIA+ are encouraged to apply.

Eligibility/Other Requirements:

Current unrestricted drivers' licence.

Working With Vulnerable People registration (or ability to obtain).

Australian Citizen or Permanent Resident of Australia.

Applicants that do not provide all the above listed requirements may not be considered.

Note: These are permanent part-time positions at 20:00 hours per week, available immediately. Successful applicants will be employed on a full-time temporary basis while undergoing four weeks of training, following successful completion of the course, you will be offered permanent part-time employment.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 explain 'Why do you want to be a Bus Driver for Transport Canberra?'

Resume/Curriculum vitae.

The completed '*Bus Operator Acknowledgement*' form.

A copy of your Australian driver's licence.

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than one month at the time of application.

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack) – Transport Canberra will process the police check please do not submit a completed one.

3. *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: Jessika Philp (02) 6207 7537 TCCS.TCRecruitment@act.gov.au

City Services

ACT NoWaste

Business Analytics and Support

Assistant Director, Business Analytics and Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45551)

Gazetted: 31 May 2023

Closing Date: 14 June 2023

Details: The Assistant-Director, Business Analytics and Support fulfils a key role in the delivery of waste management outcomes for the Territory and operates under the direct leadership of the Director, Business Analytics as well as the broad direction of the Executive Branch Manager, ACT NoWaste.

As a leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role. 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.

Eligibility/Other Requirements:

Tertiary qualifications in Business Analytics, Business or related field or progress towards is highly desirable. Experience with Salesforce or a similar Customer Relationship Management (CRM) system would be highly regarded.

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

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

How to Apply: Applicants should address the Selection Criteria located in the Position Description, including Skills, Knowledge, and 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: Claudia Haggarty (02) 6207 5565 claudia.haggarty@act.gov.au

Transport Canberra and Business Services

Strategic Policy and Programs

Transport Policy and Regulation

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07941)

Gazetted: 31 May 2023

Closing Date: 7 June 2023

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Policy and Regulation and Programs.

Expressions of interest are invited for a Director vacancy in the Transport Policy and Regulation (TPR) team. TPR exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

As a Director in TPR you will be a highly motivated and outcomes focused leader with a proven ability to manage a project through to delivery and implementation, understand and work within a government policy, legislative and operating context, be innovative and achieve results.

Specifically, you will have the opportunity to lead the development of complex policies that are a priority for the ACT Government, including *the policy to prohibit roadside advertising on vehicles, or the policy development for mandatory reporting of certain medical conditions that impact a heavy vehicle drivers fitness*. You will also oversee other business as usual work, including drafting responses to ministerial correspondences; disallowable instruments to disapply parking provisions and other road transport legislation to support community events.

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 qualification (such as law, innovation, policy, project or change management) or similar qualifications and technical experience will be highly regarded.

Notes: There is a temporary Director position in the Transport Policy and Regulation team, available for 12 weeks, from 26 June 2023 to 15 September 2023. The Director will manage a team of three and work closely with other senior leaders to contribute to the delivery of the SPPs priorities.

Successful applicants may be selected off written application only.

How to apply: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgia Nicolls (02) 6207 8969 Georgia.Nicolls@act.gov.au

APPOINTMENTS

ACT Audit Office

Senior Audit Manager \$135,524 - \$157,201

Warren Brown, Section 68(1), 29 May 2023

ACT Health

Senior Officer Grade B \$135,355 - \$152,377

Kathryn Potter, Section 68(1), 25 May 2023

Canberra Health Services

Registered Nurse Level 2 \$100,957 - \$107,000

Aradhana Bhatta, Section 68(1), 1 June 2023

Health Professional Level 2 \$70,679 - \$97,028

Madeleine Brady, Section 68(1), 19 May 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Anna Bryuzgina, Section 68(1), 1 June 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Tara Chaophrasy, Section 68(1), 21 May 2023

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

Sean Dehoedt, Section 68(1), 1 June 2023

Registered Nurse Level 4.3 \$149,388

Leanne Done, Section 68(1), 1 June 2023

Senior Officer Grade B \$135,355 - \$152,377

Mark Gaukroger, Section 68(1), 26 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Shraddha Ghimire, Section 68(1), 30 May 2023

Health Professional Level 4 \$114,928 - \$123,710

Danealle Gilfillan, Section 68(1), 24 May 2023

Technical Officer Level 1 \$62,599 - \$65,631

Alison Gill, Section 68(1), 26 May 2023

Dental Assistant Level 1/2 \$60,626 - \$70,887

Nanayakkara Gunasinghe, Section 68(1), 22 May 2023

Dental Assistant Level 1/2 \$60,626 - \$70,887

Sreysangvath saru Hartridge, Section 68(1), 22 May 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Tanya Haynes, Section 68(1), 29 May 2023

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

Christine Jackson, Section 68(1), 31 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anusha Jaishi, Section 68(1), 30 May 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Suzana Jakimovska, Section 68(1), 23 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Mary Johnson, Section 68(1), 26 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Minu Khatri, Section 68(1), 24 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Jeraldine Lee, Section 68(1), 30 May 2023

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

Larissa Maggs, Section 68(1), 1 June 2023

Dental Assistant Level 1/2 \$60,626 - \$70,887

Amanda McInroy, Section 68(1), 19 May 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Rebecca Mosher, Section 68(1), 1 June 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Nhien Ngyuen, Section 68(1), 1 June 2023

Assistant in Nursing \$55,927 - \$57,820

Dame Patun-Og, Section 68(1), 22 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Claire Purdam, Section 68(1), 29 May 2023

Health Professional Level 2 \$70,679 - \$97,028

Jelena Puskarica, Section 68(1), 22 May 2023

Technical Officer Level 1 \$62,599 - \$65,631

Gretchene Ranolo, Section 68(1), 17 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Nicholas Shiels, Section 68(1), 2 June 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Sushil Sidhu, Section 68(1), 22 May 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Lasma Sinaga, Section 68(1), 1 June 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Magaly Vera, Section 68(1), 1 June 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Brooke Walker, Section 68(1), 1 June 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Wendy Edwards, Section 68(1), 25 May 2023

Assistant in Nursing \$55,927 - \$57,820

Chan Xu, Section 68(1), 22 May 2023

Canberra Institute of Technology

General Service Officer Level 8 \$73,429 - \$77,593

Miroslav Vraniskoski, Section 68(1), 31 May 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Hayoung Joe, Section 68(1), 16 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ghouse Uddin Khaja, Section 68(1), 26 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Lulu Koncz, Section 68(1), 29 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Brian Lawless, Section 68(1), 30 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Caitlyn Nobbs, Section 68(1), 5 June 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Amber Vozella, Section 68(1), 26 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Namgyal Wangmo, Section 68(1), 31 May 2023

Community Services

Health Professional Level 2 \$70,679 - \$97,028

Emily Butler, Section 68(1), 1 June 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Amelia Everdell, Section 68(1), 29 May 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Belinda Garcia, Section 68(1), 30 May 2023

Senior Officer Grade B \$135,355 - \$152,377

Anna John, Section 68(1), 26 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Daniel Sommariva, Section 68(1), 30 May 2023

Education

Information Technology Officer Class 1 \$73,920 - \$84,144

Hamish Allan, Section 68(1), 26 May 2023

Senior Officer Grade B \$135,355 - \$152,377

Niyati Bhatt, Section 68(1), 30 May 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Peiden Dawa, Section 68(1), 26 May 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Kinley Gyem, Section 68(1), 26 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Rebecca Lynch, Section 68(1), 26 May 2023

School Assistant 3 \$58,404 - \$62,857

Chad Miller, Section 68(1), 26 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Klaudia Osztrekovichs, Section 68(1), 26 May 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Santa Rai, Section 68(1), 26 May 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Tatiana Richards, Section 68(1), 31 May 2023

Building Service Officer 2 \$62,860 - \$65,718

Rebekah Robinson, Section 68(1), 29 May 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Tshering Samdrup, Section 68(1), 26 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Toni Stedford, Section 68(1), 26 May 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Thinley Tobgay, Section 68(1), 26 May 2023

School Assistant 4 \$70,028 - \$75,827

Helene Weston, Section 68(1), 26 May 2023

School Psychologist \$87,447 – \$125,498

Kaitlyn Hush, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Jason Van Deas, Section 68(1), 12 June 2023

Environment, Planning and Sustainable Development

Senior Officer Grade C \$114,928 - \$123,710

Nilanthi Wilson, Section 68(1), 29 May 2023

Justice and Community Safety

Senior Officer Grade C \$114,928 - \$123,710

Esteban Gonzalez, Section 68(1), 30 May 2023

Senior Officer Grade A \$157,201

Patricia Malone, Section 68(1), 31 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Michelle Richardson, Section 68(1), 29 May 2023

Office of the Legislative Assembly

Administrative Services Officer Class 4 \$76,255 - \$82,566

Batool Abbas, Section 68(1), 7 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Satyen Sharma, Section 68(1), 1 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Anna Hough, Section 68(1), 1 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Grant Kinsella, Section 68(1), 1 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Xinwen Cao, Section 68(1), 5 June 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Christopher Carraro, Section 68(1), 27 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kristen Hei Mee Castro, Section 68(1), 25 May 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Margaretha Keller, Section 68(1), 25 May 2023

TRANSFERS

Canberra Health Services

Mandy Brown

From: Registered Nurse Level 1 \$72,698
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 42473) (Gazetted)

Connor Lynch

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 29949) (Gazetted 5 April 2023)

Chief Minister, Treasury and Economic Development

Fiona Amundson

From: Senior Officer Grade C \$114,928 - \$123,710
Justice and Community Safety
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 59098) (Gazetted 23 March 2023)

Vidya Balakrishnan

From: Senior Officer Grade C \$114,928
Chief Minister, Treasury and Economic Development
To: Senior Information Technology Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 60685) (Gazetted 1 March 2023)

Benjamin Mathwin

From: Senior Officer Grade C \$123,710
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 31212) (Gazetted 17 March 2023)

Community Services

Rebecca Smith

From: Senior Officer Grade B \$152,377
Environment, Planning and Sustainable Development
To: Senior Officer Grade B \$135,355 - \$152,377
Community Services, Canberra (PN. 33213) (Gazetted 12 April 2023)

Education

Helen Booth

From: Senior Officer Grade C \$123,710
Education
To: Senior Officer Grade C \$114,928 - \$123,710
Education, Canberra (PN. 60502) (Gazetted 9 March 2023)

Justice and Community Safety

Carla Knight

From: \$91,315 - \$104,509

Canberra Health Services

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 59740) (Gazetted 5 August 2022)

Angharad Lodwick

From: Senior Officer Grade C \$123,710

Justice and Community Safety

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 42761) (Gazetted 27 March 2023)

PROMOTIONS

ACT Health

Mental Health and Suicide Prevention

Mental Health Policy and Strategy

Adam Brockway

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 36476) (Gazetted 23 March 2023)

Canberra Health Services

Canberra Health Services

Slobodan Gurcinovski

To: Administrative Services Officer Class 3

Canberra Health Services PN 31682 (Gazetted 26/4/2023)

Clinical Services

Women Youth and Children

Allied Health

Velissa Aplin

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. 59337) (Gazetted 6 March 2023)

Clinical Services

Surgery

Medical Staff

Keeley Applebee-Simpson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 38243) (Gazetted 21 April 2023)

Clinical Services

Surgery

Merina Cherian

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 15603) (Gazetted 11 April 2023)

Chief Executive Officer

Allied Health

Acute Allied Health Services

Nicholas Dennett

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. 17462) (Gazetted 8 March 2023)

CHS Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

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 5 January 2023)

Women Youth and Children

Women Youth and Children

Renata Kiss

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. 55817) (Gazetted 30 March 2023)

Karen Lowe

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. 22030) (Gazetted 16 May 2022)

Infrastructure and Health Support Services

Mira Ratkovic

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 30497) (Gazetted 14 April 2023)

Canberra Institute of Technology

Finance

Keith Amos

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Institute of Technology, Canberra (PN. 59593) (Gazetted 2 March 2023)

Chief Minister, Treasury and Economic Development

From Administrative Services Officer 6

Chief Minister, Treasury and Economic Development

Andrew Stafford

To: Senior Officer C

ACT Health PN 54384 (Gazetted 26 October 2022)

Economic Development

Skills Canberra

Skills Promotion and Support

Damien Badowski

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 25196) (Gazetted 4 May 2023)

Digital, Data & Technology Solutions

Design & Strategy Branch

Portfolio Governance

Donald Hage

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 12755) (Gazetted 12 April 2023)

Office of Industrial Relations and Workforce Strategy

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Molly McKay

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 61474) (Gazetted 8 February 2023)

Policy and Cabinet

Cabinet, Assembly and Government Business

Cabinet Office

Courtney Walsh

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 15951) (Gazetted 28 July 2022)

Community Services

Office of the Director General

Regulation, Assurance and Quality (RAQ)

Office of the Senior Practitioner (OSP)

Michelle Finnegan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 39213) (Gazetted 5 April 2023)

Housing ACT

Client Services

Subhashini Hettiarachchi Gamage

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 03846) (Gazetted 29 July 2022)

Housing ACT

Client Services

Jennifer Large

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 37488) (Gazetted 29 July 2022)

Corporate

Governance

Ministerial and Government Services Unit

Kara Stapleton

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 55630) (Gazetted 9 March 2023)

Children, Youth and Families

Jessica Turk

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade A \$157,201

Community Services, Canberra (PN. 60515) (Gazetted 3 March 2023)

Education

Business Services Division

Governance

Audit and Assurance

Kate Bray

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 38931) (Gazetted 30 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

Business Services Division

Strategic Finance and Procurement

Strategic Procurement

Kourtney Lankester

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Education, Canberra (PN. 11982) (Gazetted 27 February 2023)

System Policy and Reform

Strategic Policy

Early Childhood Policy

Sybilla Meeth

From: Senior Officer Grade B \$135,355 - \$152,377

Education

To: †Senior Officer Grade A \$157,201

Education, Canberra (PN. 60232) (Gazetted 4 January 2023)

School Performance and Improvement

North and Gunghalin Network

Amaroo School- Secondary

Gemma Paterson

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02225) (Gazetted 16 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Business Services

Xiaoping Zhu

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 39427) (Gazetted 27 February 2023)

Environment, Planning and Sustainable Development

Statutory Planning

Development Assessment

Jaeyoung Park

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 42883) (Gazetted 23 August 2022)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Custodial Operations

Alden Ambal

From: General Service Officer Level 5 \$59,713 - \$62,860

Canberra Institute of Technology

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 59742) (Gazetted 5 August 2022)

ACT Corrective Services

Custodial Operations

Custodial Operations

Constanza Araya

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 59741) (Gazetted 5 August 2022)

ACT Corrective Services

Custodial Operations

Custodial Operations

Barry Feldtmann

From: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 13284, several) (Gazetted 5 August 2023)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Caitlin Grocott

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 42423) (Gazetted 13 April 2023)

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT
Kenneth Meadows**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 38715) (Gazetted 13 April 2023)

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT
Amy Pes**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 49106) (Gazetted 13 April 2023)

Major Projects Canberra

**Light Rail
Light Rail Stage 2A
NA**

Joanne Abramovic

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Suburban Land Agency

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra, Canberra (PN. 61694) (Gazetted 23 February 2023)

Transport Canberra and City Services

**City Services
Roads ACT
Road and Path Network
Luke Halgren**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 29018) (Gazetted 17 March 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
Roads ACT
Swadesh Khatri**

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 26315) (Gazetted 14 March 2023)

Chief Operating Officer Group

Safety and Wellbeing

John Leahy

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 31926) (Gazetted 14 March 2023)

Territory and Business Services

Capital Linen Services

Business Management

Daniel Thompson

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Capital Linen Service Band 9 \$135,355 - \$152,378

Transport Canberra and City Services, Canberra (PN. 18920) (Gazetted 20 March 2023)