



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 June 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>

#### **Health System Planning and Evaluation Division**

##### **HSPE Executive**

##### **Executive Officer**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39845)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: Health System Planning and Evaluation (HSPE) is a diverse and learning driven division that works with our partners in the community and across government to improve the health of the people of the ACT and respond to the community's needs.

We are looking for a motivated and innovative executive officer to join our busy and enthusiastic team.

The executive officer provides high-level strategic advice and executive support to the Health System Planning and Evaluation (HSPE) division. This includes co-ordinating responses to government business, reporting on progress on division commitments and governance priorities, secretariat functions and preparation or co-ordination of research papers, submissions or briefings relevant to the work of the division.

As executive officer you will work and collaborate with a variety of teams and stakeholders, internally (within the division, across the directorate) as well as externally (across government, NGOs etc).

We are looking for someone who:

Welcomes diversity, is enthusiastic and thinks innovatively about approaching tasks.

To be able to think on your feet.

Is able to prioritise and work to meet/ negotiate tight deadlines.

Can work independently, self-motivated and is a team player.

Has the ability to understand the content of correspondence and reports provided to the division and understands the importance of nuance.

Will contribute to developing and implementing the division's priorities.

Has excellent written and spoken communication skills.

Has the ability to lead the coordination of Ministerial and Government Business items for the division.

Has excellent organisational skills.

Thrives in a busy environment and is calm under pressure.

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

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

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

How to Apply: Please submit a maximum two-page statement detailing your skills and experience against the Selection Criteria for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Jaimilee Webb (02) 512 43143 [Jaimilee.Webb@act.gov.au](mailto:Jaimilee.Webb@act.gov.au)

#### **Population Health**

#### **Promotion and Programs**

**Business Management  
Administrative Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 26254,several)**

Gazetted: 19 June 2023

Closing Date: 26 June 2023

Details: Business Management provides administrative support to the branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters. Business Management also provides support and coordination of business and quality improvement and database management for the branch.

Administrative Officers in the Business Management Administrative Team provide critical support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

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

Note: These are temporary positions available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the "What you will do" and "What You Require" sections in the Position Description, please provide no more than a two page written pitch response in support of your application.

You will be asked to attach a current curriculum vitae and provide details for two referees.

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

Contact Officer: Alexandra Hambesis (02) 5124 9267 [Alexandra.Hambesis@act.gov.au](mailto:Alexandra.Hambesis@act.gov.au)

**Policy, Partnership and Programs**

**Data Analytics Branch**

**Government Briefing**

**Senior Analyst**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60108)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: Do you love wrangling data, creating dashboards, and using data to tell a story?

ACT Health's Data Analytics Branch is looking for a data professional to join the Government Briefing team (GB).

We are looking for a data professional who has the drive to analyse high level health data to assist the executive make data driven decisions. In this role you will work closely with ACT Health clients, support and mentor technical staff, and promote the data literacy across the directorate.

The Senior Analyst position is part of the Government Briefings team within the Data Analytics Branch. The Government Briefing team supports the Chief Health Data Officer to be responsible and accountable for data across ACT Health and the ACT public health system, and to participate in high level national data and digital forums.

The team plays a key role in interpreting and communicating data and data management issues to inform decision making and enable the organisation to achieve its objectives. Working with other teams across the Directorate and the public health system, the Government Briefing team facilitates access to data and supports the implementation of data strategy and governance policies such as those concerned with data sharing and data quality.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other requirements: Relevant qualifications or experience in health-systems or data-related areas would be highly regarded.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

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

Contact Officer: Shandya Deo (02) 5124 9462 Shandya.Deo@act.gov.au

**Population Health**

**Office of the Chief Health Officer**

**Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60011, several)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day. The Population Health Division, lead by the ACT Chief Health Officer provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

The Office of the Chief Health Officer provides support to the Chief Health Officer, and the Divisional Executives and senior staff. This unit develops, implements and monitors all governance activities for the Division, as well as coordination of Department and Government business across the Division. We are looking for Executive Assistants for this team, who will provide excellent customer service, and high-level executive support to the Divisional Executives.

Notes: There are several, both permanent and temporary with possibility of permanency, positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

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

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

**Digital Solutions Division**

**Technology Operations**

**Critical Systems & Infrastructure Hub**

**ICT Infrastructure Architect**

**Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60171)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Are you an ICT Infrastructure Architect that would thrive working in a healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience working in ICT infrastructure project teams? Do you want to work with a team responsible for building and maintaining ACT Health's and Canberra Health Service's critical systems and ICT infrastructure? Are you committed to developing your existing skills and experience and apply them in an ever changing and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will work with a team of ICT infrastructure professional to provide successful design and review of ICT infrastructure solutions supporting the operations and service delivery of the ACT Public Health system.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy,

Management of technology services and projects,

The development and implementation of a performance reporting framework,

Statutory and intergovernmental reporting requirements,

Management of the relationship and services delivery by technology vendors including Shared Services ICT, Development, implementation and maintenance of technology policies and procedures, Information management and information security, and Delivery of ICT infrastructure for new and refurbished health facilities.

Eligibility/Other requirements:

Working knowledge of the Australian Cabling Standards and related industry certifications.

Previous experience in managing and delivering ICT Core Infrastructure projects within a healthcare setting.

Familiarisation with the Australian ISM and PSPF.

Working knowledge of network architecture, protocols and functionality.

Archimate 2.1 certification and familiarisation with ArchiMate3.

Familiarisation with the Sparx Systems Enterprise Architect tools and modules.

Holds a valid EA methodology certification, for example TOGAF 9.1 certified.

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

This role requires the candidate to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, the candidate must be an Australian Citizen. If the candidate is not successful in obtaining a security clearance, employment in the role will not commence. If the candidate has already commenced, employment will be terminated.

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

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Grant Clark (02) 5124 9028 [Grant.Clark@act.gov.au](mailto:Grant.Clark@act.gov.au)

### **ACT Integrity Commission**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Corruption Prevention and Engagement**

##### **Communications and Engagement**

##### **Senior Communications and Engagement Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54669)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: This position sits in the Commission's Corruption Prevention and Engagement (CP&E) Team. The team consists of three subsections, including:

Corruption Prevention and Education

Governance and Compliance, and

Communications and Engagement.

The Communications and Engagement section manages the Commission's internal and external communications, including the Commission's website and social media channels, and all media management.

##### **Position overview**

The Senior Communications and Engagement Officer supports the Senior Director, Corruption Prevention and Engagement to identify, plan, implement and assess the Commission's communications and engagement activities. You will support the establishment of positive long-term relationships with a diverse group of external stakeholders within the ACT public sector, the ACT community and nationally by ensuring the Commission maintains a contemporary understanding of our stakeholder's priorities, and current and emerging issues in our external operating environment.

Using your knowledge of the external operating environment, you will identify opportunities for the Commission to contribute to local, national, and international anti-corruption and integrity discussions, and support the

Commission's participation in these forums, including through the development of submissions and preparation of presentations.

Working closely with the Assistant Director, Corruption Prevention, you will develop a broad suite of written, visual and digital content which supports the corruption prevention and education functions of the Commission. You will also contribute your expertise to the communication and engagement priorities for other areas of the Commission as required.

You will be responsible for managing the Commission's primary communication and information channels, including the website and social media channels.

You will work collaboratively with other Commission officers - including assessment officers, investigators, and legal officers - to understand the scope and nature of corruption within the ACT public sector and ensure the Commission's communications are designed and targeted where they will have the greatest impact.

As a representative of the Commission, you will be a role model for professionalism and integrity within the ACT public sector and the broader ACT community.

What you will do

Produce communications and educational content for a variety of channels including the Commission's website, social media and other communication platforms.

Manage the Commission's primary communication and information channels, including the website and social media channels.

Prepare submissions, briefings and other content for the Commission's participation in local, national and international anti-corruption and integrity discussions.

Support the delivery of proactive, contemporary and consistent engagement activities, including the provision of logistical support for the Commission at external forums and events.

Contribute to the implementation, operationalisation, and ongoing review of targeted and proactive stakeholder engagement.

Develop a forward-planned events calendar and associated materials which aligns to the Commission's strategic goals and legislative functions and which proactively position's the Commission to achieve optimal reach and engagement.

Maintain productive external networks and relationships across the ACT Government to advance the Commission's corruption prevention work and support public sector integrity efforts.

Coordinate analysis and feedback to measure the effectiveness of the Commission's corruption prevention and education activities and make recommendations to improve engagement and increase efficiency of the Commission's external engagement.

Represent the interests of the Commission through the delivery of corruption prevention presentations and education sessions to the ACT public sector and the ACT community.

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

At all times, act in an ethical and respectful manner, consistent with Work Health and Safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being requirements.

Eligibility/Other requirements:

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

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

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

The position may involve some domestic travel.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than two A4 pages which demonstrates how your skills, knowledge and experience address the selection criteria outlined in the 'What you require' section of the Position Description.

If you are unable to submit your application online, please contact the Commission on (02) 6205 9899 or at [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au).

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

Contact Officer: Nick Kimpton (02) 6205 1937 [Nick.Kimpton@integrity.act.gov.au](mailto:Nick.Kimpton@integrity.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](mailto:jobs@act.gov.au)**

### **Cancer and Ambulatory Support (CAS)**

#### **CAS Executive**

#### **Executive Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44646 - 02BEI)**

Gazetted: 16 June 2023

Closing Date: 30 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](http://www.canberrahealthservices.act.gov.au)

The Division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of assessment, diagnostic and treatment services through inpatient, outpatient and community settings. The Division is also responsible for the five nurse-led Walk-in Centres, Central Outpatients Department, Breastscreen ACT and Central Health Intake services.

Reporting to the Executive Director CAS, the Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Government Relations team on the provision of high-level advice to Minister's offices, and other priority projects. It also provides high level support and advice to the Executive Director CAS and works closely with other senior leaders and their support teams across the Division and CHS.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders;

A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment;

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

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

#### **Position Requirements / Qualifications**

· 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 public sector or equivalent experience.

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

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

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

· Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for 3.5 months with the possibility of extension.

Contact Officer: Melissa O'Brien 5124 2738 [Melissa.O'Brien@act.gov.au](mailto:Melissa.O'Brien@act.gov.au)

**University of Canberra Hospital  
Rehabilitation Aged and Community Services  
UCH Psychology and Counselling  
Neuropsychologist  
Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 61911 - 02B5D)**

Gazetted: 19 June 2023

Closing Date: 3 July 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](http://www.canberrahealthservices.act.gov.au)

There are great opportunities for Psychologists across Canberra Health Services!

Whether you're just starting your registrar program or are an endorsed Neuropsychologist we have a role for you in Canberra!

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more. Recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

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

We are looking for a Neuropsychologist to join our Rehabilitation, Aged and Community Services (RACS) Psychology and Counselling team.

The RACS Psychology and Counselling comprises Clinical Neuropsychologists, Clinical Psychologists and a Rehabilitation Counsellor. The team works closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

A neuropsychologist in this team provides high quality neuropsychological services across the RACS inpatient and outpatient settings. These services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients, care providers and staff, as required. Interventions may be provided individually or via group service delivery to persons engaged in rehabilitation, receiving geriatric care, or those attending a multidisciplinary memory clinic.

The clinical caseload consists of persons over the age of 16 engaged in rehabilitation, patients receiving geriatric care, or those attending the RACS multidisciplinary memory clinic which is based on the Victorian CDAMS diagnostic model.

Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement. Opportunities also exist for the provision of supervision and training of other staff and students.

What can we offer you:

- City living without the traffic.
- Excellent working conditions within a newly built centre for rehabilitation, recovery and research.
- Competitive pay with the potential for financial Attraction and Retention incentive.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and 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

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

Strong interpersonal and communication skills.

Strong organisational skills with a high degree of drive.

#### Position Requirements / Qualifications

For Clinical Neuropsychology:

##### Mandatory

- Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology.
- General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).
- Be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia.
- The successful applicant may need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

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

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.

To be eligible for this position, you will need to tell us, in no more than 2 pages, how you meet the requirements of the role listed in the what you require section of the Position description. You will also need to provide a copy of your resume and the names of 2 referees. These will need to be added to the online recruitment portal.

Note: There is only one position available. The position will be filled at the classification commensurate to the applications received. Please ensure you apply for the classification appropriate to your qualifications and experience.

Contact Officer: Michelle Bennett 0400 204 812 [michelle.bennett@act.gov.au](mailto:michelle.bennett@act.gov.au)

## **Mental Health, Justice Health, Alcohol and Drug Service**

### **Adult Community Mental Health Services**

#### **Clinical Lead**

**Registered Nurse Level 4.1 \$130,846, Canberra (PN: 57611 - 02BGW)**

Gazetted: 20 June 2023

Closing Date: 4 July 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](http://www.canberrahealthservices.act.gov.au)

This position is temporary for 11 months, with the possibility of extension and/or permanency. A suitable candidate may be chosen from the written application, without interview.

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

##### Mandatory

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

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

Hold a current driver's licence

##### Desirable

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

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

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

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

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.

Note: This is a temporary position available for 11 months with possibility of extension and or permanency.

There are two advertisements running concurrently on Req ID 02BGW and Req ID 02BGV, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish. Pitch no longer than two pages.

Contact Officer: Carla Ormston 5124 1236 [Carla.Ormston@act.gov.au](mailto:Carla.Ormston@act.gov.au)

#### Medical Services

##### Pharmacy

##### Clinical Pharmacist Rotational

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 28615, several - 02BBN)

Gazetted: 19 June 2023

Closing Date: 9 July 2023

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#### POSITION OVERVIEW

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Canberra Health Services (CHS) is looking for highly motivated and dynamic pharmacists to deliver exceptional clinical pharmacy services to patients either on site delivering face to face clinical and operational services or remotely from home anywhere in Australia. Applicants must state in their application whether they are applying for a position to work on site or applying to work remotely.

The department runs a successful SHPA accredited residency program, an excellent intern training program and recently achieved SHPA accreditation for Advanced Training Residency Programs.

The ACT Government is expanding the Canberra Hospital to deliver more emergency, surgical and critical care capacity for the ACT and surrounding region. The centrepiece of this project will be the 43,000sqm Critical Services Building (CSB) that will transform the Canberra Hospital campus to meet expanding health needs of the population.

Permanent full-time positions are available. Applications from part time workers are also welcome (please state any specific requirements for part time work in your application). Pharmacists looking to work from home are also encouraged to apply.

#### Benefits

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000\* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants (for those employed to work on site)

Access to financial and other supportive resources to enhance professional development

\*Terms & Conditions Apply – refer to enterprise agreement for more details

#### Living and working in Canberra

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

For those who are considering a move to Canberra, it means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

#### The ultimate work-life balance

For those that are looking for opportunities to work remotely, positions are also available to work from home (wherever home may be!) with flexible work hours also considered. Pharmacists working from home are embedded within the clinical team to provide remote pharmacy services for inpatients and outpatients.

To work remotely, applicants will require reliable access to internet service and to comply with the ACT Government home-based work factsheet. Don't miss this rare opportunity to provide hospital pharmacy services from the comfort of your home.

Note: Both Full time and part time positions are available. On Site or Remote Working positions are available.

Contact Officer: Hamed Lane 02 5124 2203 [hamed.lane@act.gov.au](mailto:hamed.lane@act.gov.au)

#### **Cancer and Ambulatory Support**

##### **Rheumatology**

##### **Staff Specialist - Rheumatology**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 24402 - 02BA9)**

Gazetted: 19 June 2023

Closing Date: 25 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 CHS Rheumatology unit provides a clinical service to patients from the Australian Capital Territory and surrounding regional NSW. We will have up to 10 inpatients and receive about 1300 new outpatient referrals each year in addition to providing a consultative service and providing a timely and efficient clinical service being a key priority. Applicants must have had training in and current and ongoing relevant clinical experience in Rheumatology. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, administrative and medical staff, including trainees in Rheumatology. Participation in unit clinical governance and quality assurance activities and the comprehensive clinical service for Rheumatology is expected. The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency with a fractional FTE of 0.4 FTE

#### DUTIES

Under limited direction of the Medical Director Rheumatology, who will also be your line manager, you will:

Undertake to provide a comprehensive Rheumatology inpatient and outpatient service delivery (both on and offsite) and provide an on call and consultative service as required; and commit to supporting the division of medicine internal medicine on call roster as maybe required to support patient care closer to home.

Undertake to fulfil and maintain annual RACP and ARA Continuing Professional Development activities; meet and maintain the necessary standards of ongoing and safe professional clinical practice, AHPRA regulatory standards and complete performance appraisal requirements with unit director of Rheumatology as required.

Actively contribute to clinical governance and quality assurance activities in the Rheumatology unit; and undertake clinical audits, support morbidity and mortality reviews, clinical pathway development and other quality assurance activities with a commitment to best clinical practice as maybe required by the unit and director.

Contribute to unit lead education, research and teaching activities and commit to teaching, supervising, mentoring and training of Rheumatology trainees, Junior Medical Officers, other relevant hospital clinical staff and community based health practitioners as required by unit director; And as part of these responsibilities attend and contribute to hospital and unit handover and other relevant meetings as required.

5. 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

Strong organisational skills with a high degree of personal and altruistic commitment to the Rheumatology department and organisational needs and values.

Adaptability and flexibility to accommodate changing clinical and logistical needs and departmental requirements.

Professional, with excellent communication and time management skills; and be committed to adhering to CHS confidentiality.

Ability to liaise effectively with staff at all levels and to work within a multidisciplinary team.

#### Position Requirements / Qualifications

Mandatory

Be registered or be eligible for registration without conditions as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA/ Medical Board of Australia); and be a member in good standing with the Australian Rheumatology Association.

Fellowship of the Royal Australasian College of Physicians (FRACP) with formal subspecialty training and current clinical experience in Rheumatology.

Hold a current driver's license.

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

Desirable

Current and ongoing clinical experience in managing patients with adult, paediatric and adolescent rheumatological presentations.

Current and ongoing experience in all aspects of clinical rheumatology practice; including community -based practice and rheumatology/internal medicine unit settings undertaking commitments in consultative service, clinics and on call.

Relevant experience in managing patients with rheumatological conditions including but not limited to arthritis, inflammatory rheumatic diseases, and multiple comorbidities on synthetic DMARDs biological treatments, checkpoint inhibitor related presentations, sport and soft tissue presentations, connective tissue diseases, vasculitides, spinal pain, pain syndromes and osteoarthritis.

Interest in imaging of rheumatic diseases, patient reported outcomes and clinical leadership.

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:

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

Undergo a pre-employment Police check.

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

Note: This is a part-time temporary position available at 16 hours per week for a period of 12 months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Chandima Perera 02 5124 8502 Chandima.Perera@act.gov.au

## **Clinical Services**

### **Women Youth and Children**

#### **Enhanced Health Services**

##### **Training Team Coordinator, Enhanced Child Health Service**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 54518 - 02BFQ)**

Gazetted: 19 June 2023

Closing Date: 3 July 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](http://www.canberrahealthservices.act.gov.au)

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based services to women, children, young people and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) within WYCCHP include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Training Team, Enhanced Child Health Service

The Training Team Coordinator provides leadership of a team of Health Professionals and Registered Nurses responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies.

In conjunction with the Child and Family Counselling Team Clinical Lead and MAIN Team Clinical Nurse Consultant, the Training Team Coordinator oversees the development and delivery of training packages to consumers, services, and stakeholders on a range of topics including parent education groups regarding child developmental and behavioural concerns, and education sessions and in-services to schools or other stakeholders regarding sexualised behaviours in children. These sessions are delivered by the team's health professionals and registered nurses in collaboration with specialist clinicians from other teams within the Enhanced Health Services with subject matter expertise.

The Training Team Coordinator is responsible for the development, presentation and evaluation of mandatory education and training programs and strategies in the areas of child protection and family violence for CHS. Expert knowledge of the impact of violence, abuse and neglect on children is a critical part of this role.

#### ABOUT YOU

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

Behavioural Capabilities

Strong organisational, leadership, and interpersonal skills.

Adaptability and flexibility to accommodate change and provide responsive services.

The ability to work respectfully in partnership with staff and stakeholders.

Position Requirements / Qualifications

Mandatory

- Relevant Health Professional qualifications and a minimum of five years' experience working professionally in a relevant clinical area is preferred.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.
- 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.
- Certificate IV Training and Assessment or an equivalent certificate in group facilitation.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Anna McLeod (02) 5124 5223 [anna.mcleod@act.gov.au](mailto:anna.mcleod@act.gov.au)

## **Enhanced Health Services**

### **Enhanced Child Health Service**

#### **Training Team Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28898 - 02BFV)**

Gazetted: 19 June 2023

Closing Date: 3 July 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](http://www.canberrahealthservices.act.gov.au)

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based services to women, children, young people and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) within WYCCHP include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

#### **Training Team, Enhanced Child Health Service**

The Training Team Coordinator provides leadership of a team of Health Professionals and Registered Nurses responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies.

In conjunction with the Child and Family Counselling Team Clinical Lead and MAIN Team Clinical Nurse Consultant, the Training Team Coordinator oversees the development and delivery of training packages to consumers, services, and stakeholders on a range of topics including parent education groups regarding child developmental and behavioural concerns, and education sessions and in-services to schools or other stakeholders regarding sexualised behaviours in children. These sessions are delivered by the team's health professionals and registered nurses in collaboration with specialist clinicians from other teams within the Enhanced Health Services with subject matter expertise.

The Training Team Coordinator is responsible for the development, presentation and evaluation of mandatory education and training programs and strategies in the areas of child protection and family violence for CHS. Expert knowledge of the impact of violence, abuse and neglect on children is a critical part of this role.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational, leadership, and interpersonal skills

Adaptability and flexibility to accommodate change and provide responsive services.

The ability to work respectfully in partnership with staff and stakeholders

#### **Position Requirements / Qualifications**

##### **Mandatory**

Relevant Registered Nursing qualifications and a minimum of 5 years' experience working professionally in a relevant clinical area.

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

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

##### **Desirable**

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

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

Certificate IV Training and Assessment or an equivalent certificate in group facilitation.

Hold a current driver's licence.

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

Undergo a pre-employment National Police Check.

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

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

Note: Selection may be based on written application and referee report only.

Contact Officer: Anna McLeod 51245223 anna.mcleod@act.gov.au

## **Surgery**

### **Intensive Care Unit**

#### **Intensive Care Unit - Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 26650, several - 02BBW)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Are you looking to take the next step and further your nursing career? An exciting and rewarding opportunity exists in the Intensive Care Unit for Level 2 Registered Nurses.

CHS is 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

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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 Division of Surgery provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services, and the Capital Region Retrieval Service.

The Intensive Care Unit is a 39 bed level 3 Territory Referral Centre, which admits over 2200 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

A Registered Nurse Level 2 provides an advanced level of nursing care. They can 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 LGBTQIA+ 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

##### Mandatory

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

##### Desirable

- Post Graduate Certificate in Critical Care Nursing and/or working towards a certificate
- A minimum of 5 years experience in a hospital-based critical care environment
- 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.

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

Contact Officer: Amanda McCarthy 5124 2756 amanda.mccarthy@act.gov.au

## Infrastructure and Health Support Services

### Sterilising Services

#### Assistant Manager Human Resources

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 29392 - 02B5T)

Gazetted: 16 June 2023

Closing Date: 30 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](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit (GEHU), Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). In addition to

providing reprocessing services, Sterilising Services also manages the purchase, maintenance, and repairs and replacement of RMD.

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and administration
- Sterilising Services Unit at CH
- Sterilising Services Unit at CPHB
- The Central Reprocessing Unit (CRU) located within the GEHU at CH

Under limited direction, the Sterilising Services Assistant Manager, Human Resources is responsible for managing the day-to-day human resource functions across all four Sterilising Services sites while ensuring compliance with the National Safety and Quality in Health Service (NSQHS) Standards, AS/NZS4187, Infection Prevention in Endoscopy Guidelines (GESA), Infection Control guidelines, and CHS policies and procedures.

The Assistant Manager, Human Resources is responsible for providing leadership to effectively manage human resources, including rostering staff across a multifaceted health service and coordinating the day-to-day management of operational areas within assigned budgets. This position is responsible for managing all aspects of staff management, including performance feedback, management and team culture. The Human Resource Manager is actively involved in quality improvement initiatives, audits, and managing projects, as required, and is responsible for providing timely, efficient and effective responses to customer enquiries and requests, while ensuring a patient focused quality product and service are delivered to each customer.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong leadership and people management skills with a high degree of drive.

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

Strong organisational and communication skills with an ability to think strategically and passionate about a patient focussed service.

#### 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.

#### Desirable

- Certificate III in Sterilising and Certificate IV in Leadership and Management (BSB40215), or Certificate III in Sterilising, and other management qualification at certificate IV level and above, and a sound knowledge of AS/NZS4187:2014 is highly desirable.
- A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.
- A current driver's license and experience in leading and mentoring teams is preferred
- Understand 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:

- Be available to rotate through a weekend/public holiday on-call roster. This position is primarily Monday to Friday daytime hours; however, there is a requirement to rotate through the emergency on-call roster with other managers.
- Undergo a pre-employment National Police Check.
- Undergo assessment and screening for vaccination/immunity status against specified infectious diseases and obtain a Compliance Certificate from the Occupational Medicine Unit (OMU).
- Undergo a pre-employment National Police Check.

Contact Officer: Sandra Wheeler 5124 2283 [sandra.wheeler@act.gov.au](mailto:sandra.wheeler@act.gov.au)

#### Executive Director Medical Services

#### Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

#### Credentialing and Scope of Clinical Practice Officer

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23851 - 02BG5)**

Gazetted: 20 June 2023

Closing Date: 4 July 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](http://www.canberrahealthservices.act.gov.au)

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

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

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

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

The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the Health Act 1993.

**DUTIES**

Under limited direction of the Senior Manager, Credentialing and Scope of Clinical Practice you will perform the following duties:

In accordance with the Health Act 1993 and other relevant legislation, assist with the operations of the credentialing and scope of clinical practice process, including, but not limited to:

Credentialing of, and granting of scope of practice of scopes of clinical practice to, medical specialists, eligible midwives and dentists; and

Re-credentialing and reviewing of scopes of clinical practice granted to medical specialists and dentists.

Assist with the provision of the secretariat function to the Medical and Dental Appointments Advisory Committee (MDAAC) or similar, including, but not limited to:

Assistance in the preparation of agendas and minutes for meetings;

Assistance in the development and maintenance of procedural documentation and templates;

Coordination of MDAAC correspondence; and

Provision of advice regarding the credentialing and scope of clinical practice process.

Maintenance of the relevant medical practitioner's databases and associated auditing of required documentation/registrations.

Provide advice, on less complex matters and liaise with senior officer, medical staff and executives.

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**

Strong organisational skills, with the ability to manage competing priorities and attention to detail;

Strong interpersonal and communication skills.

**Position Requirements / Qualifications**

**Mandatory**

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

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

Desirable

Experience working in a healthcare setting.

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.

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

Contact Officer: Tara Bryan 5124 7231 tara.bryan@act.gov.au

## **Mental Health, Justice Health, Alcohol & Drug Services**

### **Child and Adolescent Mental Health Services**

#### **Health Professional**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 24285 - 02AS7)**

Gazetted: 15 June 2023

Closing Date: 29 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](http://www.canberrahealthservices.act.gov.au)

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

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

These services include:

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

CAMHS provides assessment and treatment for children and 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.

Mental Health Service for People with Intellectual Disability (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 provides collaborative care involving the person, their families/carers and community support services. Under the direction of the Team Manager, the HPO3 will provide expertise in consultation, liaison, support, education and training to agencies, carers and families. The role will also require the team member to undertake professional development, participate in quality initiatives and contribute to the

multidisciplinary team processes. They will also be required to provide clinical supervision and support to HPO1 and HPO2 clinicians.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for 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:

##### For Occupational Therapy:

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

##### For Psychology:

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

##### For Social Work:

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

##### For All:

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

##### Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Kirsten Stafford 51241144 [Kirsten.Stafford@act.gov.au](mailto:Kirsten.Stafford@act.gov.au)

## **Medical Services**

### **Executive Support**

#### **Business Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44634 - 02BDK)**

Gazetted: 16 June 2023

Closing Date: 30 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](http://www.canberrahealthservices.act.gov.au)

Reporting to the Executive Director of Medical Services (EDMS), the Business Manager provides high level support and advice to the EDMS and leads the provision of executive support and government business coordination for the division. The Business Manager is responsible for co-ordinating, driving and delivering the objectives of the division's business, safety and quality, and work health and safety plans, and works closely with the other divisions across CHS. The role requires highly developed written and oral communication skills, ability to be adaptable and responsive, and to quickly acquire knowledge and understanding of situations and subject matter.

The EDMS is the executive lead of the Medical Services Group, which draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, and the ACT Blood Counts program.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

You will have a demonstrated track record of successful leadership in a complex environment, utilising exceptional influencing and collaborative skills.

You will have the following attributes and abilities:

- High level communications skills, with demonstrated ability to communicate effectively with staff across the organisation and external stakeholders.
- A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.
- Strong organisational skills with a high degree of initiative and drive.
- Ability to adapt and be flexible to accommodate change and respond to the needs of the division and the organisation more broadly.

#### **Position Requirements/Qualifications**

##### **Mandatory**

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

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

Desirable:

- Relevant qualifications in public sector administration or management, or equivalent public sector experience.

Other:

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

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

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

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

- Undergo a pre-employment National Police Check.

Contact Officer: Brittany Kent (02) 5124 2855 [Brittany.Kent@act.gov.au](mailto:Brittany.Kent@act.gov.au)

## **Chief Executive Officer**

### **Medical Services**

#### **Pharmacy**

#### **Graduate Pharmacist – 3 Year Graduate Program**

**Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: 38827, several - 02BBM)**

Gazetted: 16 June 2023

Closing Date: 14 July 2023

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

#### **POSITION OVERVIEW**

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The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

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

This three year position incorporates the one year intern training program followed by a two year post registration pharmacist position at Canberra Hospital. This position provides additional job security for intern pharmacists and a defined pathway for career progression following registration as a pharmacist, in line with the ACT Health Professionals Enterprise Agreement for pharmacist competency based progression. There may be the potential to enrol in the SHPA accredited CHS Pharmacy Foundation Residency Program on completion of the pre-registration training program.

Canberra Health Services is seeking to recruit intern pharmacist positions for the 2024 intern year. It is anticipated that these positions will start in January 2024 for 12 months to complete the intern training program, with an extension for a further two years following successful completion of this program.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind.

Strong organisational skills with a strong work ethic.

Self-motivated, ability to demonstrate initiative and thrive in a busy and dynamic environment.

#### **Position Requirements / Qualifications**

#### MANDATORY

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

#### DESIRABLE

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: These are temporary positions for 12 months to commence January 2024, with possibility of extension following successful completion of the pharmacy intern training program.

Contact Officer: Jessica Barnard (02) 5124 2121 [jessica.m.barnard@act.gov.au](mailto:jessica.m.barnard@act.gov.au)

#### Clinical Services

##### Mental Health, Justice Health, Alcohol and Drug Services

##### Secure Mental Health Service

##### Clinical Development Nurse

##### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16764 - 02BEE)

Gazetted: 16 June 2023

Closing Date: 30 June 2023

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#### POSITION OVERVIEW

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

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

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

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



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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

#### ABOUT YOU

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To be successful in this position, it is expected that the successful candidate will have the following attributes: Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence with the diverse teams including internal and external parties.

Positive attitude and commitment to improving consumer outcomes and experience.

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

#### Position Requirements/Qualifications:

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

- Hold or be working toward Post Graduate qualification in Forensic mental health nursing.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Peta Kleinig 0428 393 961 Peta.Kleinig@act.gov.au

#### **Radiation Oncology Clinical Group**

#### **Radiation Therapy**

#### **Radiation Therapist Grade 3.1**

#### **Radiation Therapist Level 3.1 \$109,307 - \$112,880, Canberra (PN: 28821 - 02BDB)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

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#### POSITION OVERVIEW

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The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department delivers a comprehensive radiation therapy service using modern equipment and the latest technology including four modern Varian Linear Accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS Planning System, ExacTrac and ARIA Oncology Information System.

A Radiation Therapist Grade 3.1 is expected to make a significant contribution to service development, technology implementation and teaching generally, and in particular, with their nominated speciality. A Radiation Therapist Grade 3.1 will have a high-level knowledge and expertise in modern Radiation Therapy with ongoing evidence of proficiency in at least one complex clinical procedure.

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Behavioural Capabilities

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

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

Position Requirements/Qualifications:

#### Mandatory

Relevant tertiary Radiation Therapy qualifications and a minimum of 5 years' experience working professionally in Radiation Therapy is preferred.

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Martin Seng 5124 2284 [martin.seng@act.gov.au](mailto:martin.seng@act.gov.au)

## **Medicine**

### **Diabetes and Endocrinology**

#### **Booking and Scheduling Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49224 - 02B9E)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: POSITION OVERVIEW:

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

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

#### **ABOUT YOU:**

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Behavioural Capabilities

Efficient

Team Player

Reliable

#### **Position Requirements/Qualifications:**

##### **Mandatory**

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##### **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.

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

Contact Officer: Stuart Couper 51245311 [stuart.couper@act.gov.au](mailto:stuart.couper@act.gov.au)

## **Surgery**

### **Surgical Services**

#### **Division of Surgery, Business Support Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 29730 - 02BDR)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

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#### **POSITION OVERVIEW**

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Exciting opportunities are available for full time, permanent and temporary ASO3 Business Support Officer roles in the Division of Surgery at Canberra Hospital.

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit.

These Units are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units.

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Tonia Sydney 0468663425 [tonia.sydney@act.gov.au](mailto:tonia.sydney@act.gov.au)

## Procurement and Supply

### Supply Chain

#### Assistant Director, Supply Chain

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17666 - 02B9K)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

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#### POSITION OVERVIEW

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Canberra Health Services has an exciting opportunity for an experienced and engaging Supply Chain leader who will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes.

- Grow your career, broaden your procurement knowledge, and support the growth of Canberra Health Services
- Role offers work flexibility and salary sacrifice arrangements.

The Assistant Director, Supply Chain (SOGC) is a critical role within our organisation that reports to the Director, Supply Chain under the Senior Director (Infrastructure Manager/ Specialist 3), who leads the Procurement and Supply Branch within Chief Financial Officer (CFO) Division.

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

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

- Supply Chain activities are consistently managed across the organisation;
- compliance with all relevant legislation is achieved;
- best practice supply chain processes are implemented; and,
- value for money is achieved for CHS.

We are seeking a supply chain specialist with a strong customer centric approach to their practice. You will be familiar with supply chain and ERP principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes. The Assistant Director of Supply Chain will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

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

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

#### ABOUT YOU

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#### Behavioural Capabilities

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

- Effective and positive leadership skills
- Responsible and dependable team member
- Strong organisational skills with a high degree of drive
- Adaptive and flexible in a dynamic environment with changing priorities
- Displays critical thinking skills and is a creative problem solver who can influence successful outcomes.

#### Position Requirements / Qualifications

##### Mandatory

- Demonstrated experience with Microsoft 365 including advanced excel skills, Power BI, web design and maintenance using automated forms, dashboards etc.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

- Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable
- A minimum of five years' experience working professionally in a public sector and /or demanding client project environment is preferred.
- Class C driver's license
- Advanced Spreadsheet, Report writing and HR skills.
- 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: Jacqueline Williams 51243109 Jacqueline.Williams@act.gov.au

## **Clinical Services**

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

##### **Senior Psychologist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61641 - 02BIB)**

Gazetted: 21 June 2023

Closing Date: 5 July 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](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services provides support to children, youth and adults through inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

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

These services include:

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

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

The CAMHS Adolescent Unit (CAU) is a six bed mental health inpatient unit for young people aged 12 years and up to their 18th birthday who are experiencing moderate to severe mental illness. The unit is designed to meet the physical development and psychological needs of adolescents. CAU is a contemporary evidence-based service, providing high quality mental health care guided by the principles of recovery and is trauma informed. The service aims to provide collaborative care involving the young person, their parent, their carers/guardians and other key services.

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

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

The role is supported by a cohesive multi-disciplinary team of Nurses, , Occupational Therapists, Social Workers, Allied Health Assistants, Art Therapist, Music Therapist, Exercise Physiologist, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

CAMHS is seeking a dynamic Senior Psychologist who will use their expertise and leadership skills in the theoretical and practical application of a range of specialist recovery and trauma informed therapeutic interventions with individuals in an in-patient setting to improve their psycho-social functioning. You will deliver discipline-specific evidence-based group interventions to promote psychological wellbeing.

This position is a permanent part time – 0.8 FTE HP3 Senior Psychology position within the CAMHS services.

#### ABOUT YOU

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

#### Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

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

#### Position Requirements / Qualifications

##### Mandatory

- Be registered or eligible for general registration with Psychology Board of Australia.
- Have a minimum of three years (ideal five years) experience post qualification.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable

- Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Note: This is a permanent part-time position available immediately at 29.40 (0.8 FTE) hours per week. The above full-time salary will be pro rata.

Contact Officer: Kristie Thorneywork (02) 5124 7295 [Kristie.Thorneywork@act.gov.au](mailto:Kristie.Thorneywork@act.gov.au)

#### Chief Operating Officer

#### CHS Clinical Services

#### Director, Patient Experience

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 58016 - 02BJU)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: 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](http://www.canberrahealthservices.act.gov.au)

The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Patient Experience Team provides support to clinical and non-clinical staff to assist in the delivery of exceptional health care to the ACT community. The unit is currently located at the Canberra Hospital, and staff may be required to attend other Canberra Health Services facilities.

The Director is responsible for leading the team which incorporates Consumer Handouts, Patient Experience Surveys, and Consumer Feedback and Engagement to support improvements in the delivery of exceptional health care and provides advice on consumer experience improvements and processes across CHS.

#### ABOUT YOU:

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#### Behavioural Capabilities

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

Leadership and management skills and experience.

High level of emotional intelligence and strong engagement skills

Strong consumer and carer participation experience

Ability to lead strategic agendas and work proactively with strong organisational skills

#### Position Requirements/Qualifications:

Experience working in a health care setting.

Relevant tertiary qualifications

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available

Contact Officer: Cathy Burns 0418006874 [Cathy.burns@act.gov.au](mailto:Cathy.burns@act.gov.au)

#### Clinical Services

#### Rehabilitation, Aged and Community Services

#### Community Care Program

#### Physiotherapist

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23375 - 02BHZ)**



Gazetted: 21 June 2023

Closing Date: 12 July 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](http://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. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele. Our aim as a service is to maintain community health, improve health literacy, decrease admissions to hospital and support patients to continue to live safely at home.

There is an exciting opportunity for a suitably qualified, senior physiotherapist to join the Rehabilitation, Aged and Community Services (RACS), Community Care Physiotherapy Team.

This expected vacancy is temporary for 11 months, but there is a possibility of permanency within the team. This position could be full-time or part-time, with the possibility of an extension. The position involves working from four community health centre locations in Canberra and may include treating patients in their homes.

Community Care physiotherapists assess and treat a range of musculoskeletal conditions including muscular strains, joint sprains, arthritic conditions, post operative recovery and spinal conditions. Interventions are provided on an individual basis or in group settings at health centres and patient homes. Treatment may be delivered via telehealth, telephone, or face to face. A sound foundation in musculoskeletal physiotherapy and outpatient service will support shortlisting.

We are a friendly team with strong supportive links across the Canberra Health Services. Staff meet regularly to share knowledge and foster a positive team culture to strive for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver patient centred care.

#### ABOUT YOU

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#### Behavioural Capabilities

- Strong organisational skills with a high degree of drive and initiative.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
- Strong interpersonal and communication 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

- Degree in Physiotherapy and a minimum of three years' experience working professionally in musculoskeletal physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through 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 Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary position available from August 2023 for 11 months with the possibility of extension and/or permanency.

This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future temporary, full time and part time physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Services. Selection may be made on written applications alone.

Contact Officer: Renai De Marco 0422 521 036 Renai.DeMarco@act.gov.au

## Medicine

### Gastroenterology & Hepatology

#### Nurse Level 3 Grade 1 - Registered

#### Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38047 - 02BAI)

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: 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](http://www.canberrahealthservices.act.gov.au)

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

#### 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:

Proven advanced clinical experience in a leadership role.

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

#### Position Requirements/Qualifications:

Relevant tertiary management or nursing qualifications and a minimum of 5 years' experience working professionally in Medical Wards is preferred.

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.

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: Joyce Kim 51243648 joyce.kim@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Oral Health Services**

##### **General Administration Officer**

##### **Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 46920 - 02BG1)**

Gazetted: 21 June 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](http://www.canberrahealthservices.act.gov.au)

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

- Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
- Young people under the age of 18 with access to a Centrelink-issued Pension • Concession or Health Care Card.
- Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

- Gungahlin Health Centre
- Belconnen Health Centre
- Civic Health Centre
- Phillip Health Centre
- Tuggeranong Health Centre
- Alexander Maconochie Centre
- Mobile Dental Clinics

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Good organisational skills
- High level of customer service skills
- Good time management skills
- Communication skills

#### **Position Requirements/Qualifications:**

- Previous experience in an administration role and/or knowledge of dental terminology and item numbers is desirable.
- A current Drivers licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Referee checks.

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

Contact Officer: Karen Macdonald (02) 5124 1725 karen.macdonald@act.gov.au

## **Acute Allied Health Service**

### **Social Work**

#### **Social Worker - Acute Allied Health Services, Canberra Hospital**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23109 - 02BJT)**

Gazetted: 21 June 2023

Closing Date: 7 July 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](http://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 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.

#### **ABOUT YOU**

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

**Behavioural Capabilities**

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:**

**Mandatory**

Relevant tertiary qualifications and a minimum of three 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)

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Patrice Higgins 51242316 [Patrice.Higgins@act.gov.au](mailto:Patrice.Higgins@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Podiatrist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 50443 - 02BID)**

Gazetted: 21 June 2023

Closing Date: 12 July 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](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS)/Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Podiatrists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The Community Care Podiatry team mission is to provide high quality foot health services to maintain quality of life and minimise foot related hospital admissions in partnership with vulnerable and at-risk people of the ACT. In this position, you will be part of a friendly and engaged interprofessional program that provides care to residents of the ACT in both a community clinic setting and a sub-acute inpatient setting.

Community Care Podiatrists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Podiatry team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers.

Community Care Podiatrists maintain a wide scope of clinical practice including high risk, wound care, biomechanics/orthotic therapy, nail surgery etc. We provide services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Why it is great to be a Podiatrist in Canberra Health Services:

Flexible working conditions within the largest (and expanding) health service in the ACT and surrounding NSW region.

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

Paid annual and personal leave.

36.75 hour working week.

Paid flex day per month.

Annual professional development allowance.

Structured and regular professional development and clinical supervision

Paid study leave.

Support to complete your Scheduled Medicines Endorsement

Support to participate in and lead quality improvement projects and research.

Access to scholarships for post-graduate education

Discounted gym memberships.

Access to health and wellbeing programs.

Successful candidates will have a minimum of 12 months experience working as a Podiatrist. To learn more about the required duties of this position please read the Position Description.

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more. Recent research confirms that Canberrans are the happiest people in Australia – no wonder – 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 Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

#### ABOUT YOU

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

#### Behavioural Capabilities

Effective ability to apply knowledge, skills, and professional judgement in the delivery of services.

Effective interpersonal skills and confidence communicating across a range of media.

Ability to work within an interdisciplinary team environment.

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

#### Position Requirements / Qualifications

##### MANDATORY

- Tertiary qualifications (or equivalent) in Podiatry.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

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

**DESIRABLE**

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

Prior to commencement successful candidates will be required to:

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

Note: This recruitment round is for a new graduate, or early career Podiatrist to fill a permanent full-time position.

Contact Officer: Amanda McLean (02) 5124 1229 [Amanda.mclean@act.gov.au](mailto:Amanda.mclean@act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Service**

**Director Of Clinical Services**

**Clinical Director - Older Persons Mental Health**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57276 - 02BEG)**

Gazetted: 21 June 2023

Closing Date: 12 July 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: [CHS website](#)

Older Person Mental Health Services are specialist inpatient and community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry and a Certificate of Advanced Training in Psychiatry of Old Age, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

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

Note: This position is a permanent Specialist/Senior Specialist position. The Clinical Director role is for a 3-year tenure.

**DUTIES**

The Clinical Director – Older Persons Mental Health, reports to the Director of Clinical Services. The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

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

The position will be accountable and responsible to the Clinical Director – Clinical Services through an Individual Learning and Development Plan.

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

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

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

Under limited direction of the Director of Clinical Services, you will:

1. In partnership with the operational director and senior medical, nursing, and allied health staff provide strategic direction, clinical governance, leadership, planning and evaluation for the program - including protocols for admission/discharge, expert clinical opinion and effective clinical risk management particularly in complex and sensitive cases.
2. Support the Operational Director in operational matters including financial management, work health and safety matters, preparation of policies and procedures, complaint resolution, ministerial and coronial responses.
3. In collaboration with the DOCS, ensure timely recruitment of medical staff and effective line management of program medical staff including rostering, leave planning and performance management, ensuring medical staffing is kept within budget.
4. Provide clinical services to clients and participate in the clinic and on-call rosters for the Division/program; inclusive of the provision of ECT.
5. Provide teaching and supervision to medical students, psychiatry registrars and other staff as needed.
6. Initiate service evaluation and research using a sound understanding of applications of Information Technology particularly regarding capturing and interpreting of relevant data.
7. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of safe, high-quality person and family centred care.

#### ABOUT YOU

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

#### Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing Professional development Program is mandatory.

Has completed the relevant Certificate of Advanced Training in Psychiatry of Old Age and/or a minimum of five years experience working professionally in Older Person's Psychiatry.

Has completed the relevant training to administer ECT services, or willingness to complete training. The successful applicant will be required to participate in the ECT roster.

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



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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Jenae Smith 0403084089 Jenae.Smith@act.gov.au

## **Medicine**

### **Emergency**

#### **Medical Education Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44146 - 02BDC)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: Temporary 6 months with possibility of extension and or permanency

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](http://www.canberrahealthservices.act.gov.au)

The Division of Medicine provides a range of medical specialties. 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 Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Medical Education Support Officer is responsible for the medical education program within the Emergency Department.

#### **ABOUT YOU:**

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

**Behavioural Capabilities**

Be able to quickly acquire knowledge and understanding of situations and subject matter,

Effectively prioritise work and meet deadlines,

Be a proactive, enthusiastic and strong communicator.

**Position Requirements/Qualifications:**

Previous experience working with ACT Patient Administration System (ACTPAS) and MYSHIFT applications is desirable.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sarah Ryan 5124 8386 sarah.ryan@act.gov.au

**Clinical Services**

**Rehabilitation, Aged and Community Services (RACS)**

**Client Support Services**

**CHS NDIS Nursing Project officer**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 54226 - 02BC4)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

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Our Values: Reliable, Progressive, Respectful and Kind.

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The CHS NDIS Nurse Project Officer will be based predominantly at Village Creek Centre Kambah with capacity to work at other CHS sites across Canberra as needed.

The NDIS Nursing project officer position provides leadership of projects aimed to improve client support and management in relation to NDIS matters. The position will be responsible for scoping, developing, coordinating and delivering on projects aimed at improving NDIS client management within Community Care Nursing, as well as improving inpatient discharge management for NDIS participants. The role will work as part of the CHS NDIS Project Team which includes an RN2 NDIS Nurse facilitator, an AIN, Allied Health project officers and administrative service officers. They will also have a key role in collaborating with Community Care Nursing, and broader nursing teams within CHS, and receives guidance from the CHS NDIS Lead.

The position is available at full-time hours, however, part-time hours will be considered.

RACS NDIS Support Unit is looking for a dynamic and motivated RN3.1 who is keen to take on the leadership of quality projects designed to ensure optimal support and management for NDIS participants who access CHS services.

The positions work closely with the NDIS support Unit and nursing teams across CHS' care continuum, including community nursing and inpatient services. The role also maintains an optimal working relationship with the NDIA and works with all of these teams to optimise processes within the NDIS and CHS interface.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills, including being able to simultaneously manage and prioritise issues, with a high degree of drive.

Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health Services and relevant external stakeholders while demonstrating leadership.

Flexibility and adaptability to accommodate change to provide responsive services with an innovative approach.

#### Position Requirements/Qualifications:

##### MANDATORY

- Be registered or with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered (Division 1) Nurse.
- 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.
- 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

- Post graduate qualifications in nursing, education or related field.
- Experience in providing community nursing activities.

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: Michelle Bennett (02) 5124 0213 [michelle.bennett@act.gov.au](mailto:michelle.bennett@act.gov.au)

#### Clinical Services

##### Division of Surgery

##### Perioperative Unit - Post Anaesthetic Care Unit (PACU)

##### Post Anaesthetic Care Unit Clinical Development Nurse

##### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 03377 - 02AAO)

Gazetted: 20 June 2023

Closing Date: 4 July 2023

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#### POSITION OVERVIEW

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist

surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes and is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.

#### ABOUT YOU

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#### Behavioural Capabilities

Proven advanced educational experience and clinical mentoring in a similar nursing role.

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

#### Position Requirements / Qualifications

##### Mandatory

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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 immediately for 15 months with the possibility of extension.

Contact Officer: Sharon Jeffery (02) 5124 3201 Sharon.Jeffery@act.gov.au

#### Clinical Services

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

**Older Persons Mental Health Community Team - (OPMHCT)**

**Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 17041 - 02BF4)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

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#### POSITION OVERVIEW

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The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of four sub-teams, the Assessment Team, the Clinical Management Team, the Intensive Treatment Service and the Physical Health Intervention Team. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short-term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team assess physical health. This is a senior clinical position that will sit within any of the three main sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

#### ABOUT YOU

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#### Behavioural Capabilities

- Good customer service skills to provide helpful and professional experiences to people who access the service.
- Demonstrated leadership qualities in managing and positively influencing teams, processes, and practice improvement in a human services environment.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

#### Position Requirements/Qualifications:

##### Mandatory for all disciplines:

- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Current ACT driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- The required professional qualification for their discipline (see below):

##### For Occupational Therapy:

- Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).
- HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

##### For Psychology:

- Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

##### Highly Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Supervisor
- HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

##### For Social Work:

- Degree in Social Work.
- Eligibility for membership of the Australian Association of Social Workers, Registration under the ACT Working with Vulnerable People Act 2011.

- HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

##### 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](http://act.gov.au))  
Contact Officer: Jody Alexander (02) 5124 1980 [Jody.Alexander@act.gov.au](mailto:Jody.Alexander@act.gov.au)

## **Medicine**

### **Gastroenterology & Hepatology**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 54274 - 02AUQ)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

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#### **POSITION OVERVIEW**

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

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

Gastroscopy

Endoscopic retrograde cholangiopancreatography

Colonoscopy

Bronchoscopy and endoscopic ultrasound

Endoscopic ultrasound

Ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

At this level it is expected that the CDN will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment, and recovery of patients within the service. You will provide regular input into and form an integral part of the multidisciplinary team. All team members are required to undertake professional development and supervision and participate in quality initiatives in the GEHU.

#### **DUTIES**

Under limited direction of the Clinical nurse Consultant, you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment, and recovery of patients within the service. You will:

Promote evidence based best practice by facilitating the education of colleagues, new and / or less experienced staff by:

Orientating and preceptoring of new staff/students

Undertaking competency assessments as required with colleagues and new staff

Providing one on one supervision of clinical practice as required

Disseminating knowledge gained through attendance at educational forums through feedback at staff meetings and / or written reports

Supporting senior staff in the delivery of education programs / packages

Provide patient care within ethical and professional boundaries in complex situations as part of multidisciplinary team as operational needs require.

Educate and actively participate in risk assessment, incident and accident reporting, lead and support peers in continuous quality improvement activities, program-based research and accreditation with the aim of improving the level of service to patients and the department.

Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills. Utilise departmental computer programs and databases to assist in communication and to collect information for the generation of reports and statistics.

Maintain professional standards, current policies and procedures. Facilitate and participate in the credentialing processes as required by the department. Maintain clinical and other skills that are required for this position through accessing appropriate education and staff development opportunities. Enhance own professional competence through ongoing self-initiated research.

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

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

#### 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

Two years' experience working professionally in the field of Gastroenterology is preferred.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at 19 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Alice Whitbread 5124 3488 [Alice.whitbread@act.gov.au](mailto:Alice.whitbread@act.gov.au)

## **Mental Health, Justice health, and Alcohol and Drug Services**

### **Adult Community Mental Health Services**

#### **Clinical Lead**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25956 - 02BGV)**

Gazetted: 20 June 2023

Closing Date: 23 June 2023

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#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

#### 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

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

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

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

#### Position Requirements/Qualifications:

##### Mandatory:

Tertiary qualifications in Occupational Therapy, Psychology or Social Work. Where relevant, unconditional registration or eligibility 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.

Hold a current driver's licence

##### Desirable:

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

Post graduate qualifications in a related health field.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for 11 months with the possibility of extension and/or permanency. Selection may be based on written application and referee report only.

Please note there are two advertisements running concurrently on Req ID 02BGV and Req ID 02BGW, however there is only one position available. The position will be filled at the classification commensurate to the applications received. Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish. pitch no longer than 2 pages

Contact Officer: Carla Ormston 5124 1236 [Carla.Ormston@act.gov.au](mailto:Carla.Ormston@act.gov.au)

#### **Quality, Safety, Innovation and Improvement**

##### **Patient Experience**

##### **Director, Patient Experience**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42427 - 02BIH)**

Gazetted: 21 June 2023

Closing Date: 4 July 2023

##### **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](http://www.canberrahealthservices.act.gov.au)



The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

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

The Patient Experience Team provides support to clinical and non-clinical staff to assist in the delivery of exceptional health care to the ACT community. The unit is currently located at the Canberra Hospital, and staff may be required to attend other Canberra Health Services facilities.

The Director is responsible for the leading the team which incorporates Consumer Handouts, Patient Experience Surveys, and Consumer Feedback and Engagement to support improvements in the delivery of exceptional health care and provides advice on consumer experience improvements and processes across CHS.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

- Leadership and management skills and experience.
- High level of emotional intelligence and strong engagement skills
- Strong consumer and carer participation experience
- Ability to lead strategic agendas and work proactively with strong organisational skills

#### Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

Cathy Burns on [Cathy.burns@act.gov.au](mailto:Cathy.burns@act.gov.au) or 0481 006 874

#### Infrastructure and Health Support Services

##### Food Services - Patient Services

##### Delivery Attendant

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992), Canberra (PN: 58344, several - 02BHK)**

Gazetted: 20 June 2023

Closing Date: 4 July 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](http://www.canberrahealthservices.act.gov.au)

Applications are sought from enthusiastic and motivated individuals to fill permanent part-time HSO-2/3 positions at the within the Patients Services section of the Food Services Department at the Canberra Hospital.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa & other Community Centres.

## 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 communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.

Strong organisational, coordination and planning skills and a focus on outcomes

Position Requirements/Qualifications:

Mandatory

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

Desirable

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

The successful applicant will be sponsored to undertake training during work time and must have the ability to successfully complete the Food Services in-service workplace training program within six months.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at 20 hours per week and the full-time salary noted above.

These positions are initially based on a Monday to Friday roster and successful applicants will be required to fill morning, afternoon and evening shifts.

The successful applicants will be required to work as a key member of the Food Service team and will be required to follow the HSO-2/3 duties as listed in the Position Description.

Contact Officer: Ric Della-Torre 6207 9194 [ric.della-torre@act.gov.au](mailto:ric.della-torre@act.gov.au)

## **Infrastructure Management and Maintenance Infrastructure and Health Support Services (IHSS)**

### **Capital Project Delivery**

#### **Senior Project Manager**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33904 - 02B4D)**

Gazetted: 20 June 2023

Closing Date: 4 July 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](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for developing and managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of feasibility and construction projects involving demolition works, construction of new buildings and refurbishments of existing buildings. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a 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.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

#### **Position Requirements / Qualifications**

**Mandatory**

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

Desirable

- General Construction Induction Card (White Card) for working on a construction site.
- 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: The project designated for this role is due to be completed in August 2025. Following the completion of the project, the successful applicant will be redeployed to another role at the same classification within the ACT Public Service (ACTPS)

Contact Officer: Owen Hughes (02) 5124 8732 [owen.hughes@act.gov.au](mailto:owen.hughes@act.gov.au)

### **Chief Operating Officer**

#### **CHS Clinical Services**

#### **Director, Patient Experience**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 58043 - 02BJY)**

Gazetted: 21 June 2023

Closing Date: 12 July 2023

Details: 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](http://www.canberrahealthservices.act.gov.au)

The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

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

The Patient Experience Team provides support to clinical and non-clinical staff to assist in the delivery of exceptional health care to the ACT community. The unit is currently located at the Canberra Hospital, and staff may be required to attend other Canberra Health Services facilities.

The Director is responsible for leading the team which incorporates Consumer Handouts, Patient Experience Surveys, and Consumer Feedback and Engagement to support improvements in the delivery of exceptional health care and provides advice on consumer experience improvements and processes across CHS.

#### **ABOUT YOU:**

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

#### **Behavioural Capabilities**

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

- Leadership and management skills and experience.
- High level of emotional intelligence and strong engagement skills
- Strong consumer and carer participation experience
- Ability to lead strategic agendas and work proactively with strong organisational skills

Position Requirements/Qualifications:

- Experience working in a health care setting.
- Relevant tertiary qualifications
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available

Contact Officer: Cathy Burns 0481 006 874 Cathy.burns@act.gov.au

## **Medicine**

### **Gastroenterology & Hepatology**

#### **Administration Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 52384 - 02BGC)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: Temporary 3+ months with possibility of extension and or permanency

#### **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](http://www.canberrahealthservices.act.gov.au)

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting services;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit, with duties including (but not limited to) booking appointments, referral management, screening telephone calls and general reception duties.

This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health-based IT systems including the Digital Health Record.

#### **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:**

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

2. Dedicated – Display professional and integrity while being adaptable and flexible to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive

3. Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

Position Requirements/Qualifications:

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

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

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

Desirable:

Knowledge of the Medical Benefits Schedule and ability to apply this knowledge into practice is desirable for this position.

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: Alexandra Bowman Raath 0251248595 alexandra.bowmanraath@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](mailto:jobs@act.gov.au)**

**Executive Director, Corporate Services**

**Temporary Vacancy (17 July 2023 to 7 August 2023)**

**Canberra Institute of Technology**

**Corporate Services**

**Position: E1028**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 15 June 2023

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training institution, established as a Territory Authority under the Canberra Institute of Technology Act 1987.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally.

CIT is seeking an experienced strategic leader to fill the role of Executive Director, Corporate Services. Corporate Services Division provides critical support to internal and external stakeholders to the operations of teaching and learning at CIT, to the CEO and to the CIT Board through the following:

- strategic human resource management, including organisational development, employee relations, and work health and safety
- staff engagement
- leading reconciliation at CIT
- strategic communications
- campus renewal
- information management, data and digitalisation
- audit, risk and corporate governance, including performance and reporting
- records management.

The position is accountable for overseeing efficient operations at CIT through understanding the environment in which we operate and applying a response to business and professional services at CIT that support the strategic and operational needs of the Institute and can adapt and transition in the context of the market we operate it.

The position requires a person with exceptional leadership and executive management skills to provide strategic direction for the Division and the Institute. Experience in dealing with an extensive range of people management, government and wider community and business matters are essential. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills.

The Executive Director, Corporate Services must be able to think and act strategically across multiple temporal and spatial scales in order to ensure the Institute meets its financial goals and fulfils the intent of the Strategic Compass.

For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

To apply: Please submit a short expression of interest of no more than one page outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Meghan Oldfield via email, [MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au) by COB 22 June 2023

Contact Officer: Meghan Oldfield (02) 6207 1207 [MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)

## **Corporate Services**

### **People and Culture**

#### **People and Culture Administrator**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 55394)**

Gazetted: 20 June 2023

Closing Date: 27 June 2023

Details: Canberra Institute of Technology (CIT) is looking for an experienced People and Culture Administrator to join our team for an initial period of 3 months with the possibility of extension.

As a valuable member of our People and Culture Branch, you will collaborate closely with the team to efficiently handle a diverse range of administrative tasks, contributing to the seamless execution of human resources functions at CIT. Your exceptional attention to detail, administrative prowess, and excellent time management skills will be instrumental in supporting our human resources operations.

With a particular emphasis on projects relating to recruitment and selection, onboarding and induction, staff training and development, inclusion and diversity, the People and Culture Administrator will provide support and advice as required. Some of the key functions this position include - data entry, responding to enquires, updating and collating training attendance and materials, record keeping, preparation of written correspondence, and assistance with other People and Culture project work.

If you are an organised and detail-oriented professional and are curious about human resources, this is the perfect role for you. Apply now to be part of our team and help shape the future of CIT.

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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Submit your curriculum vitae and a one-page pitch outlining your skills and experience in line with the Selection Criteria. Please include the contact details of two referees. The selection may be based on application and referee reports only.

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

Contact Officer: Kelly Small (02) 6207 3436 [Kelly.Small@cit.edu.au](mailto:Kelly.Small@cit.edu.au)

## **Education and Training Services**

### **CIT Trade Skills**

#### **Administration Officer**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 54999)**

Gazetted: 16 June 2023

Closing Date: 23 June 2023

Details: Canberra Institute of Technology (CIT) is seeking a self-motivated individual with attention to detail to work in administration for the Electrical Trades Department on the Fyshwick Campus. The role encompasses a variety of task to support the day to day operation.

The primary focus is customer focused support around student services such as enrolment, progression monitoring, dealing with admin email inbox and phone calls. The applicant would have a strong ability to apply multiple ICT platforms, such as Banner, elearn, TRIM, CRM, Argos, AVETARS, LMS, profiling and skills in the use of

office applications (excel, word, adobe, TEAMS etc), including a capacity to filter and interpret data and perform general administration support to staff, students and industry employers.

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 a customer service environment and working as part of a team

Working knowledge of and experience with Banner, CRM, TRIM, OneDrive, WebEX, Adobe Connect and Microsoft Office 365 including Microsoft Word, Excel and Outlook.

Certificate III in Business Administration or equivalent industry experience

Note: This is a temporary position available from 26 June 2023 until 26 January 2024 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Interested applicants should submit no more than two page responding to the Selection Criteria in the Position Description, two referee reports and a curriculum vitae.

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

## **Education and Training Services**

### **CIT Trade Skills**

#### **CIT Electrical Trades**

**Trades Teacher- Electrical, Refrigeration Air conditioning, Electronics, Solar Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 60900, several)**

Gazetted: 16 June 2023

Closing Date: 10 July 2023

Details: Are you a qualified Electrical or Refrigeration or Electronics tradesperson 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....

**WHAT'S 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 Electrical/Refrigeration/Electronics/Solar and Battery industry 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 or part-time to temporary contracts of 12 months+ with possibility of permanency available 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.

**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.

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:**

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); and 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**

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain Unrestricted electrical licence

or

Certificate III in Refrigeration & Air Conditioning - or equivalent

and possess or able to obtain

ARClick - Refrigerant handling licence

Full or restricted (Disconnect or Re-connect) electrical licence

or

Certificate III in Electro Technology - Electronic 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.

**\*\*** CIT can assist in you gaining the full qualification, further information available in CIT's Enterprise Agreements.

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

How to Apply: Please submit no more than three pages responding to the Selection Criteria located in the Position Description. Also, provide a current curriculum vitae along with details of two referees, their contact details and their position relevant to you. If you have a occupational licence, please attach a photo of it.

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

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

**CIT Education and Training Services**

**CIT Pathways College**

**English Language Department**

**English Language Teacher Level 2**

**Teacher Level 2 \$114,979, Canberra (PN: 35039)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: The Canberra Institute of Technology (CIT) is seeking a motivated senior teacher for the English Language department.

The teacher level 2 of the English Language program will provide leadership and guidance to support teachers and students. The teacher level 2 will also be experienced in overseeing and developing curricula. Working as part of a team the teacher level 2 will liaise with other areas of CIT and external stakeholders. The role requires a high level knowledge of the VET environment, policies and assessment processes.

The teacher level 2 role in English Language should be willing to meet the specific needs of a diverse range of students.

Under the general direction of the Manager Education Level 1 a Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals.

Provide leadership and guidance to support teachers in relation to teaching and learning practices including: Developing curricula including Training Package implementation, Vocational Education Training – accredited courses, and non-accredited training options as required;

Expert advice on the quality, efficiency and effectiveness of subject and program delivery and assessment including developing and documenting innovative delivery and assessment strategies.

Provide leadership and guidance to support student progression and provide a quality student experience.  
Provide pastoral care for international students including compliance with Education Services for Overseas Students Act 2000 (ESOS Act).

Provide support and guidance to assist teachers with technology and the implementation of innovation in the classroom.

Develop and deliver education, training and assessment processes to meet the specific needs of a diverse range of students, using a range of methodologies.

Represent CIT through effective liaison with internal and external stakeholders including partners, industry and the community.

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Model the ACT Public Service values and signature behaviours.

Create an environment that values and utilises the contribution of others.

Apply CIT policy and principles in relation to Respect, Equity and Diversity, Student Equity, ACT Public Service Values and Signature Behaviours, Work Health and Safety, Industrial Democracy and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*.

Other duties as appropriate to classification and as requested by the immediate supervisor.

Teach as required.

Eligibility/Other Requirements:

**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.

Teacher Level 2 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent).

**Mandatory**

Teachers in the CIT English Language programs must have:

A recognised Bachelor Degree and a recognised postgraduate TESOL qualification.

OR

A Bachelor of Education with a TESOL major or equivalent that includes a practicum.

Working with Vulnerable People Registration.

**Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017.

All teachers at Teacher 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**

Leadership/management experience.

Notes: This is a temporary position available from 01 July 2023 for six months with the possibility of extension up to 12 months.

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

CIT Sessional Employment: Temporary employment offered will include periods of unpaid stand-down in line and compliant with the relevant Enterprise Agreement.

How to apply: Applicants are to address the selection criteria located in the position description, a maximum of two pages, and provide a current curriculum vitae with the names and contact details of two referees.

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

Contact Officer: Corinna Connell (02) 6207 4892 Corinna.Connell@cit.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.

## **Strategic Finance and Transformation**

### **Strategic Finance**

#### **Facilities Department**

##### **Facilities Coordinator**

**General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 61574)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: The Canberra Institute of Technology (CIT) is seeking applications to fill two positions as Facilities Coordinator. This position supports the Campus Manager deliver campus specific facilities management responsibilities and sits within the Facilities Department. This is an exciting opportunity to join the CIT as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden Campus. We are looking for a confident, self-motivated and highly experienced facilities specialist to work within the Facilities Team. This team is responsible for the day-to-day operations of a specific campus between the hours of 7:00 and 7:00pm each weekday and Saturdays between 8:00am and 5:00pm. The Facilities Team is responsible for opening and closing all campus buildings and grounds which includes disarming and setting alarms and ensuring buildings are secured at the end of each day. This position is expected to work a standard 8-hour day between 7:00am and 7:00pm each weekday and roughly one or two Saturdays each month. Each Campus is supported by a Security Guards between 6:30pm and 10:30pm who is responsible for monitoring buildings throughout the night and securing the buildings and grounds at the end of each weekday. The Facilities Team coordinates a range of repairs and maintenance (R&M) works, including preventative maintenance and inducts and allocates work orders to the various contractors. In addition to outsourcing a range of contracted R&M works, this team is responsible implementing a range of work orders internally within the team.

The successful candidate will demonstrate extensive experience in facilities management, specifically supporting the maintenance of multiple buildings spread across several hectares. Your passion for customer centric practices will be second to none and contributing to continuous improvement that facilitates high quality customer service will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations with stakeholders and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your flexibility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also contribute to responsibilities such as fire warden, building team capability in emergency management practices and participating in emergency management exercises.

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

Eligibility/Other Requirements:

Hold a current driver's licence.

Highly Desirable: Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction field as well as qualifications and/or skills/experience in project management.

Notes: Please note that this position is being readvertised and previous applicants need not re-apply. An order of merit will be established from this selection process to fill any similar or permanent identical vacancies over the next 12 months.

How to Apply: Applicants are encouraged to reach out to the contact officer for more information pertaining to this position.

Applicants are to submit a response of no more than two-pages, demonstrating your skills, knowledge and experience against each of the Selection Criteria. Your skills and experience must be in a relevant field to the requirements of this position.

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

Contact Officer: Stephen Pohl 0481 460 224 Stephen.Pohl@cit.edu.au

## **Corporate Services**

### **People and Culture**

#### **Inclusion, Diversity, Equity, and Accessibility (IDEA) Coordinator**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61813)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Attention all change makers and trailblazers! Are you passionate about creating a more inclusive, diverse, equitable, and accessible workplace? Do you thrive on fostering a culture of belonging for all individuals? Are you ready to make your mark?

If you answered yes to all of the above, join us at the Canberra Institute of Technology (CIT) as we work together to build a better, more diverse, culturally safe, and inclusive workplace for all.

We are seeking a dynamic and future-focused Inclusion, Diversity, Equity, and Accessibility (IDEA) Coordinator to join the People and Culture Branch. In this role, you will be responsible for leading CIT's efforts to cultivate an environment where all individuals feel valued, respected, and supported.

The successful candidate will be a strategic thinker with a deep understanding of inclusion, diversity, equity, and accessibility principles. You will ideally have a proven track record of implementing effective programs, initiatives, and policies that promote diversity and inclusivity. You will be skilled in building collaborative partnerships with staff and the broader community. This position will play a key role in positively impacting challenges faced by our diverse workforce and will undertake research and development of best practices and initiatives with both internal and external stakeholders, as well as interpreting organisational data and developing recommendations for implementation and Institute-wide strategic focus.

In this role, you will contribute to the development of staff engagement strategies, Reconciliation, staff development. You will facilitate workshops, training and other events that promote awareness and mature understanding of diversity and inclusivity topics. You will facilitate and support the agenda of CIT staff networks, providing coordination and mentorship.

You will provide advice and insight regarding CIT policies, processes and practices, as they relate to inclusion, diversity, equity and accessibility, and CIT staff engagement initiatives, including employee surveys.

A collaborative mindset is essential for this role. The ideal candidate will be adaptable, flexible, conscientious, and empathetic, and have a deep understanding of inclusion, diversity, equity, and accessibility principles and best practices. Tertiary qualifications and/or a two years experience in a similar or complementary role, will be highly regarded.

To be successful in this role, you will have strong project management skills and the ability to manage multiple initiatives simultaneously and with a high level of autonomy.

We encourage people of all cultures, genders, abilities, and experiences to apply.

Should you require additional support to help you shine in this process, please email: [Terra.Starbird@cit.edu.au](mailto:Terra.Starbird@cit.edu.au)

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

**Eligibility/Other Requirements:**

Tertiary qualifications in a related field and/or a minimum of two years experience in a similar or complementary role would be highly regarded.

Experience in the education or vocational education sector would be highly regarded.

Notes: An order of merit will be established from this selection process and may be used to.

How to Apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Terra Starbird 02 6207 3436 [terra.starbird@cit.edu.au](mailto:terra.starbird@cit.edu.au)

## **Finance**

### **Business Support**

#### **Financial Business Partner**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61685)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: CIT is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Senior Business Finance Partner role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is part of the Finance Business Partners team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role focused on costings is essential alongside demonstrable accrual accounting experience.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT

Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting). A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial management systems and the Microsoft Office suite is essential.

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

**Eligibility/Other Requirements:**

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Tertiary qualifications or equivalent in Finance and Accounting is highly desirable.

Minimum three years' experience undertaking cost accounting activities / duties.

Full membership (or progress towards membership) of a professional accounting body (CA or CPA) will be highly regarded.

Specialisation in cost or management accounting would be highly regarded.

Experience in a similar position within an educational institute or government agency will be highly regarded.

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 provide a written application of no more than two pages addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Erica L Wark 6207 3171 Erica.L.Wark@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](mailto:jobs@act.gov.au)**

#### **Economic Development**

##### **Finance and Business Services**

##### **Senior Business Services Officer – Business Support**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61824)**

Gazetted: 19 June 2023

Closing Date: 26 June 2023

Details: Are you passionate about numbers, budgets, and reconciliations? Do you enjoy managing projects and educating people on all things finance? Can you translate finance language into simplified terms? If this sounds like you, this could be the career opportunity you've been waiting for!

We're looking for a Senior Business Services Officer within our Finance and Business Services team that supports the division in finance and budgeting. Sound financial knowledge, extremely strong collaboration skills, and a can-do attitude are absolutely essential to this role.

What does the day of the Senior Business Support Officer look like?

You will help creative experts understand how finance and budgets work, facilitate simplified collaborative financial discussions, develop and prepare strategic and operational budgets and reporting as well as manage a variety of ad-hoc projects and requests. You will be supported with your capability development and opportunities for career growth which include the opportunity to drive change initiatives.

You will need to be a confident effective communicator, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include the name and contact details of two referees.

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

Contact Officer: Steven Gallace (02) 6205 0793 Steven.Gallace@act.gov.au

## **Workforce Capability and Governance**

### **Shared Services Finance Operations**

#### **Debt Management**

##### **Collexus Administrator**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59315)**

Gazetted: 15 June 2023

Closing Date: 22 June 2023

Details: The Collexus Administrator is responsible for supporting the Manager and Assistant Director in the delivery and performance of the Collexus network and systems infrastructure. This role provides a critical expertise in not only the ongoing troubleshooting and improvement in process but providing oversight and system support to instil and remodel a culture of customer service excellence.

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 position will play a key role in actively providing specialist expertise regarding debt management matters. Primary duties will include providing technical support for both hardware and software issues user encounter and in turn perform functions of a Debt Management Officer.

Proven track record or demonstrated experience in debt management functions, confidence to consult directly with customers and offer strategic advice while having the ability to work under a high level of autonomy.

Working experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle, Cisco or similar and demonstrated experience and proficiency with Microsoft Office applications.

Notes: 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.

How to Apply: Please submit a written application addressing the selection criteria 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: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

## **Access Canberra**

### **Strategy and Planning**

#### **Major Procurement and Projects**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59775)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Why do Vampires make poor project managers? They refuse to meet with stake holders.

The Major Procurement and Projects team at Access Canberra is looking for a human project manager who can operate with a degree of independence and participate in the leadership of the team. Excellent communication, collaboration and organisational skills will help you succeed in the stakeholder engagement aspects required for this role.

The successful candidate will be an integral part of the delivery of major procurement for Access Canberra, working across a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives.

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

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

Selection may be based on application and referee reports only. This position will operate in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this sounds like something you could sink your teeth into, please send us your curriculum vitae and a two-page pitch outlining why you are the best candidate for the position.

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

Contact Officer: Shruti Navathe (02) 6207 7077 Shruti.Navathe@act.gov.au

## Corporate

### Workforce and Information Services

### Culture and Employee Experience

### Inclusion and Belonging Project Manager

### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32174)

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: About the role

As a Project Manager in the Inclusion and Belonging team you will play an influential role in shaping the directorate's reconciliation initiatives. In partnership with Executives, stakeholders and staff you will guide the development, implementation and monitoring of the directorate's Reconciliation Action Plan and related activities. You'll also be involved in a driving range of other diversity and inclusion initiatives that support directorate and Whole of Government objectives.

Your exceptional communication skills will be essential to engage effectively with stakeholders, and your data analysis skills and sound judgement will see you recommending innovative solutions to complex workforce challenges.

You won't be doing it alone. You will work alongside a small team of supportive and enthusiastic professionals who are committed to making CMTEDD an employer of choice for people of all backgrounds and abilities.

Where can you work?

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements including home-based and activity-based working in both the Civic and Gungahlin offices.

Diverse background?

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 designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. The duties of this position are able to be arranged to suit flexible start and finish times for full-time hours or reasonable part-time hours; subject to negotiation prior to commencement. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a two-page (maximum) pitch addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Jennifer Bell (02) 6205 0683 Jennifer.Bell@act.gov.au

## **Digital Data and Technology Solutions**

### **Major Programs Branch**

#### **Contract Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14479)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Contracts Manager to join the Major Programs Branch.

Within a Program team, you will undertake contract management planning, contract formation and contract management activities, ensuring compliance with legislation, policies, procedures to deliver and achieve budget outcomes and value for money.

You will facilitate the establishment and management of performance expectations ensuring a commercial focus to the management of program agreements.

The Contract Manager role operates within a major transformation program focused on establishing whole of government ICT capability to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government. The Program relies on a multi-partner approach including program assurance, design and implementation partners and digital platform providers.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for a Baseline security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: This is a temporary position available immediately for 12 months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

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

Contact Officer: Damian Grovenor (02) 6207 9384 [Damian.Grovenor@act.gov.au](mailto:Damian.Grovenor@act.gov.au)

## **Revenue Management**

### **Policy & Objections**

#### **Senior Objections Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49622)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: The ACT Revenue Office is seeking an enthusiastic and experienced individual to fill the role of a Senior Objections Officer role in our Policy & Objections Team.

Do you have good judgment, well developed interpersonal, time management skills and an eye for detail? If so, there could be the role for you.

The successful applicant will take the lead in the independent review of objection matters (the internal review of tax assessments) and have the carriage of associated appeals processes before the ACT Civil and Administrative Tribunal and the Supreme Court (with the assistance of an ACT Government Solicitor and Counsel).

To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion. The role requires leadership, involving the supervision or mentoring of staff and helping promote the strategic direction of the Revenue Office.

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

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the positions and a current curriculum vitae.

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

Contact Officer: Gregory Burn (26) 207 9800 Gregory.Burn@act.gov.au

## **Economic Development**

### **Executive Branch Manager, Business & Innovation**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E891)**

Gazetted: 15 June 2023

Closing Date: 30 June 2023

Details: Applications are sought for the position of Executive Branch Manager (EBM), Business and Innovation. This is a long-term vacancy available from early July 2023.

Business and Innovation is central to the Government's jobs growth agenda and works to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy to create a vibrant community for Canberrans and for people visiting Canberra.

Reporting to the Executive Group Manager, the EBM, Business and Innovation is responsible for leading the development and management of programs, activities and initiatives that promote economic development, including:

Growth and promotion of local defence, cyber, renewable energy, advanced technology and manufacturing capability.

building a connected innovation ecosystem that supports and enables entrepreneurs, start-ups and high growth businesses but also any Canberra business looking to grow

engaging with and facilitating opportunities for local small and medium sized businesses to grow

promoting Canberra as Australia's higher education and research capital and study destination for international and domestic students

For further information, please see the attached Executive Capabilities.

Eligibility/Other Requirements: Appropriate management qualifications and/or significant management experience; and proficient financial/budget management skills and experience, are highly desirable.

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.

Note: Selection may be based on written application and referee reports only.

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

How to apply: Please submit an application of no more than two pages, addressing the Executive Capabilities, along with a current curriculum vitae and details of two referees.

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

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

## **Economic Development**

### **Finance and Business Services**

#### **Senior Business Services Officer – Grants & Procurement**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47693)**

Gazetted: 19 June 2023

Closing Date: 26 June 2023

Details: Do you have grants administration and/or procurement experience? Have you worked in teams administering procurements and/or grant programs? If you have answered yes, you might be the person the Finance and Business Services unit is looking for!

We're looking for a Senior Business Services Officer to assist with the administration and management of the grants administration and procurement portfolio. Sound knowledge in grants administration and/or procurement, strong collaboration skills, and supervisory experience are absolutely essential to this role.

You'll be working with a small team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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 starting immediately until 26 October 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include the name and contact details of two referees.

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

Contact Officer: Farzana Hasan (02) 6207 0155 Farzana.Hasan@act.gov.au

## **Digital Data and Technology Solutions**

### **Major Programs Branch**

#### **Business Analyst**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15063)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Business Analyst to join the Major Programs Branch.

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

The Business Analyst role operates within a major transformation program focused on establishing whole of government ICT capability to enable the ACT Government.

The Business Analyst will analyse and document the existing IT systems current state and investigate ways for creating efficiencies in the development of future state business processes.

You will contribute to the development of comprehensive statement of functional requirements and manage business improvement initiatives leading to the design and implementation of whole of government cloud-based IT solutions.

Working as a member of a multidisciplinary team of people with diverse perspectives, skills, and expertise, you will work together to seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed.

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 role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for a Baseline security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at Winyu House Gungahlin).

Need ACTPS experience?

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

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

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

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

Contact Officer: Mark Stirling (02) 6207 7791 Mark.Stirling@act.gov.au

## **Access Canberra**

### **Corporate Support and Capability**

#### **Finance and Budgets**

##### **Director**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 13835)**

Gazetted: 19 June 2023

Closing Date: 26 June 2023

Details: Are you a whiz at numbers and helping people understand them? And do you enjoy working in a fast-paced environment? If so, Access Canberra has the perfect opportunity for you. The Director, Finance and Budgets is part of a small team that undertakes budget, accounting, financial services as well as procurement and HR support to the organisation.

This position is required to lead and motivate a small group that provide financial assistance to all branches of Access Canberra, CMTEDD Strategic Finance, Treasury and other Directorates.

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: Full Membership of an Australian recognised Professional Accounting Body is highly desirable.

Notes: This is a temporary position available immediately until 31 October 2023. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and two-page pitch addressing the selection criteria.

*Applications should be sent to the Contact Officer.*

Contact Officer: Ron Leonard (02) 6207 0378 Ron.Leonard@act.gov.au

## **Digital, Data and Technology Solutions**

### **Planning, Design and Digital**

#### **ACT Digital**

##### **Director, Identity and Digital Services Policy**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52982)**

Gazetted: 19 June 2023

Closing Date: 10 July 2023

Details: The ACT Government has a vision for a more connected Canberra, where technology and data are leveraged to improve the lives of its citizens and businesses. This vision relies on innovation being embraced, opportunities seized as technology evolves and that the community are engaged and consulted to ensure government services leave no one behind. If we get the design right, we'll create services and systems that give time back to all members of our community and improve wellbeing. To deliver this vision an action plan has been created based on timeless principles, such as putting people first, sharing data transparently, and engaging with the community to co-design services.

As a Branch within Digital, Data and Technology Solutions, ACT Digital is at the forefront of this movement, constantly pushing boundaries to create intuitive and user-friendly digital service experiences.

We are seeking an experienced policy officer to join the ACT Digital team to work alongside our technologists and service agencies across ACT Government and other jurisdictions to set in place the policy frameworks required to transform government service delivery. In this position, you will play a key role in developing policies and practices that ensure the Territory's digital services are fit for purpose and meet the evolving needs of our community. If

you're passionate about community-focused policy outcomes, see the potential of technology to improve lives, and aren't afraid to challenge the status quo, then we encourage you to apply for this exciting role.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role and will be assessed against the selection criteria identified in the Position Description. If you believe you have the required skills, drive, and know 'what it takes' to be successful in role supporting transformative change, please take the time to send us a copy of your curriculum vitae along with a 'pitch' of no more than two pages responding to the selection criteria outlined in the attached Position Description.

Reaching out to the contact officer to discuss the duties of the position is highly recommended.

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

Contact Officer: Jerome Freestone (02) 6205 1116 [Jerome.Freestone@act.gov.au](mailto:Jerome.Freestone@act.gov.au)

## **Access Canberra**

### **Construction, Utilities and Environment Protection**

#### **Utilities Technical Regulation**

#### **Director Engineering, Energy Regulation**

#### **Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35326)**

Gazetted: 19 June 2023

Closing Date: 10 July 2023

Details: Are you our new Engineer Director? Do you like a challenge and want to be a key part of a high performing team who work to support safe, reliable, and efficient delivery of regulated services in the Territory? Then this opportunity is for you!

A position of The Director of Engineering is available within the Utilities Technical Regulation (UTR) team. UTR supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. Further information on UTR is available at [www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview](http://www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview)

UTR is seeking applications from experienced people who could effectively deliver the energy regulation team's works. The application should include responses to Selection Criteria and a curriculum vitae. Further details can be found in the Position Description.

The successful candidate will apply their technical knowledge and skills in regulation to develop/strengthen regulatory settings and shape operational policies that will ensure the rollout of new electrical infrastructure and activation of new utility activities in accordance with regulatory requirements.

The successful candidate must have highly developed communication skills, including the ability to develop a range of high-quality written documentation, including strategic documentations, legal instruments, a range of briefings, annual compliance report, and Cabinet submissions.

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

Eligibility/Other Requirements: An electrical engineering degree, or demonstrably relevant engineering degree, with demonstrated expertise relevant to electrical networks and associated engineering systems.

How to Apply: If the above role sounds like you and you want to be part of a dynamic team working in regulation space, please submit no more than two pages addressing your suitability against the Selection Criteria listed in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Vijender Kumar (02) 6205 0184 [Vijender.Kumar@act.gov.au](mailto:Vijender.Kumar@act.gov.au)

## **Access Canberra**

### **Service Delivery and Engagement**

#### **Land Titles**

##### **Compliance Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 22406)**

Gazetted: 20 June 2023

Closing Date: 18 July 2023

Details: The Land Titles Office is seeking an innovative and committed person to join us to support the provision of high quality services to all Canberrans.

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

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

The Land Titles Office currently works under a hybrid working model, with the working week split between time in the Dickson Office and working from home.

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:

Certificate IV in Government (Investigations) is desirable.

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please 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: Sean Quinn (02) 6207 0464 [Sean.Quinn@act.gov.au](mailto:Sean.Quinn@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Program Support Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61791)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: The government is seeking to create a "city that gives you time back" and where "interactions with government will be seamless and secure for all citizens and businesses."

The ACT Digital Program in Digital, Data and Technology Solutions (DDTS) is spearheading the development of community-centred digital services. This means Government services that are designed, developed and tested with the community in mind, and services that are truly digital but leave no-one behind.

Are you someone who would love to contribute to shaping the way ACT government designs its services to meet the needs of the community and would you like to get hands on with a program of work that is transforming government's services?

Applications are sought for those interested in the role of a Program Support Officer (ASO5) for an initial temporary placement of six-months with the possibility of permanent appointment.

The ACT Digital Branch is responsible for driving the ACT's digital service delivery agenda to make it easier and more convenient for citizens and businesses to connect and do business with government. Our approach includes facilitating end-to-end design and delivery within multi-disciplinary teams, with a focus on improving the online user experience and creating change that ensures interactions with government are accessible, seamless and secure for all.

A typical day will include:

Arranging and participating in meetings for various projects including preparation and distribution of papers

Capturing minutes, decision and/or actions for various meetings

Supporting the team with recruitment and onboarding processes

Preparing reports and assisting the team with briefings and Ministerial correspondence

Being a first port of call within the team for program governance, support and assistance.

We are looking for someone to:

Provide quality and timely administrative support across the program and our projects, including developing and maintaining systems and processes supporting the effective function of the program.

Facilitate communication and coordination of administration activities including the provision of secretariat support, travel arrangements, processing finance and personnel arrangements as required.

Contribute to preparing program advice, reporting, briefings and analysis, ensuring all processes are completed in an accurate and timely manner.

Work collaboratively and contribute to action learning approaches within a continuous improvement environment.

What qualities should you bring to the role?

Willingness to take on challenges and expand your knowledge and experience, with an ability to contribute to and embrace new ways of working.

Ability to work cooperatively and proactively within a strong customer-focused environment to deliver quality, collaborative assistance, and support.

A strong track record of contributing to improving business outcomes through innovative approaches and within the context of the ACTPS values and signature behaviours.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

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

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.

## **Digital, Data and Technology Solutions (DDTS)**

### **ACT Digital**

#### **Senior Service and User Experience Designer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53752)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: Who we are

The ACT Digital Branch is responsible for driving the ACT's digital service delivery agenda to make it easier and more convenient for citizens and businesses to connect and do business with government. Our approach includes facilitating end to end design and delivery within multi-disciplinary teams, with a focus on improving the user experience and creating change that benefits government, business and the community.

What we offer

The ACT Public Service (ACTPS) offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer flexible working arrangements, including hours of work (e.g., start and finish times), locations of work (e.g., working from home)

and an activity-based office work environment. The positions are based in the ACT. Interstate work arrangements may be considered in line with governing policies. To learn more about the ACTPS and what we offer, please go to work with 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

#### What you will do

In a dynamic working environment, you will lead and facilitate the end-to-end design of services - across people, process, data and technology - to support delivery of an integrated digital experience of ACT Government services. The role includes understanding business problems, undertaking user testing with the community and creating artefacts to document user pain points, journey maps, service blueprints and personas to support timely project delivery.

This work will require close collaboration with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes. Further information is in the Position Description.

#### What you require

You will need to possess the following professional/technical skills and demonstrated experience:

Strong knowledge and demonstrated experience of Human Centred Design (HCD) practices and Design Thinking.

Excellent design capabilities developing journey maps, personas, empathy maps, service blueprints and other HCD artifacts.

Demonstrated ability and experience in conducting user research.

Excellent written and oral communication skills including strong facilitation skills.

Ability to work as part of a multi-disciplinary team in an agile development environment.

Note: This is a temporary position available from August 2023 for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the attached Position Description, please provide a two-page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities with reference to those identified in the Position Description under 'What You Require'.

As part of your application, please attach a current curriculum vitae and provide details for two referees.

The selection process for this position is expected to take approximately six weeks from the advertisement closure to make an offer.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer.

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

Contact Officer: TraceyL Smith (02) 6207 6112 TraceyL.Smith@act.gov.au

## Economic Development

### Finance and Business Services

#### Senior Business Services Officer – Business Improvement

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54238)

Gazetted: 19 June 2023

Closing Date: 26 June 2023

Details: Do you find yourself regularly sitting in the driver's seat, taking the lead and making things happen? If this sounds like you, this could be the career opportunity you've been waiting for!

We've got a range of exciting projects and business processes that need to be delivered/developed and we're looking for a Senior Officer – Business Improvement within our Finance and Business Services team. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions. You will be supported with development and career growth, including the opportunity to contribute to change initiatives to improve data and reporting outcomes.

You'll be working with a small team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include the name and contact details of two referees.

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

Contact Officer: Fiona Moore (02) 6205 7031 [Fiona.Moore@act.gov.au](mailto:Fiona.Moore@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](mailto:jobs@act.gov.au)**

### **Communities**

#### **Women, Youth, Multicultural Affairs**

#### **Office for Multicultural Affairs**

#### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61810)**

Gazetted: 20 June 2023

Closing Date: 27 June 2023

Details: Communities Division is seeking applications from high-performing Assistant Directors (Senior Officer Grade C) to join our Office for Multicultural Affairs team.

We are looking for enthusiastic Assistant Directors with proven experience in leadership, program management, stakeholder engagement, strong analytical and communication skills and an ability to work to tight time frames. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

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 recruitment process for anticipated vacancies across the Division over the next 12 months in portfolio areas including Social Recovery and Seniors and Veterans. Selection method: Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit a two-page statement which demonstrates relevant skills and experience against the Selection Criteria and include a current curriculum vitae and contact details of two current referees.

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

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 [Kylie-Ann.Petroni@act.gov.au](mailto:Kylie-Ann.Petroni@act.gov.au)

### **Housing Assistance**

#### **Client Services Branch**

#### **Business Process Re-engineering Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61745)**

Gazetted: 19 June 2023

Closing Date: 26 June 2023



Details: The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT. Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>.

The Client Services Branch sits within the Housing Assistance Division of CSD and supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Client Services Branch is responsible for coordination of support services and community participation programs, and we seek to ensure long-term housing solutions and sustainable tenancies. Our functions also include the management of neighbourhood disputes, the monitoring of property conditions, and advice on asset maintenance issues. We place emphasis on staff well-being, and are committed to providing a safe, productive, and rewarding place of work.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

Note: This is a temporary position available immediately for a period of 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your current curriculum vitae and a two-page statement of claims addressing the Skills/Knowledge, and Behavioural Capabilities sections of the Position Description.

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

Contact Officer: Geoff Aigner (02) 6207 6043 [Geoff.Aigner@act.gov.au](mailto:Geoff.Aigner@act.gov.au)

## **Housing Assistance**

### **Housing and Homelessness Program Management Branch**

#### **Housing Assistance Policy**

#### **Policy Officer, Housing Assistance Policy**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40556)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: An exciting position has become available in Housing and Homelessness Program Management Branch. The Housing and Homelessness Program Management Branch has operational policy responsibility for Housing ACT. As a Policy Officer, you will support the Tenant Consultative Group, assist in the development of operational policy and provide advice to the Senior Leadership Team on housing and homelessness operational policy and practices.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Tertiary qualifications in a relevant discipline will be highly regarded.

Knowledge of, or experience in, the fields of human services policy including social housing and homelessness policy will be highly regarded.

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

Selection may be based on application and referee reports only. A merit pool may be established from this selection process to be used to fill vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch against the selection criteria highlighting why you are the best person for the position.

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

Contact Officer: Min McIntyre (02) 6205 1856 [Min.McIntyre@act.gov.au](mailto:Min.McIntyre@act.gov.au)

**Housing Assistance**

**Housing and Homelessness Program Management Branch**

**Housing Assistance Policy**

**Assistant Director, Housing Assistance Policy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23135)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: An exciting opportunity has opened up in Housing and Homelessness Program Management Branch. The branch has operational policy responsibility for Housing ACT. As an Assistant Director, you will contribute directly to branch priorities including oversight and development of operational policy, guidelines, and frameworks, representation of Housing ACT on Inter directorate committees, advice on housing and homelessness operational policy and practices, and management and oversight of the Tenant Consultative Group.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Tertiary qualifications in a relevant discipline will be highly regarded.

Knowledge of or experience in the fields of human services policy, including housing and homelessness, including legislative interactions will be highly regarded.

Notes: This is a temporary position available immediately 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: Please provide a two-page pitch against the selection criteria highlighting why you are the best person for the job.

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

Contact Officer: Min McIntyre (02) 6205 1856 Min.McIntyre@act.gov.au

**Housing Assistance**

**Client Services Branch**

**Gateway Services**

**Tenant Relocation Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54068)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: The Client Services Branch within Housing Assistance Division is seeking interest from suitably experienced and qualified applicant for the temporary vacancy of Tenant Relocation Officer (ASO6) for a period of 12 months. The Tenant Relocation team is responsible for the management of Tenant Relocations under the Growing and Renewing Public Housing Program and relocation of Public Housing tenants at identified properties in accordance with the ACT Housing Strategy. The Strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities. A Tenant Relocation Officer will be expected to demonstrate excellent interpersonal, organisational and communication skills along with an understanding of working with individuals with complex needs.

The successful applicant will work as part of a small multi-disciplinary team, will be comfortable working in a regularly changing environment addressing complex and sensitive issues.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Current Drivers Licence

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

Notes: This is a temporary position available immediately for 12 months. Selection method: Selection may be based on application and referee reports only.

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

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

Contact Officer: Tugba Kazanc (02) 6207 4305 Tugba.Kazanc@act.gov.au

## **Communities**

### **Women, Youth and Multicultural Affairs**

#### **National Multicultural Festival**

##### **Assistant Director - Event Program / Event Operation**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61693, several)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: The National Multicultural Festival is seeking a motivated, collaborative, and experienced candidate to join a small and dedicated team to lead the event program or event operations for this much loved, community-led event.

Reporting to the Senior Director, the Assistant Director will utilise their comprehensive event experience and project management skills to develop and deliver the festival's entertainment activities OR event operations and logistics in a way that meets the vision, objectives, and budget set for the event.

Both roles require strong 'hands-on' event experience, an understanding of performance and entertainment and/or event operations and logistics in an outdoor environment, excellent communication skills and an appreciation of cultural sensitivities. A proactive, problem-solving approach is essential.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Tertiary qualifications in event management, project management or a related field are highly desirable.

Ability to work flexible hours including outside core business hours, extended hours and weekends during the event delivery period is required.

Notes: These are temporary positions available immediately for 24 months with the possibility of extension and/or permanency.

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

This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a maximum two-page pitch addressing the Selection Criteria, together with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Sarah Boyd (02) 6207 5720 Sarah.Boyd@act.gov.au

## **Children, Youth and Families**

### **Child and Youth Protection Services Operations**

#### **Case Manager**

##### **Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 07363)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

*Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.*

Two (2) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current (C-class) driver's licence is essential.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description (What You Will Require section) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Amy Armour (02) 6207 4732 [CYPSPRecruitment@act.gov.au](mailto:CYPSPRecruitment@act.gov.au)

## **Corporate**

### **People, Culture and Capability**

#### **Workforce Management and Development**

##### **Director**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59755)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: The Community Services Directorate (CSD) is seeking a Human Resources professional to lead the workforce management functions within the People, Capability and Culture Branch. The Director, Workforce Management will lead a small team within a dynamic environment delivering contemporary and effective workforce management solutions aligned to the strategic direction of the Directorate. Key focus areas for the role include effective attraction and retention approaches, efficient recruitment and on boarding procedure/services, proactive and accurate workforce data management, regular workforce reporting, effective workforce planning outcomes, employee engagement, entry and exit surveys and project work on various HR matters including co-ordinating the Directorate's input to a new on the Human Resources Information Management System. Working closely with the Senior Director and Executive Branch Manager, the Director will provide high-level advice and

direction on Human Resource matters achieving strong and productive working relationships with all Directorate Executives, employees, external stakeholders and colleagues across the ACT Government.

To be successful in this role you will have a history of achieving successful outcomes which demonstrate exemplary leadership, strong analytical and planning capability, adaptability, flexibility and the capacity to successfully manage multiple business priorities whilst maintaining high work standards and accuracy.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: 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. Hybrid working arrangements are applicable to the position.

How to Apply: If this role is a match with your experience and expertise, please submit a two-page pitch addressing your suitability against the skills, knowledge and behaviours articulated in the position description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Cathy Chandler (02) 6205 0949 [Cathy.Chandler@act.gov.au](mailto:Cathy.Chandler@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth and Protection Operations**

#### **Case Manager**

#### **Child and Youth Protection Professional Level 2 \$78,014 - \$78,014, Canberra (PN: 27407, several)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

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

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline are highly desirable.

*Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.*

One (1) year of experience working with children, youth and/or families in a social work/case management role. Current (C-class) driver's licence is essential.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description ('What You Will Require' section) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Amy Armour (02) 6207 4732 [CYPSPRecruitment@act.gov.au](mailto:CYPSPRecruitment@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](mailto:jobs@act.gov.au)**

### **Director-General's Office**

#### **Executive Officer to the Director-General**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 46479)**

Gazetted: 21 June 2023

Closing Date: 28 June 2023

Details: This is an opportunity to work in a fast-paced office, providing direct, strategic support to the Director-General of Education. The Executive Officer has to be a flexible operator, exercising good judgement with an ability to quickly develop an understanding of complex policy and operational matters.

The successful applicant will be involved in a broad range of tasks, including preparing briefings, managing emerging issues, providing policy advice, representing the directorate at meetings, developing speaking notes, drafting letters, providing event management and undertaking stakeholder engagement. This role will require you to traverse the broad landscape of education, suiting an applicant with proven operational and policy experience. Direct exposure with Education policy is desirable but not essential.

As the Executive Officer and in accordance with Directorate policies, you will:

Provide high level strategic advice to the Director-General, Executive and the Minister about administrative and operational matters including issues management.

Prepare and quality assure briefings, correspondence, reports, presentations and speaking points to a high standard.

Plan and manage cross directorate projects and projects identified by the Director-General.

Support the Director-General at executive meetings, governance committees and other high level forums, including the provision of advice and/or representing the Director General at meetings as required.

Ensure continuous improvement of the administrative policy and practice of the Office of the Director-General, promoting effective and efficient operations, budget oversight, and coordination across the executive team.

Oversee the Director-General's stakeholder engagement.

Manage a small team and work closely with other executive offices across the Directorate to ensure seamless and consistent support is provided to the Directorates senior executive team.

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

How to Apply: If this role is a match with your experience and expertise, please submit a two-page pitch addressing your suitability against the skills, knowledge and behaviours articulated in the position description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kristine Reyes (02) 6205 9145 [Kristine.Reyes@act.gov.au](mailto:Kristine.Reyes@act.gov.au)

**Business Services**

**Governance**

**Legal Liaison Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04429)**

Gazetted: 21 June 2023

Closing Date: 28 June 2023

Details: This position leads a small Legal Liaison team which provides support and guidance to schools and the Education Support Office on a range of matters including family law, personal injury claims, review of administrative decisions, discrimination complaints relation to human rights and court and tribunal processes and procedures. It also coordinates (and where required, helps prepare) requests for legal advice to the ACT Government Solicitor.

Eligibility/Other requirements: Legal qualifications are highly desirable.

Notes: This is a temporary position available 3 July 2023 until 29 September 2023 with the possibility of extension up to less than 12 months.

How to Apply: Applicants should provide a supporting statement of no more than two pages addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae. Selection may be based on application only.

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

Contact Officer: Sonam-X Pelden 0435875886 Sonam-X.pelden@act.gov.au

**Business Services**

**People & Performance**

**People Strategy**

**Senior Advisor, Diversity and Inclusion**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12267)**

Gazetted: 21 June 2023

Closing Date: 4 July 2023

Details: ACT Education is seeking a passionate advocate for diversity to join our Diversity and Inclusion team and be part of delivering our Directorate mission to ensure that every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals. The Diversity and Inclusion team are focussed on delivering strategic programs to support our incredible staff, recognising days of significance and supporting our four staff diversity networks.

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: We are seeking someone with a sound understanding of cultural safety, workforce inclusion and workplace diversity issues.

Notes: This is a temporary position available from 28 July 2023 until 31 December 2023 with the possibility of extension up to 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please submit a two-page pitch, describing how you meet the requirements of the position, together with your curriculum vitae.

A strong application will tell us about work you have completed, and the results you have achieved.

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

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

**Safe at Schools**

**Occupational Violence & Complex Case Management**

**Occupational Violence & Complex Case Manager**

**Health Professional Level 4/Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60416)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: The Occupational Violence and Complex Case Management Team provides support for schools to respond and plan for complex incidents with a risk management lens. It develops and implements bespoke service offerings for schools utilising data analysis to target early intervention to support staff, schools and students.

We are looking for someone with demonstrated experience in undertaking Work Health and Safety risk management assessments from a behavioural/therapeutically informed approach, consistent with legislation and policy.

Our ideal applicant will have highly developed communication and interpersonal skills as well as analytical skills, with the ability to complete risk assessments.

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](http://act.gov.au))

Current drivers' licence.

Notes: This position will be filled at either the SOGC or HP4 level, dependent on the skills and experience of the successful applicant. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the selection criteria 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: Rebecca Smith (02) 6205 1310 [Rebecca.Smith@act.gov.au](mailto:Rebecca.Smith@act.gov.au)

## **System Policy and Reform**

### **Education and Care, Regulation and Support**

#### **Audit and Risk Assessment**

#### **Authorised Officer - Non-government Schools**

#### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 61588)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: The Education and Care Regulation and Support (ECRS) Branch is recruiting an Authorised Officer who will be instrumental in framing and implementing the review and quality assurance elements of the new regulatory framework for ACT Non-government Schools (NGS) under chapter 4 of the *Education Act 2004*.

The successful candidate will be either an experienced educator with a working knowledge of school governance or an experienced auditor with experience in auditing for compliance with legislative obligations.

The Authorised Officer will join the Branch's Audit and Risk Management team, who also audit education and care services in the ACT.

The Authorised Officer will be required to:

- develop a methodology for conducting compliance audits / assurance reviews of ACT Non-government schools (NGS) informed by the Australian National Audit Office (ANAO) Auditing Standards

- draft the annual NGS compliance review program

- plan and deliver approved compliance audits / assurance reviews that comply with chapter 4 of the *Education Act 2004* and guidelines as approved by the Registrar of NGS; and

- manage and develop positive and constructive stakeholder relationships to support audit/review processes and delivery, and best practice in ACT NGS.

Eligibility/Other requirements: This position requires:

Qualifications in areas relevant to regulation, education or auditing (for example: qualifications in compliance monitoring or investigations together with tertiary qualifications in a field related to education may be considered)

Willingness to participate in further training, qualifications, or professional learning

Current driver's licence

Dedicated home office space together with reliable internet connection

Ability to be approved and operate as an Authorised Person under section 67 of the *Education Act 2004*; and

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

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

How to Apply: Applicants are to submit a response to the selection criteria of no more than three pages, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Jo Williams (02) 6207 1289 [Jo.Williams@act.gov.au](mailto:Jo.Williams@act.gov.au)



**Office of Schools**

**Tuggeranong School Network**

**Lake Tuggeranong College**

**Library Technician**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 50033)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: Lake Tuggeranong College is a year 11 and 12 school located in Greenway. The College has approximately 620 students.

As a Library Technician you will oversee an extensive collection of digital and physical resources, and, in active collaboration with the Teacher Librarians, ensure the collection remains dynamic and relevant to meet current curriculum needs. You will supervise and work with the Library Assistant to carry out practical tasks involved in the day-to-day operation of our college library and assist the Teacher Librarians in acquiring, preparing, and organising information.

This position is an active member of the library team assisting with the operations of the school business and is accountable to the ACT Education Directorate. The Library Technician will work under minimal direction in relation to established priorities, task methodology and work practices to provide support to the library team in the day-to-day administration and technical operations of the school library in line with school requirements and Directorate priorities. Supervision of and collaboration with the Library Assistant are required.

Eligibility/Other Requirements:

**MANDATORY**

A minimum of Cert III in Library and Information Services (or equivalent). Those currently undertaking their studies will be considered.

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

**HIGHLY DESIRABLE**

Experience in a Library Technician role or similar.

Excellent knowledge of Microsoft Outlook, Word, Excel and Google Apps for Education suite.

Knowledge of school curriculum and procedures.

Note: This is a permanent part-time position available immediately at three days per week. School Assistant 4 ordinary daily hours are six hours 45 minutes per day with an additional 45 minutes for a lunch break. The full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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: Jennifer Holder (02) 6142 5686 [Jennifer.Holder@ed.act.edu.au](mailto:Jennifer.Holder@ed.act.edu.au)

**System Policy and Reform**

**Enrolments and Planning**

**Schools Planning**

**Assistant Director, Schools Planning**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41631)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: Are you interested in ensuring we provide schools in the right place, at the right time?

We are looking for an enthusiastic Assistant Director to assist in identifying and assessing sites for new and expanded schools, and responding to proposals for development across Canberra which may impact schools planning. You will manage a diverse range of projects and have the opportunity to liaise and communicate with a range of stakeholders across the Education Directorate and other areas of government. You will procure and manage consultants and be actively engaged in ensuring strategic planning and detailed site planning in greenfields and infill areas meets the Directorate's requirements for well located, timely provision of school infrastructure.

You will have a sound understanding of the land use planning process, and well-developed skills necessary to engage with and prepare policy documents, and utilise student projections modelling to inform timely and comprehensive advice. You will bring your skills and experience to helping solve complex challenges.

Notes: This is a temporary position available immediately for four to 12 months with 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.

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

How to Apply: Please submit a maximum two-page written application addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact detail

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

Contact Officer: Tom Percival (02) 6207 8688 Tom.Percival@act.gov.au

## **School Performance and Improvement**

### **Belconnen**

#### **Weetangera Primary School**

#### **School Leader C - Weetangera Primary School**

#### **School Leader C \$132,293, Canberra (PN: 11048)**

Gazetted: 16 June 2023

Closing Date: 23 June 2023

Details: Weetangera Primary School (WPS) presents an exciting opportunity for an School Leader C who is committed to the vision of our school: A place of learning where our students and staff are passionate, connected and successful learners, who have empathy for others and a strong sense of identity, purpose and well-being. Through a future focused learning lens, we are embracing essential shifts of everyday practice, and cultivating self directed learner agency. Working alongside teachers and modelling a pedagogical approach that supports success. Collaboration, innovation and enthusiasm are essential to this position.

We seek an innovative and dynamic school leader to join the team at WPS. You will need to demonstrate the following:

An understanding of future focused learning pedagogies, systems and processes critical to the development of a contemporary learning environment.

Ability to foster an inclusive approach to learning, meeting students at their point of need and supporting engagement for all students across the school; P-6.

Knowledge and understanding of the Early Years Learning Framework and the Australian Curriculum.

A commitment to data collection derived from multiple sources and that is used to inform pedagogy, strengthen learning practices and improve outcomes.

Establish highly effective relationships with all members of the school community.

Coach and mentor staff and have exemplary teaching practices that support the building of capacity.

Manage the relief phone on rotation.

Teach an appropriate load and undertake other duties as directed.

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

How to Apply: 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.*

Contact Officer: Julie Cooper (02) 6142 2600 Julie.Cooper@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.

### **Service Design and Delivery**

#### **Digital Strategy, Services and Transformation**

#### **Director Records and Digital Governance**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04074)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: We are looking for an experienced leader to lead the Education Information Management section, with a diverse ICT background you will be responsible for leading records management, digital procurement and digital security for the Education Directorate.

You're the kind of person who:

Can partner with internal business units to build and maintain secure and compliant technologies, environments and solutions. Brokering services for applying Cybersecurity policies, standards, and best practices in real world situations.

Engages directly with clients, auditors and regulators to address security inquiries.

Can conduct targeted security assessments to validate the effectiveness of security controls.

Raises awareness to relevant Cybersecurity issues through announcements, briefing sessions, education programs, and other methods as appropriate.

Can lead the records management team, including digitised information management strategy implementation.

Has the ability to interact and communicate professionally and effectively with diverse audiences, including working directly with clients.

Has excellent critical thinking skills to solve security related problems in a complex and diverse technology environment.

Eligibility/Other Requirements:

HIGHLY DESIRABLE

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

Ability to review artefacts and determine correct contractor personnel based on requested information.

Understanding of NIST standards (including NIST SP 800-53 rev4).

Experience working as an audit liaison with third-party and internal auditors for IT-related audits.

Experience working as a Federal Civilian government contractor.

Professional certification such as CISSP, CISA, CAP or Security+

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

How to Apply:

Please submit a response to the Selection Criteria (maximum three pages).

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

### **Service Design & Delivery**

#### **DSST**

#### **EBM Office**

#### **Executive Officer**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44263)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: This is a critical leadership position that has an influential role in representing the customer's digital and technology needs within the Directorate and will be actively involved in all facets of the branches communication and support processes. The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch. The role will also support Branch performance reporting and monitoring to report to the Executive.

Our ideal candidate takes ownership of issues and has, or can demonstrate the ability to have, an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

You can 'wear multiple hats' and juggle priorities, be resilient and tactful, are passionate about what you do and committed to making a difference.

Notes: This is a temporary position available immediately until 2 January 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the selection criteria of no more than maximum three pages, a current curriculum vitae and details for two referees. Please ensure referees have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

## **School Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

#### **Staffing/HR & Timetable Coordinator**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44153)**

Gazetted: 15 June 2023

Closing Date: 22 June 2023

Details: Gungahlin College is part of the North/Gungahlin Network and caters for students from year 10 (specialised program) to year 12, supporting the learning of over 1150 students. We have a staff of approximately 120 teachers, learning support, and administration professionals.

Gungahlin College is seeking an enthusiastic, highly organised, and highly motivated individual to join our dynamic Student Services team as the Staffing/HR Timetable Coordinator. The successful applicant will revel in the challenge of constructing, implementing, and maintaining the college timetable while also providing high level staffing/HR support and advice in an exciting and diverse college environment.

#### **Eligibility/Other Requirements:**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

#### **Professional / Technical Skills and Knowledge**

High level understanding and experience of building and maintaining school timetables and staffing/HR processes in a dynamic college environment with the ability to manipulate and work with large amounts of data entry.

High level understanding and experience in the use of staffing/HR/Timetabling applications and environments including but not limited to Timetabling Solutions, Sentral, Excel, KRONOS, SIMS, SSEMS, HR21, and the OneGov Service Centre.

High level interpersonal, influencing, and negotiation skills, with the ability to foster productive working relationships within a diverse organisation.

High level written and oral communication skills, with a demonstrated ability to communicate clearly, confidently, and succinctly in a variety of styles and formats.

#### **Behavioural Capabilities**

Capacity to undertake multiple tasks of varying complexities, often simultaneously, and under widely varying deadlines, including very short deadlines in high-pressure situations.

Demonstrated team leadership and people management skills, with the ability to manage both up and down, as well as work collegiately and demonstrate helpful, collaborative assistance to support others.

Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and to achieving consistently high service standards.

#### **Compliance Requirements / Qualifications**

This position requires a Working with Vulnerable People Check.

HIGHLY DESIRABLE

Experience with the School Administrative System (SAS) Demonstrated

Experience with Timetabling Solutions, Web Preferences, KRONOS, SIMS, SSEMS and HR21.

Notes: Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than four pages addressing the Key Responsibilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees. *Applicants are strongly advised to contact the Contact Officer before applying.*

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey O'Loughlin (02) 6142 1000 Tracey.O'Loughlin@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**

**Education and Care Regulation and Support**

**Children's Education and Care Assurance**

**Professional Officer - Audit and Risk and Quality Assurance**

**Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 61807, several)**

Gazetted: 15 June 2023

Closing Date: 6 July 2023

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to promoting compliance and continuous quality improvement in the education and care sector? Do you have a thorough understanding of the National Quality Framework, exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

Children's Education and Care Assurance (CECA) is currently undertaking recruitment for Professional Officers to work with the Audit and Risk and Quality Assurance teams to commence immediately. Multiple positions, both permanent and temporary, are available due to team expansion. Temporary positions have the possibility of extension or permanency.

To support compliance and promote quality under the *Education and Care Services National Law (ACT) Act 2011* and the *Children and Young People Act 2008*, successful applicants will work in partnership with education and care providers.

CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Audit and Risk and Quality Assurance teams sit within CECA and are staffed by qualified early childhood professionals with experience across Government and non-Government education and care services. Eligibility/Other Requirements:

Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered.

The successful applicant will be required to undertake an Authorised Officer Training program delivered by ACECQA.

A current driver's licence.

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

Note: There are multiple positions available immediately, both permanent and temporary. Temporary positions are available for up to 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional / Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to applying.

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

Contact Officer: Jessica Annerley (02) 6207 8092 Jessica.Annerley@act.gov.au

## **School Operations**

### **Belconnen Network**

#### **Youth Support Worker**

#### **School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 07031, several)**

Gazetted: 16 June 2023

Closing Date: 30 June 2023

Details: Melba Copland Secondary School (MCSS) is a dual campus year 7 to 12 school with rapidly growing enrolments.

MCSS is seeking two motivated and determined Youth Support Workers to collaboratively initiate and lead 7-12 wellbeing initiatives and response to truancy programs. The multidisciplinary team consists of deputy principals, executive teachers, school youth nurse, school psychologist, two existing youth support workers and wellbeing administrative staff.

The MCSS Youth workers will work alongside Individual students with challenging and complex needs, run selected small group programs, work collaboratively to develop a response to truancy model and work within the multidisciplinary team to meet the wellbeing needs of all students 7-12.

Notes: These are temporary position available from 17 July 2023 up until 5 July 2024 with the possibility of permanency. These positions may be based upon application and referee report only.

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

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

Contact Officer: Jennifer Howard (02) 6142 3490 [Jennifer.Howard@ed.act.edu.au](mailto:Jennifer.Howard@ed.act.edu.au)

## **School Performance & Improvement**

### **North/Gungahlin**

#### **Throsby School**

#### **Administration and Finance Officer - Throsby School**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 61789)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: Throsby School is looking for a dynamic and organised person to join the Front Office team. Throsby School is the ACT's newest public school, opened in 2022.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all visitors to the school. The position will support the Business Manager, Principal and administrative team in providing excellent customer service and solution focussed support to the school community. The role is responsible for assisting with financial requirements including but not limited to receipting payments, bank reconciliation and initiation of purchase orders/invoices.

Key to this role is a high standard of customer service and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students. You will need to work effectively as part of a team while also using initiative and working independently when necessary, applying strong organisational skills and the ability to set priorities and meet deadlines.

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](http://act.gov.au))

Highly Desirable:

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role.

Financial qualification or relevant experience.

Notes: This is a temporary position available 10 July 2023 until 26 January 2024 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Susannah Cooke (02) 6142 2880 [Susannah.Cooke@ed.act.edu.au](mailto:Susannah.Cooke@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](mailto:jobs@act.gov.au)**

#### **Environment Heritage and Water**

##### **Heritage**

##### **Senior Project Manager ACT Heritage Database and Website**

**Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61651)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: ACT Heritage is seeking a driven and experienced Project Manager to coordinate the delivery of a new end state business and digital transformation.

This position requires previous experience of ICT relational databases and website development as well as spatial data management, digital procurement in a government setting and identification of business proficiencies.

The ideal candidate will be motivated, highly organised and able to utilise problem-solving skills whilst engaging with multiple 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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Formal project management qualifications and demonstrated procurement experience in an ACT government context are highly desirable.

Note: This is a temporary position available immediately for 12 months. This position will be located within a workspace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must submit a current curriculum vitae and a written response to each Selection Criteria.

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

Contact Officer: Jasmine Glover 0434 896 248 [jasmine.glover@act.gov.au](mailto:jasmine.glover@act.gov.au)

#### **Office of the Director General**

##### **Communications, Engagement and Media**

##### **Communications and Engagement Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42972, several)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: The Environment, Planning and Sustainable Development directorate (EPSDD) Communication, Engagement and Media team is looking for passionate communications and engagement professionals to join our team. These positions will work collaboratively within a multidisciplinary team to develop and deliver strategic communications and engagement projects across a range of interesting and challenging topics.

EPSDD is responsible for a wide range of policies and programs within the ACTPS, including climate change policy, energy policy, nature and wildlife conservation, environment protection policy, water policy, strategic and statutory planning, development approvals, building policy, land policy, and heritage protection and restoration. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to our community.

This is an exciting opportunity to strengthen your communications and engagement skills, develop targeted and engaging content for a variety of audiences, work with subject matter experts across a range of topics, and gain exposure to the diverse and rewarding work being delivered across the directorate.

We are seeking a highly organised and driven individuals to join our dynamic team of communication professionals. If you are committed to supporting a positive team culture and keen to help shape Canberra's future, we want to hear from you!

**Eligibility/Other Requirements:**

Relevant tertiary education qualifications in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

Note: This is a temporary position available immediately for a period of 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: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees.

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

Contact Officer: Hannah Evans (02) 6207 2993 Hannah.Evans@act.gov.au

**Environment**

**ACT Parks and Conservation Service**

**Fire Management Unit**

**Assistant Director, PCS Management Trails**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60236)**

Gazetted: 20 June 2023

Closing Date: 11 July 2023

Details: The position sits within the Fire Management Unit (FMU). This team is responsible for the planning and implementations of fire management programs across the EPSDD and TCCS estate and providing a bushfire suppression capability as well as ongoing fuel management and prescribed burning. The team is also responsible for ecological and Ngannawal Cultural Burning. The FMU is also responsible for planning and coordination of works for 2500 kilometres of management trail across the PCS estate that provides critical fire access and serves land management, community and utility access needs.

The successful applicant will lead a small team of technical officers to supervise, manage and co-ordinate the planning, procurement and delivery of management trail maintenance, upgrade and renewal across the PCS estate. The occupant of the position will work regular Monday to Friday hours with access to flex time arrangements, however regular rostered after hours, weekend and public holidays work will be required, especially during the declared bushfire season.

The occupant of the position will either have experience in or have the skills to be able to achieve competencies in an AIIMS (Australian Inter-Service Incident Management System) role.

**Eligibility/Other requirements:**

Under the ACT Public Sector Technical and Other Professional Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

**Highly Desirable:**

Qualification(s) in engineering, science, project and/or asset management.

Notes: This is a temporary position available from 24 July 2023 until 31 July 2025 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Justin Foley 0448759132 Justin.Foley@act.gov.au

**Office of the Director General**

**Communications, Engagement and Media**

**Assistant Director, Communications and Engagement**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16616)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Planning and Sustainable Development and Environment, Water and Heritage Divisions of the ACT Government's Environment, Planning and Sustainable Development Directorate.



We are looking for a dynamic and enthusiastic communications and engagement professional who can develop, deliver and evaluate strategic communications and engagements for government priorities and new and emerging issues.

The Assistant Director, Communications and Engagement will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities on a range of interesting and challenging projects that shape the ACT's future while acknowledging and respecting our natural environment. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

**Eligibility/Other Requirements:**

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

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

**Note:** This is a temporary position available immediately until 2 February 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.

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

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

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Fire Management Unit**

##### **Field Officer**

##### **General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 11675, several)**

Gazetted: 15 June 2023

Closing Date: 6 July 2023

**Details:** This position sits in the Fire Management Unit within the ACT Parks and Conservation Service (PCS).

The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the FFR unit is the incorporation across the landscape of both Ngannawal cultural burning and ecological burning.

The Fire Management Unit are looking for skilled and enthusiastic people to fill the role of Field Officer, these are diverse positions that provide amazing opportunity to work across Canberra assisting in the protection of biodiversity and sustainable management practices in the ACT's reserves and rural lands.

This process will be used, over the next 12 months, to fill several permanent and temporary Field Officer positions and Seasonal Field Officer positions, with an estimated start date of 4 September 2023.

**Eligibility/Other Requirements:** Applicants who do not possess nationally recognised qualifications to the equivalent of ACT RFS level of Bushfire fighter, or higher must be prepared and able to attain the qualifications.

Full training will be provided to successful applicants.

#### **MANDATORY**

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

Be currently able and prepared to undertake and maintain the Arduous level of the national firefighting task based assessment (fire fitness).

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis.

Possess a current manual driver's licence.

This is a physically demanding role, requiring endurance and lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a medical and must pass the national task-based fitness assessment to the arduous level and annually thereafter.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

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

Contact Officer: Isobel Tongs 0429997722 isobel.tongs@act.gov.au

## **Environment, Heritage and Water**

### **Environment, Heritage and Water**

#### **Maps and Data**

#### **Biodiversity Data Engineer (BDR Lead)**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54933)**

Gazetted: 15 June 2023

Closing Date: 22 June 2023

Details: Environment, Heritage and Water Division is seeking a project lead (full or part-time) to lead implementation of the ACT Biodiversity Data Repository (BDR) project. The ACT Government is working with the Commonwealth Department of Climate Change, Energy, the Environment and Water to establish a national Biodiversity Data Repository (BDR) that will allow exchange of biodiversity data between the Commonwealth and the States and Territories. The Biodiversity Data Repository aims to improve data findability, accessibility and standardisation to make biodiversity data easy to use and valued, as well as create a system that will work side-by-side with existing environment information systems. The project will increase capability for state and territory systems to exchange data with each other, as well as with other national systems.

We are looking for an experienced data project manager / data engineer to lead delivery of the ACT Biodiversity Data Repository project and support the Division's strategic data objectives. Applicants need to have a good knowledge of data management, data related project delivery, and be effective at engaging strategically and collaboratively with all levels of government (interjurisdictional, across Divisions and Directorates). Experience or knowledge of database design, complex database management, data governance and standards, and biodiversity data is highly valued. The position offered is for 12 months, with possibility of extension.

#### **What we offer**

Interesting and fulfilling work where you can see the impact you have to support and protect the Canberra environment and improve our biodiversity data systems.

The opportunity to work with passionate science, data and biodiversity leaders.

A supportive close-knit team culture.

Balanced, semi-flexible workplace, in brand new, state of the art accommodation enabling activity-based work.

Flexible work from home opportunities three days a week (two days in the office)

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:**

Ability to be on-site at 480 Northbourne Ave, Dickson, Canberra, two days a week minimum.

##### **Highly Desirable:**

Experience in data and spatial data management, including database design, data engineering and/or automation of workflows and data visualization, as well as knowledge of data governance principles and biodiversity data standards.

Knowledge and experience in the use of Esri applications, Python or FME, APIs and understanding of graph databases.

Relevant qualifications appropriate to the scope of the activities to be performed.

##### **Eligibility:**

To be eligible for temporary employment with the ACT Government, you must be in Australia on a visa with working rights or be an Australian citizen or permanent resident.

Notes: This is a temporary position available from 03 July 2023 until 30 June 2024 with the possibility of extension.

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

months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a response to the selection criteria outlined in the Position Description of no more than three pages, with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Jennifer Smits (02) 6207 0573 Jennifer.Smits@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](mailto:jobs@act.gov.au)**

### **ACT Corrective Services**

#### **Offender Reintegration**

##### **Therapeutic Interventions Practice Lead, Supports and Interventions**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 45564)**

Gazetted: 21 June 2023

Closing Date: 12 July 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Therapeutic Interventions Practice Lead, Supports and Interventions (HP4), within Offender Reintegration. This position is based at the Alexander Maconochie Centre (AMC) in Hume.

The successful applicant will be responsible for the provision of both organisational and individual support related to therapeutic and psychological needs of clients, in addition to managing a multidisciplinary team, in the facilitation of programs, interventions and services with detainees across the AMC.

You will also provide advice related to the care and service provision for detainee mental health matters and complete and coordinate referrals and assessments, to ensure the needs of clients are supported in line with best practice guidelines.

Further to this, you will maintain systems to enable evaluation of effectiveness of clinical treatment options and to enable review and evaluation of work practices, to contribute to the development of policies and procedures.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. A clinical post-graduate qualification and experience in working within a multidisciplinary team is highly desirable, as you will be responsible for the leadership of the team.

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

Eligibility/Other requirements:

Evidence of relevant undergraduate or graduate entry allied health tertiary qualification.

Recommended five years' full-time equivalent clinical experience in relevant qualification.

For professions bound by mandatory registration, evidence of current registration.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require Working with Vulnerable People registration.

How to Apply: To apply, applicants are required to submit three items: (1) a one-to-two-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

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

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

## **COURTS AND TRIBUNAL**

### **MAGISTRATES COURT**

#### **SENIOR DIRECTOR, LEGAL**

**Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 42375, several)**

Gazetted: 20 June 2023

Closing Date: 27 June 2023

Details: Expressions of Interest (EOI) are sought for the positions of Senior Director, Legal, Magistrates Court.

These opportunities commence as soon as possible for 6 months with the possibility of extension.

The primary roles of the Senior Director – Legal are to exercise the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner’s Court and Childrens Court; and provide high level policy and legal advice on questions of law/justice administration, practice and policy on matters affecting the ACT Courts.

The Senior Director – Legal also has responsibility for providing direction and support to the Court’s registry staff in the law and practice, and the operations of the Magistrates Courts. This includes providing training and advice to staff on legal matters and the exercise of statutory powers and functions.

To be successful in the role, the Senior Director - Legal will possess excellent interpersonal and communication skills, be self-motivated, have sound judgement and professional resilience and be an effective team member. You will also need to be admitted as a practitioner of the High Court or the Supreme Court of an Australian State or Territory and have at least five years post qualification in law.

Eligibility/Other requirements:

Mandatory:

A degree in laws of an Australian tertiary institution, or a comparable overseas qualification.

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Highly Desirable:

Previous experience working in a court environment.

Notes: This is a temporary position available immediately until 13 December 2023 with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a written response of no more than two pages addressing the Professional Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

*Applications should be sent to the Contact Officer.*

Contact Officer: Belinda Barry (02) 6207 4531 [Belinda.Barry@courts.act.gov.au](mailto:Belinda.Barry@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate Services and Strategy**

#### **Senior Director, Therapeutic and Client Services**

**Senior Officer Grade A \$157,201, Canberra (PN: 61822)**

Gazetted: 20 June 2023

Closing Date: 11 July 2023

Details: ACT Courts and Tribunal (ACTCT) is seeking an experienced and motivated leader to lead a team who will provide effective and timely services to vulnerable court users and ACTCT operations.

The Senior Director, Therapeutic and Client Services will also have high level skills and experience in the following areas:

Understanding of vulnerable communities; and

Subject matter expertise in program development, delivery, monitoring and evaluation.

Under the broad direction of the Executive Branch Manager, Corporate Services and Strategy, the Senior Director, Therapeutic and Client Services will be required to lead a team who will provide services to vulnerable court users, work collaboratively with internal and external stakeholders and lead change across ACTCT to support and ensure a culturally safe and supportive environment for vulnerable court users.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, First Nations people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

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

Contact Officer: Deborah Bowden (02) 6207 5821 Deborah.Bowden@Courts.act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

### **Custodial Operations**

### **Canine Unit Supervisor**

### **Correctional Officer Class 2 \$86,814 - \$92,996, Canberra (PN: 17617)**

Gazetted: 20 June 2023

Closing Date: 18 July 2023

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Canine Unit Supervisor (Correctional Officer Class 2), at the Alexander Maconochie Centre (AMC).

The ACTCS Canine Unit is a small unit based at the AMC deploying Correctional Dogs as part of the strategic response to contraband reduction. The ACTCS Canine Unit requires a dynamic, proactive and experienced dog handler to develop and drive their capability and meet the needs of the AMC.

The successful applicant will be responsible for the deployment of Correctional Dogs, undertaking canine search operations and maintaining and monitoring the welfare of the Correctional Dogs, ensuring all legislative requirements around the care of working dogs, is adhered to.

In addition, you will monitor the performance and conduct regular training and assessment of Dog Handler teams to ensure Dog Handler instructor qualifications are maintained, source, assess and coordinate the procurement of Correctional Dogs and manage the safe storage of training drugs, including the renewal of training drugs with Australian Federal Police.

Further, you will contribute to workforce planning to ensure the effective deployment of Correctional Dogs in the corrections environment, supporting custodial staff and work collaboratively with the Operations Group and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

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:

Nationally recognized Certificate IV in Training & Assessment is highly desirable.

Training in Detection Dog handling by a recognised authority is highly desirable.

Relevant custodial experience or Certificate III in Correctional Practice is essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to the service.

Background / Security clearance checks will be conducted.

Must be an Australian Citizen or hold the right to work in Australia.

Driver's license is essential.

This position does require a pre-employment medical.

This position requires a Working with Vulnerable People Check.

This position requires a reasonable level of fitness.

How to Apply:

To apply, applicants are required to submit three items:

One to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements

Current resume with the names and contact details of two referees (one should be a current Supervisor/Manager)

Copy of your current driver's licence.

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

Contact Officer: Cindy BOTHA (02) 6205 7077 Cindy.BOTHA@act.gov.au

**Emergency Services Agency**

**Assistant Commissioner Operations**

**Senior Technical Project Manager**

**Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60897)**

Gazetted: 19 June 2023

Closing Date: 17 July 2023

Details: The Emergency Services Agency is seeking applications from experienced, self-motivated, and suitable individuals to fill the position of Senior Technical Project Manager. This role is the central contact for all ICT related deliverables and projects within the Emergency Services Agency.

The successful candidate will manage ICT projects and resources in delivering project outcomes across all layers of the Open Systems Interconnection (OSI) model. This may include the construction of Territory Radio Network (TRN) transmission infrastructure, Communications Rooms, Green and Brownfield facilities, ICT hardware implementation in fixed and mobile deployments, and Software/Application requirements, development, integration, and commissioning.

You will be comfortable with design, development and managing project scope, budgets, goals and deliverables of ICT projects, while ensuring relevant stakeholders are identified and engaged all phases of the project. Business need must be clearly articulated and mapped to agreed benefits which support effective organisational change management and technical delivery; and projects are managed in accordance with established frameworks, processes, templates, and tools.

This position may involve direct supervision staff and additional contractors/consultants as required by project deliverables ensuring best practice principles are utilised.

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

**Eligibility/Other Requirements:**

This position requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

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

Driver's licence class C is essential.

This position does not require a pre-employment medical.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Mitchell Jamieson-Curran (02) 6205 6500 [Mitchell.Jamieson-Curran@act.gov.au](mailto:Mitchell.Jamieson-Curran@act.gov.au)

**ACT Corrective Services**

**Corporate Services**

**ACT Corrective Services Wellbeing Coordinator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56865)**

Gazetted: 19 June 2023

Closing Date: 3 July 2023

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated, values-driven professional to join Corporate Services as the Wellbeing Coordinator (ASO6). The ACTCS Wellbeing Coordinator plays a key role in the delivery of key wellbeing tasks and assistance in the establishment and delivery of the ACTCS Wellbeing Program. This includes coordinating and connecting all ACTCS staff to initiatives, training and support that empowers ACTCS staff to make informed choices and take action to address and improve their health and wellbeing.

In addition, you will be required to monitor, maintain and analyse unscheduled leave for Correctional Officers, implementing measures, in conjunction with management and peer support officers, to ensure staff are adequately supported.

Further to this, you will contribute broadly to improving workplace safety, reducing workplace injuries, reducing absenteeism and addressing issues related to morale and culture.

To be successful, you will have a demonstrated knowledge of wellbeing programs/initiatives, be able to work collaboratively and possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other requirements:

The successful candidate may be required to undergo a criminal record check

This position requires a pre-employment medical

Experience in a correctional facility environment is highly desirable.

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

One - two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Jacqui Raby (02) 6207 5215 Jacqui.Raby@act.gov.au

## **Corporate Services**

### **Chief Information Office**

#### **Director, ICT Governance & Portfolio Management (Cyber)**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04754, several)**

Gazetted: 16 June 2023

Closing Date: 7 July 2023

Details: Justice and Community Safety Directorate (JACS) are looking for two ICT/Cyber professionals to join our Chief Information Office.

Reporting to the Senior Director, the Director ICT Governance & Portfolio Management (Cyber) will help drive the implementation of the JACS ICT Strategic Plan, including:

driving a centralised view of JACS' portfolio of ICT systems, services, programs and projects

monitoring and reporting on ICT controls at an enterprise level and driving improvements to mitigate risk in line

with the ACT Government Cyber Security Policy and the Protective Security Framework

contributing to the development, implementation and maintenance of an Enterprise Architecture

identifying opportunities for improvement and risk mitigation across the ICT landscape

contributing to the formulation of roadmaps for changes to the ICT landscape to ensure business needs are

supported, ICT investment are maximised, and risks mitigated.

The Director, ICT Governance & Portfolio Management (Cyber) will cultivate and nurture relationships with all JACS business units, other ACT Government agencies and statutory authorities and may be required to represent the branch and the directorate at committee level forums.

Eligibility/Other requirements:

Hold a AGSVA Clearance or be able to obtain one.

Relevant industry and, or tertiary qualifications with at least five years' experience in cyber security, information systems architecture and design and the management and governance of an ICT portfolio is highly desirable.

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1)

Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate.

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

Contact Officer: Dennis Skerry (02) 6205 4889 Dennis.Skerry@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](mailto:jobs@act.gov.au)

### **Infrastructure Delivery Partners**

#### **Social Project Management**

##### **Project Manager**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 37834, several)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: Do you have experience in project and contract management for architectural, engineering projects? The Infrastructure Delivery Partners branch of Major Projects Canberra is looking for Project Managers.

The Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

As our new Project Manager, you will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

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

Eligibility/Other requirements:

##### ***Mandatory:***

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

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Notes: There are both permanent and temporary positions available. There is one permanent role, and several temporary positions available for 12 months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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: Reuben Pellizzer (02) 5124 9123 [Reuben.Pellizzer@act.gov.au](mailto:Reuben.Pellizzer@act.gov.au)

## **SPIRE**

### **Project Management**

#### **Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45584)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: Are you our new Executive Assistant for the Canberra Hospital Expansion Project?

The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus (the Project).

The Project will deliver the Canberra region with a state-of-the-art Critical Services Building – including the following key facilities: emergency department; intensive care unit; surgical theatres (including hybrid theatres and interventional radiology suites); coronary care unit; cardiac catheterisation and electrophysiology laboratories; and inpatient unit.

We are seeking an experienced Executive Assistant to provide high-level executive and administrative support to the Project Director and Deputy Project Director of the Project. Under limited direction you would be required to



manage incoming and outgoing communications, prepare correspondence, diary management and the travel arrangements for the broader team.

This role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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

How to Apply: If 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: Babita Busic (02) 6207 0121 Babita.Busic@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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

#### **Program Solutions**

#### **Sales and Client Services**

#### **Sales Administration Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 33034)**

Gazetted: 20 June 2023

Closing Date: 27 June 2023

Details:

Duties include:

Contribute to the ongoing development, delivery and implementation of the land release program.

Assist with the implementation of sales and marketing campaigns for a range of projects in the land sales market including sales events and general sales administration.

As needed, provide frontline client services to a diverse range of external clients and general public customers seeking information about the Suburban Land Agency and the sale of land as dictated by relevant legislation and the ACT Government's Land Release Program. This includes Reception support.

Liaise with external suppliers including Legal firms and Sales Agents for the delivery of sales campaign administration.

Maintain up-to-date and accurate electronic enquiry, registrations and purchaser data and maintain data input requirements, records management and administration activities related to the workflow and processing of land purchases.

Manage and process data entry tasks such as processing sales/marketing documentation and invoices, administrative records and PALM, reports, rosters and other documents as required while maintaining records in accordance with the Territory Records Act 2002.

Assist with day-to-day administration matters including records management, capturing/monitoring expenditure, and providing support for updating databases and regularly reviewing data.

Ability to work within an Activity Based Working Environment

Undertaking other duties appropriate to this level of classification which contribute to the work of the team and organisation.

Eligibility/Other Requirements:

Must hold a current driver's licence.

Flexibility to work at the SLA's sales suite where required.

Note: This is a temporary position available immediately until 31 October 2023 with the possibility of extension up to 12 months and/or permanency. 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 Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided. Dependant on operational requirements, this role may have a view to extension or permanency. The successful applicant maybe be taken on application only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Torcasio (02) 6205 3020 Kathy.Torcasio@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](mailto:jobs@act.gov.au)**

#### **City Services**

##### **ACT NoWaste**

##### **Senior Director, Strategic Coordination and Planning**

##### **Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 50150)**

Gazetted: 21 June 2023

Closing Date: 5 July 2023

Details: Are you interested in using your outstanding leadership, communication and technical skills to shape the future of waste management and circular economy in the ACT? The Senior Director, Strategic Coordination and Planning is a senior leadership position within the ACT NoWaste branch of Transport Canberra and City Services, with responsibility for planning, designing and delivering a large program of sustainable infrastructure and service delivery projects.

ACT NoWaste is a unique public sector organisation that carries out both the municipal and territorial/state-level functions that cover strategy, service delivery, asset/infrastructure, policy, regulation and behavioural change/education.

Our staff have diverse and interesting backgrounds and share a common goal of delivering great services to our community and contributing to a more sustainable city.

Eligibility/Other requirements:

1. Permanent resident of Australia
2. C-class driver's licence
3. Recognised qualifications and/or experience as follows as set out in the position description.

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

How to Apply: If you wish to apply for this position, please submit:

Your curriculum vitae of no more than four pages; and

A written statement, in your own words, of no more than five pages addressing your suitability against the numbered Skills and Knowledge criteria and the Behavioural Capabilities criteria.

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

Contact Officer: Michael Trushell 0439877636 Michael.Trushell@act.gov.au

#### **Chief Operating Officer**

##### **People and Capability**

##### **Employee Relations**

##### **Assistant Director Employee Relations**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38901)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: The Employee Relations team in People and Capability, Transport Canberra and City Services (TCCS), is looking for person who is not afraid of the tough conversations, conflict, has an eye for detail and is equipped with exceptional communication (oral and written) and stakeholder engagement skills.

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 engaging the right people to the right roles.

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 peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Tertiary studies or extensive relevant experience in a human resource related discipline are highly desirable.

Certificate IV in Government (Investigations) or similar highly desirable.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Notes: An order of merit list will be established to fill future vacancies within the team either permanent or for higher duties over the next 12 months. This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

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

Contact Officer: Kim Ivens (02) 6205 2070 [Kim.Ivens@act.gov.au](mailto:Kim.Ivens@act.gov.au)

## **CITY SERVICES**

### **CITY PRESENTATION**

#### **PLACE MANAGEMENT**

##### **Parks Presentation Team Leader**

**General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 18148)**

Gazetted: 15 June 2023

Closing Date: 6 July 2023

Details: Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people, we support diversity and we strive to be a great place to work.

City Presentation is a Branch within the City Places and Infrastructure Division responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The Place Management team within the TCCS, City Presentation branch is seeking applications for the role of Parks Presentation Team Leader (GSO7).

The primary responsibilities for this position are to:

Work closely with the Floriade Head Gardener to plan, prepare, and implement horticultural improvement, presentation and maintenance programs for Canberra's Town and District Parks.

Lead a team of staff in the delivery of horticultural improvement, presentation and maintenance activities within program timelines to deliver high quality customer services to the Canberra community.

Liaise effectively and respectfully with management, staff and members of the public.

Oversee the day-to-day operation of machinery and equipment, including pre-start checks and basic maintenance.

Ensure all work tasks are undertaken in accordance with Place Management's Amenity Weed Control guidelines, horticultural maintenance, pest management, Standard Operating Procedures, cleaning standards and Workplace Health and Safety (WH&S) Legislation.

This position does involve the direct supervision of six GSO staff and several Horticultural apprentices.

Eligibility/Other requirements:

Extensive practical experience in horticulture, particularly in the maintenance of parks and gardens including the management of floral displays, irrigation systems, hard landscape assets and the operation of equipment used in this type of work.

A sound knowledge of the industrial environment and workplace safety practices including Standard Operating Procedures and risk assessments.

Demonstrated ability to plan and organise daily work programs and provide leadership to a small team of horticultural staff.

Demonstrated communication (oral & written), liaison, negotiation and conflict resolution skills, and the ability to prepare basic written reports.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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

How to Apply: Please submit:

A supporting statement outlining experience and/or ability and addressing the requirements for each of the five points listed in the eligibility requirements. Maximum of five pages.

Contact details of two referees

A current curriculum vitae

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

Contact Officer: Tim Howard 0481053348 Tim.Howard@act.gov.au

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

## **Office of the Director-General Communications**

### **Assistant Director, Digital**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49287)**

Gazetted: 15 June 2023

Closing Date: 22 June 2023

Details: Do you have a passion for digital content production? Do you have a passion for storytelling?

Transport Canberra and City Services is seeking a highly experienced photographer/videographer who is equally comfortable liaising with Ministers as they are with members of the public and field-based staff. We want someone who loves Canberra, who loves being creative and who loves working with people.

Our successful applicant will thrive in working in a fast-paced environment and will be committed to producing content which supports major ACT Government announcements as well as sharing the variety of interesting stories and projects happening across our directorate.

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

Eligibility/Other requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the digital content production field are highly desirable.

Demonstrated experience using video and photo editing software such as DaVinci Resolve, Adobe Premiere Pro and Adobe Photoshop.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae as well as a one-to-two-page pitch addressing the selection criteria. Please also provide a link to up to three examples showcasing both your photography and videography work.

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

Contact Officer: Geoff Virtue (02) 6205 0312 Geoff.Virtue@act.gov.au

**City Services**

**Roads ACT**

**Works**

**Ganger Road Worker - Signs and Linemarking**

**General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 26292)**

Gazetted: 20 June 2023

Closing Date: 4 July 2023

Details: The primary responsibilities of the position are to lead road maintenance crews and contractors carrying out general road maintenance duties, with accountability for administration, productivity, efficiency, quality standards, work, health, safety systems and environmental requirements.

Under limited supervision, you will be responsible for leading teams and oversee the work of the team, employing an independent approach and display a high degree of initiative. The tasks encompass the provision of trade and equivalent level guidance and provide assistance to other members of a work team, including staff training, estimating materials for jobs, planning, programming, prioritising and allocating work to crews. The role will oversee the completion of maintenance records and preparation of minor reports.

The position will primarily lead the signs and lines teams in the Works business unit within Roads ACT. Roads ACT is looking for candidates who have experience in leading teams and working on construction sites on a road environment, preferably installing signs and/or applying line marking to pavements.

The role will plan, and program works for the Signs and Lines teams. Part of the role will ensure that quality standards are met and recording the results in the Asset Management System. The position may sometimes be required to undertake surveillance activities on contractor's line marking application works, identifying defects through reflectivity testing and quality assessment against the technical standards and documenting results.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

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

Eligibility/Other Requirements:

Driver's licence MR-class (essential).

Experience working in infrastructure industry (highly desirable).

Construction Induction White card (essential)

Asbestos Awareness (essential)

Crystalline Silica Exposure Prevention (desirable) essential within 3 months of appointment.

Willingness to work overtime/shifts as and when required.

Willingness to undertake training activities to meet operational and organisational expectations (essential).

Willingness to undertake computer and in field technology training and use (essential).

This position does require a pre-employment medical (essential).

This position does not require a Working with Vulnerable People Check.

First Aid (desirable) essential within 3 months of appointment.

Traffic Control Certificate (desirable) essential within 3 months of appointment.

Certificate III or above in a Civil Construction related trade or ability to obtain within 12 months of commencement (essential).

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:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Handley (02) 6207 3861 [Matthew.Handley@act.gov.au](mailto:Matthew.Handley@act.gov.au)

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

## **Worksafe ACT**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Worksafe ACT**

#### **Investigations Team**

##### **Investigator**

##### **Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 57211)**

Gazetted: 15 June 2023

Closing Date: 29 June 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Investigations Team is growing, and we have a permanent Inspector position available that would suit an individual with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors.

No two days are the same in the Investigations team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT Inspector we are looking for!

Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information.

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

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the investigative experience and skills necessary to succeed in this role, we encourage you to apply.

##### **Eligibility/Other Requirements:**

Undergo mandatory training in order to perform the functions of an authorised Inspector in accordance with all relevant legislation.

Current unrestricted driver's licence.

Willingness to:

Participate in an after-hours on-call and telephone roster when required.

Wear a uniform.

Participate in programmed after hours compliance activities when required.

Undergo a pre-employment police check.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on referee reports and written application only. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two (2) pages addressing the skills under the 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current curriculum vitae and contact details of two referees. Referee reports may be sought at a later stage.

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

Contact Officer: David Holland 0423 020 256 [David.Holland@worksafe.act.gov.au](mailto:David.Holland@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Joshua Butz, Section 68(1), 14 June 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Jason Pover, Section 68(1), 1 July 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Maddison Whitton, Section 68(1), 20 June 2023

### **Canberra Health Services**

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Sherryl Canonigo, Section 68(1), 14 June 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Laura George, Section 68(1), 19 June 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Verity-Erin Hart, Section 68(1), 19 June 2023

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

Walton Lucy, Section 68(1), 11 June 2023

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

Natalie Parker, Section 68(1), 22 June 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Pia Rowe, Section 68(1), 13 June 2023

**Registered Nurse Level 4.2 \$140,121**

Michelle Topacia, Section 68(1), 22 June 2023

### **Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Arabella Bailey, Section 68(1), 16 June 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Anthony Giorgio, Section 68(1), 22 June 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Concetta Malfone, Section 68(1), 14 June 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Nicholas McArthur, Section 68(1), 19 June 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Reeba NASIM, Section 68(1), 10 June 2023

**Professional Officer Class 1 \$64,473 - \$89,398**

Mitchell Pemberton, Section 68(1), 19 June 2023

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Syafira Willem, Section 68(1), 19 June 2023

**City Renewal Authority**

**Senior Officer Grade C \$114,928 - \$123,710**

Danlei Cui, Section 68(1), 22 June 2023

**Community Services**

**Senior Officer Grade A \$157,201**

Kosun Kwan, Section 68(1), 19 June 2023

**Education**

**Classroom Teacher \$76,575 - \$114,624**

Suet Yu, Section 68(1), 22 June 2023

**Classroom Teacher \$76,575 - \$114,624**

Sarah Hinchcliffe, Section 68(1), 17 July 2023

**Classroom Teacher \$76,575 - \$114,624**

Ellie Herps (Martz), Section 68(1), 19 June 2023

**Classroom Teacher \$76,575 - \$114,624**

Kathryn Couter, Section 68(1), 19 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Brittney Tuckerman, Section 68(1), 22 June 2023

**School Assistant 4 \$70,028 - \$75,827**

Christina Lans, Section 68(1), 22 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Amy Shoesmith, Section 68(1), 22 June 2023

**School Assistant 2 \$51,548 - \$62,857**

Stephanie Davis, Section 68(1), 22 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Raelene Arthur, Section 68(1), 15 June 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Timothy Baker, Section 68(1), 13 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Sheryl Bartlett, Section 68(1), 15 June 2023

**School Assistant 4 \$70,028 - \$75,827**

Sharon Beresford, Section 68(1), 20 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**



Jorja Cockburn, Section 68(1), 19 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Julie Collins, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Natasha Collins, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Lucy Costa, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Kristle Cross, Section 68(1), 16 June 2023

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Nicholas Dingli, Section 68(1), 19 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Deepa Dixit, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Chelsea Earnshaw, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Julie Fallon, Section 68(1), 16 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Taylah Gillespie, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Viviana Goddard, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

David Hicks, Section 68(1), 20 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Theresa Holder, Section 68(1), 15 June 2023

**School Assistant 4 \$70,028 - \$75,827**

Emma Hopkins, Section 68(1), 19 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Matthew Jolley, Section 68(1), 20 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Ellie Kennedy, Section 68(1), 15 June 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Javeria Khayam, Section 68(1), 13 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Brendan Mace, Section 68(1), 20 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Isobel Maddock, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Naomi Maggs, Section 68(1), 15 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Vicki McAndrew, Section 68(1), 16 June 2023

**School Assistant 4 \$70,028 - \$75,827**

Leigh McKay, Section 68(1), 16 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Aya O'Connell, Section 68(1), 21 June 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Erin O'Donohue, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Ryan Page, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Siokapesi Palu, Section 68(1), 21 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Yuka Pham, Section 68(1), 15 June 2023

**Building Service Officer 2 \$62,860 - \$65,718**

Luke Richards, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Ngaire Robertson, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Melissa Saggars, Section 68(1), 16 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Dwi Shanti, Section 68(1), 15 June 2023

**School Assistant 3 \$58,404 - \$62,857**

Soosheela Sukhoo, Section 68(1), 19 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Kyrstal Thomas, Section 68(1), 15 June 2023

**School Assistant 2 \$51,548 - \$56,919**

Caitlin Walker, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Rebecca Worthing, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Kithulgoda Yatawara, Section 68(1), 15 June 2023

**School Assistant 2/3 \$51,548 - \$62,857**

James Yoshida, Section 68(1), 15 June 2023

**Environment, Planning and Sustainable Development**

**Senior Officer Grade C \$114,928 - \$123,710**

Chris Finnigan, Section 68(1), 19 June 2023

**Justice and Community Safety**

**Correctional Officer Class 1 \$69,433 - \$82,797**

Leigh Coates, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Joshua Davis, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Hemal Desai, Section 68(1), 19 June 2023

**Government Solicitor 1 \$80,822 - \$121,026**

Lucy Fallance, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Indira Gautam, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Thierry Gauthier, Section 68(1), 19 June 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Rhianna Hampton-de Vries, Section 68(1), 15 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

John Headon, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Emilie Murray, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Kuenzang Namgay, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Melissa O'Neill, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Brittany Robertson, Section 68(1), 19 June 2023

**Correctional Officer Class 1 \$69,433 - \$82,797**

Shane Wright, Section 68(1), 19 June 2023

**Suburban Land Agency**

**Senior Officer Grade A \$157,201**

Niva Pryor, Section 68(1), 20 June 2023

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Andrew Bennett, Section 68(1), 20 June 2023

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Daniel Hodges, Section 68(1), 15 June 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **JENNIFER HUMMELSHOJ**

From: Registered Nurse Level 2 \$100,957

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 33319) (Gazetted 18 April 2023)

### **Chief Minister, Treasury and Economic Development**

#### **Jolyon Taber**

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 49570) (Gazetted 22 May 2023)

### **Education**

#### **Kris McCreath**

From: Senior Officer Grade C \$123,710

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 30961) (Gazetted 8 May 2023)

### **Justice and Community Safety**

#### **Jack Powsey**

From: Senior Officer Grade A \$157,201

Justice and Community Safety

To: Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 56952) (Gazetted 31 March 2023)

### **Worksafe ACT**

#### **David West**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 57269) (Gazetted 24 March 2023)

## **PROMOTIONS**

### **ACT Audit Office**

#### **Financial Audit**

#### **Financial Audit**

#### **Muhammad Shoaib**

From: Auditor \$68,685 - \$89,705

ACT Audit Office

To: †Senior Auditor \$92,220 - \$112,306

ACT Audit Office, Canberra (PN. 59467) (Gazetted 20 April 2023)

### **ACT Health**

#### **Policy Partnerships and Programs**

#### **Data Analytics Branch**

#### **Haidi Hong**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Independent Competition and Regulatory Commission

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 58095) (Gazetted 20 May 2022)

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy Branch**

#### **Monica Stonebridge**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 26035) (Gazetted 4 May 2023)

#### **Population Health**

#### **Promotions & Programs**

#### **Health Promotion**

#### **Mark Tournier**

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 18643) (Gazetted 6 April 2023)

### **Calvary Public Hospital Bruce**

### **There were no promotions this week for Calvary Public Hospital Bruce Canberra Health Services**

#### **Chief Executive Office**

#### **Medical Services**

#### **Kellie Bracher**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 13500) (Gazetted 23 May 2023)

#### **Surgery**

#### **Surgical Services**

#### **Surgical Wards**

**Samara Duffey**

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. 22193) (Gazetted )

**Medical Services**

**Pathology**

**Erika Kuehl-Roberts**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 27056) (Gazetted 5 September 2022)

**Clinical Services**

**University of Canberra Hospital**

**Melodie Raisin**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 57531) (Gazetted 2 June 2022)

**Infrastructure and Health Support Services**

**Business Support**

**Business Support Executive**

**Pema Thinley**

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 59030) (Gazetted 24 April 2023)

**People and Culture**

**Workforce Capability**

**Alice Wolfe**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 21484) (Gazetted 12 May 2023)

**Canberra Institute of Technology**

**Education and Training Services**

**Technology and Design**

**Creative and Design Industries**

**Shelley Campton**

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 39096) (Gazetted 15 May 2023)

**CIT Executive**

**Briana Knight**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Institute of Technology, Canberra (PN. 59383) (Gazetted 9 May 2023)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Tech Service Delivery**

**End User Services**

**Vittoune Chanthanao**

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14577) (Gazetted 28 February 2022)

**Corporate**

**People and Capability**

**People and Development - Employee Relations and Injury Management**

**Janet Kaye**

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. 61569) (Gazetted 12 October 2022)

**Property Group and Shared Services**

**ACT Property Group**

**Integrated Facilities Management**

**Kassandra Keppell**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 33746) (Gazetted 6 April 2023)

**Corporate**

**Workforce and Information Services**

**Information Management / Freedom of Information**

**Lisa Kramarzewski**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 59419, several) (Gazetted 31 March 2023)

**Office of Industrial Relations and Workforce Strategy**

**Public Sector Employment**

**Juliet Szanto**

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. 09382) (Gazetted 9 May 2023)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Assessment and Support**

**Steven Dwyer**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705



Education

To: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024  
Community Services, Canberra (PN. 07402) (Gazetted 21 February 2023)

**Corporate**

**Corporate**

**Freedom of Information and Legal Coordination**

**Lisa Guteridge**

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 39312) (Gazetted 27 April 2023)

**Director of Public Prosecutions**

**ACT DPP**

**Legal**

**Legal**

**Lillian Thomas**

From: Prosecutor Associate \$76,255 - \$78,591

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Director of Public Prosecutions, Canberra (PN. 04215) (Gazetted 11 August 2022)

**Education**

**SPID**

**N&GN**

**Gungahlin College**

**Erin Cornish**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: †School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 46912) (Gazetted 2 June 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.

**Safe at School**

**Wellbeing and PBL**

**Murray Hodge-Neill**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 43102) (Gazetted 26 July 2022)

**Business Services**

**People and Performance**

**Office of the Executive Branch Manager**

**Courtney Pillicic**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 52405) (Gazetted 15 May 2023)

**Environment, Planning and Sustainable Development**

**Climate Change and Energy Division**

**Program Unit**

**Zero Emissions Vehicles Implementation Team**

**Alexander Killeen**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 45704) (Gazetted 8 July 2022)

**Office of Commissioner for Sustainability and the Environment**

**Vanessa Lavis**

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. 13812) (Gazetted 27 April 2023)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Dairinn Bannister**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 38288) (Gazetted 8 March 2023)

**ACT Law Courts**

**Registry Operations**

**Civil Section, Family & Personal Violence Unit**

**Emily Butterfield Moxon**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 23219) (Gazetted 2 March 2023)

**Legislation, Policy and Programs**

**Civil and Regulatory Law**

**Access to Justice**

**Joanne Chen**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 42774) (Gazetted 12 January 2023)

**Corporate**

**Strategic Finance**

**Mimi HUANG**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 61839) (Gazetted 21 April 2023)

**Emergency Services**

**ACT Ambulance Service**

**Eleanor Isdale**

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 26279) (Gazetted )

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022.

**ACT Law Courts**

**Registry Operations**

**Civil Section, Family & Personal Violence Unit**

**Thy Vu**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 39623) (Gazetted 2 March 2023)

**Worksafe ACT**

**WorkSafe ACT**

**HR and Corporate**

**Ainav-Batia Kohen**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 48954) (Gazetted 15 May 2023)

**CORRIGENDA**

**Canberra Health Services**

Promotion for Harpreet Sandhu gazetted on 15/06/2023, the date of effect should be 06/07/2023.

**Dinesh Kumar (82124321)**

**Development and implementation**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development Directorate

To: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development Directorate (PN. 40320) (Gazetted 20/4/2023)

(Incorrect position information in the non-appealable promotion notice included in the Gazette of 15 June 2023).