



ACT Government Gazette
Gazetted Notices for the week beginning 28 September 2023

VACANCIES**ACT Health**

Selection documentation for the following positions may be downloaded from

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

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

Infrastructure, Communication and Engagement**Strategic Infrastructure Branch and Policy and Planning****Northside Hospital Project****Project Manager, Northside Hospital Project****Senior Officer Grade B/Infrastructure Officer 4 , Canberra (PN: 61248, 63007)**

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Northside Hospital Project Team is a singular opportunity to be involved in the development and delivery of a state of the art hospital. We are looking for team players to come and be part of the future of health care delivery in the ACT.

ACT Health is looking for talented, dedicated and highly motivated professionals to shape the development and delivery of the Northside Hospital Project.

You will work with a small team to deliver design, advice and business cases for the Northside Hospital Project. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for positive people to be part of the Territory's single largest health infrastructure engagement. This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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

Note: This is a temporary position and will be filled at either the IO4 (PN63007) or SOGB (PN61248) level, dependent on the qualifications of the successful applicant. Applicants should address the Selection Criteria located in the relevant Position Description attached based on the role you wish to apply for. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

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. The role will be filled at the IO4 or SOGB classification dependent on the qualification of the successful applicant.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Bladin (02) 6205 4393 Caitlin.Bladin@act.gov.au

Health System Planning and Evaluation**Health System Planning and Development****Health Services Planning****Assistant Director, Better Health for Older Canberrans Project****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62749)**

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: If you have a passion for planning a healthcare system that provides better care to older Canberran's and you want to work as part of a dynamic, supportive and trusted team then keep reading!

We have an exciting opportunity over the next year to inform the future healthcare system for older Canberrans. We are looking for a team member who can develop innovative solutions to complex service planning issues and has strong project management skills. To be successful you will have highly developed negotiation and liaison skills, including the ability to develop effective and ongoing relationships with a range of stakeholders. You will have excellent written skills and the ability to produce complex reports and high-level documents. This position is a dedicated project manager who will work with key stakeholders to deliver a program of work that will establish a Centre of Excellence delivering better care for older Canberrans. In the first instance, this position will improve care for people experiencing Behavioural and Psychological Symptoms of Dementia (BPSD) by:

Establishing a time limited Behavioural and Psychological Symptoms of dementia Network.

Co-designing an evidenced based framework outlining the model of care for the seven levels of BPSD in the ACT.

Engaging consultants and coordinating a pre-feasibility study to inform future planning of health services for people experiencing extreme BPSD.

Undertaking a scoping study and engaging experts to complete a scoping review.

You might have experience in public health, health service planner, health policy, academic or be a clinician looking to broaden your skills and knowledge on healthy ageing. If you are proactive, talented and work well in a positive team environment then we invite you to come and work with us!

Eligibility/Other requirements: Tertiary qualifications or extensive experience in the healthcare or related discipline is desired.

Notes: This is a temporary position available for a period of twelve 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: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the what you require section of the Position Description, your curriculum vitae, and contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Dufty 0408 792 025 Tania.Dufty@act.gov.au

Health System Planning and Evaluation

Health System Planning and Development

Health Services Planning

Health Service Planner

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63047)

Gazetted: 03 October 2023

Closing Date: 24 October 2023

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers and consumers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a team member who can develop innovative solutions to complex service planning issues, and has strong project management skills. To be successful you will have highly developed negotiation and liaison skills, including the ability to develop effective and ongoing relationships with a range of stakeholder groups. You will have excellent written skills and the ability to produce complex reports and high-level documents. You might be an experienced health service planner or a clinician looking to broaden your skills and knowledge. Or you could be working in academia, policy or epidemiology and want to try something new. If you are proactive, talented and work well in a positive team environment then we invite you to come and work with us.

Notes: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Dufty 0408792025 Tania.Dufty@act.gov.au

Policy, Partnerships and Programs**Health Policy and Strategy Branch****Social Policy and Health Services Policy****Senior Policy Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 59235, several)**

Gazetted: 29 September 2023

Closing Date: 10 October 2023

Details: The Health Policy and Strategy Branch is seeking full time Senior Policy Officers, for temporary vacancies up to 12 months, with the possibility of extension/permanency, to contribute to various projects within the Branch. Officers are required for work relating to assisted reproductive technology and abortion; disability and community supports; and relationship management with the Commonwealth and reform of the health system.

The Branch also has responsibility for strategic leadership in health policy areas such as (but not limited to), aged care, LGBTIQ+ health, primary care and chronic conditions, and voluntary assisted dying, and a merit list will be established to fill positions in the Branch, should they arise.

It is expected that the Senior Policy Officers will work under limited direction and exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills with the ability to liaise with a diverse range of stakeholders. Additionally, the positions require sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes. The incumbents will communicate professionally and work with flexibility and efficiency, both individually and as part of a small 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 and linguistically diverse people, and those who identify as LGBTIQ+ are encouraged to apply.

Note: There are several temporary positions available immediately for up to 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The ability to work in hybrid arrangements (home and office) is important, noting that the Branch is currently working from home with some days per week at the Woden ACTHD offices.

How to Apply: To apply: Please submit a written application of no more than two pages, by the closing date 10 October 2023, responding to the 'What You Require' section 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: Simone Woods N/A Simone.Woods@act.gov.au

Infrastructure, Communication and Engagement**Strategic Infrastructure****Northside Hospital Project****Assistant Director, Northside Hospital Project****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61254, several)**

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Northside Hospital Project Team is a singular opportunity to be involved in the development and delivery of a state of the art hospital. We are looking for team players to come and be part of the future of health care delivery in the ACT.

ACT Health is looking for talented, dedicated and highly motivated professionals to shape the development and delivery of the Northside Hospital Project.

You will work with a small team to deliver design, advice and business cases for the Northside Hospital Project. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for positive people to be part of the Territory's single largest health infrastructure engagement. This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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

Notes: This is a temporary position available immediately until 30 June 2025. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to apply: Applicants should submit:

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

Your curriculum vitae

The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Justeen Stapleton (02) 5124 9452 Justeen.Stapleton@act.gov.au

Infrastructure, Communication and Engagement

Strategic Infrastructure

Northside Hospital Transition

Administration Support Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 61268)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

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How to apply: Applicants should submit:

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

Your curriculum vitae

The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Sweetman (02) 5124 5108 Rebecca.Sweetman@act.gov.au

Infrastructure, Communication and Engagement

Strategic Infrastructure Branch and Policy and Planning

Northside Hospital Project

Senior Project Manager, Northside Hospital Various

Senior Officer Grade A/Infrastructure Officer 5 \$160,541 - \$163,315, Canberra (PN: 61250, several)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Northside Hospital Project Team is a singular opportunity to be involved in the development and delivery of a state of the art hospital. We are looking for team players to come and be part of the future of health care delivery in the ACT.

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How to apply: Applicants should submit:

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

Your curriculum vitae

The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Bladin (02) 6205 4393 Caitlin.Bladin@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

AAHS Physiotherapy**Advanced Practice Physiotherapist - Musculoskeletal - AAHS**

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62740, several - 02DW5)

Gazetted: 03 October 2023

Closing Date: 12 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in Emergency Department, acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Advanced Practice Physiotherapy positions will support the delivery of extended hours of service provision in the Emergency Department and Urgent Care Centre.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and professional development opportunities.

You will be required to participate in a shift, overtime and/or restricted on-call roster.

For more information regarding the position duties click here for the *Position Description*.

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

Contact Officer: Jane Hermolin (02) 5124 2154 Jane.Hermolin@act.gov.au

Emergency Department

Emergency Nurse – Registered Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP7520, several - 02DWT)

Gazetted: 28 September 2023

Closing Date: 17 October 2023

Details: What can we offer you:

City living without the traffic – Click here to see why you should live in [Canberra](#)

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services.

Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Registered Nurse is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with the multidisciplinary team and provide support, guidance and education to patients and their families.

Under limited direction of the ED Clinical Manager you will perform .You will:

Provide direct patient care within an ethical and professional framework.

Practice in accordance with the relevant legislation.

Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups. Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.

Understand and practice within your own scope of practice.

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

Integrates organisational policy and guidelines with professional standards.

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

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

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Proven commitment and competency in the provision of nursing care that promotes best professional practice and improved health outcomes within a multidisciplinary team.

Evidence of flexibility and skills to provide a high standard of care within a range of disciplines.

Knowledge and understanding of the National Safety and Quality Health Services Standards and Quality Improvement processes and the ability to reflect on practice.

Proven commitment to professional development, including professional and organisational standards.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

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

A minimum of 1 year post graduate experience

Hold a Post Graduate qualification in Emergency Nursing or equivalent or be working towards one. Alternatively commit to completing the internal Emergency Nursing Transition program within 12 months of commencing the role.

The successful applicant will need to work a rotating roster including evenings, nights and weekends.

Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse

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

Desirable

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.

At least 6 months recent experience working as a Registered Nurse in an Emergency Department.

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Raymond Hunt (02) 6201 6695 Raymond.Hunt@calvary-act.com.au

CHS Allied Health

Acute Allied Health Services

Dietitian - Acute Allied Health Services, Nutrition

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63100 - 02DX4)

Gazetted: 28 September 2023

Closing Date: 13 October 2023

Details: **Canberra Hospital Expansion Project** – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services

at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit.

Outpatients requiring specialist care from the ACT and regional NSW.

Operation of centralised Special Diet Service.

Operation of Infant Feeding Service.

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

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

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

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

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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

A merit list will be established from this recruitment round to fill other short-term vacancies over the next 12 months. Part time work arrangements will be considered.

Contact Officer: Sam Thompson (02) 5124 2544 Samj.thompson@act.gov.au

Cancer and Ambulatory Services

Cancer and Ambulatory Services Executive

Personal Assistant

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 17602 - 02DWL)

Gazetted: 28 September 2023

Closing Date: 11 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres, and transcription.

Under limited direction of the CAS Director of Nursing and Clinical Director you will provide administrative support to the offices of the Director of Nursing and Clinical Director, and other members of the team as directed. You will organise and maintain appointments and meetings for the Director of Nursing and Clinical Director, draft and prepare minor correspondence as necessary, arrange meetings and provide secretariat for meetings. Other duties include assisting with minor research and project tasks as required. Ability to work under limited supervision in a fast-paced environment and adapt to change is highly desirable.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Cathy Young (02) 5124 2738 cathy.young@act.gov.au

Adult Community Mental Health Services

Registered Nurse 3 - Adult Community Mental Health Services

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 41204 - 02DVA)

Gazetted: 28 September 2023

Closing Date: 11 October 2023

What can we offer you:

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- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS) which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. This position will be based at City Community Health Centre.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program operation is based on the ACMHS model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The MoC is underpinned by principles of recovery and aims to:

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

- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

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

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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.

Canberra Hospital Expansion Project - CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Brad Odonnell 51241795 Brad.ODonnell@act.gov.au

Medical & Mental Health

Medical Assessment & Planning Unit

MAPU - Senior Resident Medical Officer 1-3

Senior Resident Medical Officer 1-3 \$99,996 - \$122,359, Canberra (PN: LPL046 - 02DWS)

Gazetted: 28 September 2023

Closing Date: 17 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Senior Resident Medical Officer (SRMO) is a hospital specific medical officer training in adult internal medicine, and Medical Assessment Planning Unit (MAPU) and ambulatory care service. MAPU provides multidisciplinary assessment, care and treatment of acutely ill medical patients, with a predicted length of stay of 48-72 hours. We are seeking a SRMO who is unaccredited and interested in pursuing a career in General Medicine who wish to further their exposure in adult internal medicine. SRMO's will undertake duties in the care and treatment of patients in various departments.

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your curriculum vitae and experience.

Evidence that the applicant's clinical experience, skills and personal attributes will assist in the development and implementation of the RACP BPT Curriculum.

Demonstrated high-level communication and interpersonal skills.

Demonstrated commitment to teaching and training and to participate in related education activities.

Demonstrated commitment to clinical governance relevant to the practice of acute hospital medicine including but not limited to audits, research, education and training.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

Relevant qualifications and a minimum of 2 years' experience working professionally in adult internal medicine.

Experience in adult emergency medicine is also desired.

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

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

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

Desirable

Have an understanding of how the National 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Kim McNeilly . Kim.McNeilly@calvary-act.com.au

Allied Health & Palliative Care

Medical Imaging

Radiographer - Medical Imaging Level 3

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: LP7232 - 02DWU)

Gazetted: 28 September 2023

Closing Date: 17 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The North Canberra Hospital is a 256 bed hospital that offers both acute and subacute services. Our model of care sees multidisciplinary teams working collaboratively to provide a high quality of patient care.

The Medical Imaging department supports the hospital in the provision of an extensive range of medical, surgical, maternity and 24 hour emergency services. The department also offers a service to the general public through private referrals from GP and specialist clinics.

The Medical Imaging department offers a continuous 24 hour service for CT and X-ray, including weekend and public holiday shifts (penalty rates apply). We operate two general x-ray rooms, including fluoroscopy, mobile radiography and theatre support. MI3 radiographers are expected to perform an efficient high quality person centred imaging service, including all general X-ray modalities and CT. MI3 radiographers are expected to participate in professional development activities as well as the provision of clinical supervision to subordinate staff and students.

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your curriculum vitae and experience.

Proven ability to manage and prioritise own clinical caseload, while providing clinical expertise and supervision to staff and students.

Demonstrated ability to provide clinical leadership, evaluate clinical processes and liaise effectively with staff, patients and members of the community to ensure high quality, evidence-based patient care.

Demonstrated high level organisation, communication, and interpersonal skills, including a proven ability to work effectively in a multi-disciplinary team.

Demonstrated contribution to service improvement activities, professional development, quality improvement and/or research activities.

Demonstrated commitment to ongoing professional development, risk management and to the principles of workplace equity, safety and injury prevention.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS’s values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

Relevant tertiary qualifications and a minimum of two years’ recent experience in Computed Tomography.

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold, or be eligible to hold, an ACT Radiation Licence.

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

Desirable

Post-graduate qualifications in Management; Computed Tomography or other relevant area of study.

Demonstrated participation or initiation of quality improvement activities.

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

Contact Officer: Kristine Lindner . Kristine.Lindner@calvary-act.com.au

North Canberra Hospital

Allied Health & Palliative Care

Senior Stroke/Medical Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP6867 - 02DWQ)

Gazetted: 29 September 2023

Closing Date: 20 October 2023

Details: What can we offer you:

- City living without the traffic – Click here to see why you should live in [Canberra](#)
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in acute inpatients and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of stroke and medical patients across the care continuum. This position works in collaboration with the physiotherapy, stroke unit and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. You will be required to participate in overtime, restricted on-call and shift rosters.

Please note the outcome of this recruitment may be used to appoint to both permanent and temporary, full-time and part-time positions within 12 months.

Under limited direction of the Director of Physiotherapy you will be required to work at North Canberra Hospital. You will:

Provide high level of clinical expertise and practice across a range of clinical areas, including but not limited to, the stroke unit and medical wards.

Facilitate effective communication and work collaboratively with the patients, families, carers, healthcare and service providers to ensure continuum of care.

Complete case, program and activity records to standards required while ensuring data retention policies are followed.

Exercise independent professional judgement on moderately complex matters, generating innovative solutions to problems and producing a range of options.

Provide supervision and education to Health Professionals 1 & 2, students, allied health assistants and other non-professional staff, and participate in education programs for area of clinical service delivery.

Participate in team and program related service activities as required.

Participate in supervision, credentialing, continuing professional development and performance management.

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

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Proven ability and experience in the physiotherapy management of stroke, and other neurological/medical patients in the acute care setting through the integration of evidence into clinical practice.

Demonstrated effective communication and interpersonal skills, including the ability to work as a member of the multidisciplinary team and to supervise staff and students within the clinical area of responsibility.

Demonstrated ability to maintain high professional standards and meet organisation requirements for record keeping, data collection and clinical services evaluation.

Demonstrated knowledge of clinical governance with commitment to and experience in quality improvement activities, performance evaluation, clinical supervision and education, research and health promotion.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

Relevant Tertiary qualifications.

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

The successful applicant will need to be available for weekend, public holiday 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.

Highly Desirable

A minimum of three years' experience working professionally in Physiotherapy.

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

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

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.

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

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.

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Occupational Therapy

OT Clinical Educator – HP4

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: LP7024 - 02DM5)

Gazetted: 03 October 2023

Closing Date: 20 October 2023

What can we offer you:

- City living without the traffic – Click here to see why you should live in [Canberra](#)
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

To work as a member of the Occupational Therapy Department within a broader multi-disciplinary team to provide specialist clinical operational support to all clinicians and students within the Occupational Therapy department at any given time. This position carries a caseload in a chosen area of speciality from the following:

Acute Stroke Care and/or Neurology;

Orthopaedics;

- Critical Care (ICU & ED);
- Inpatient Mental Health;
- General Medical; and
- Hospital in the Home (HiTH)

• Under limited direction of the Director of Occupational Therapy you will perform Occupational Therapy assessment and treatments. You will:

- Provide specialised clinical assessment, advice and treatment within multi-disciplinary team settings that is consistent with contemporary best practice standards for Occupational Therapists.
- Develop, implement and co-ordinate the Occupational Therapy department's annual student fieldwork placement program in conjunction with various Occupational Therapy schools located within Australia.
- Provide education and support to clinical staff from all disciplines in relation to best practice Occupational Therapy Standards in an inpatient hospital setting.
- Initiate and participate in quality improvement projects and management activities that align with the North Canberra Hospital (NCH) Occupational Therapy & Allied Health Division Business Plans.
- Contribute to clinical governance processes across the organisation as appropriate. E.g. Management of clinical issues via participation/communication within preventable harm committees and NHQHS framework.

- Identify and address opportunities for professional development - at both department and individual clinician level - that are required to advance the quality of the clinical care provided by the Occupational Therapy department at North Canberra Hospital (NCH).
- Engage collaboratively with key stakeholders both in and outside NCH to improve Occupational Therapy service delivery at NCH.
- Be accountable for ensuring risks are managed appropriately through action plans and incident reporting systems. Assist with the establishment & maintenance of the Occupational Therapy Department's risk profile; developing risk management action plans; monitoring; evaluation and reporting of outcomes.
- Deputise & take on responsibility for operational management of entire OT Department when nominal Departmental Manager is on leave.
- Perform any other reasonable direction provided by the Departmental Manager.
- Adhere to safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of being reliable, progressive, respectful and kind.

This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Demonstrated high quality clinical Occupational Therapy service delivery within a complex & contemporary inpatient hospital setting.
- Demonstrated ability to research clinical issues, analyse data and evaluate outcomes in order to formulate innovative recommendations that continually improve the quality of Occupational Therapy service delivery at an operational level.
- Highly developed operational management skills, including proven team building capability and effective stewardship of clinical resources.
- A sound understanding of and commitment to Canberra Health Service's organisational values, and an ability to apply these values practically in a clinical setting.
- Demonstrated extensive experience and skill in supervising and facilitating the effective professional development of:

- Occupational Therapists
- Allied Health Assistants
- Occupational Therapy Students

Position Requirements / Qualifications

Mandatory

- Current registration with the Occupational Therapy Board of Australia via AHPRA.
- Full unconditional Australian Driver's licence, or recognised international equivalent.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michael Malcomess 0262016087 Michael.Malcomess@calvary-act.com.au

Cancer and Ambulatory Support

Staff Specialist / Senior Specialist in Rheumatology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 24402 - 02DH4)

Gazetted: 03 October 2023

Closing Date: 1 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

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.

This is a temporary position to backfill a role of a Specialist currently on parental leave.

Duties:

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.

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.

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

For more information, click here to see the [Position Description](#)

Contact Officer: Dr Chandima Perera 5124 8502 chandima.perera@act.gov.au

Physiotherapy**Senior HITH Physiotherapist -Health Professional Level 3**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 600729 - 02DWR)

Gazetted: 29 September 2023

Closing Date: 17 October 2023

What can we offer you:

- City living without the traffic – Click here to see why you should live in [Canberra](#)
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in acute inpatients and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of Hospital in the Home patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. You will be required to participate in overtime, restricted on-call and shift rosters.

Please note the outcome of this recruitment may be used to appoint to both permanent and temporary, full-time and part-time positions within 12 months.

Under limited direction of the Director of Physiotherapy you will be required to work at North Canberra Hospital. You will:

- Provide high level of clinical expertise and practice across a range of clinical areas, including but not limited to, the Hospital in the Home unit.
- Facilitate effective communication and work collaboratively with the patients, families, carers, healthcare and service providers to ensure continuum of care.
- Complete case, program and activity records to standards required while ensuring data retention policies are followed.
- Exercise independent professional judgement on moderately complex matters, generating innovative solutions to problems and producing a range of options.
- Provide supervision and education to Health Professionals 1 & 2, students, allied health assistants and other non-professional staff, and participate in education programs for area of clinical service delivery.
- Participate in team and program related service activities as required.
- Participate in supervision, credentialing, continuing professional development and performance management.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

- Proven ability and experience in the physiotherapy management of medical, surgical and/or other specialities to support Hospital in the Home services delivered in the acute hospital and community, through the integration of evidence into clinical practice.
- Demonstrated effective communication and interpersonal skills, including the ability to work as a member of the multidisciplinary team and to supervise staff and students within the clinical area of responsibility
- Demonstrated ability to maintain high professional standards and meet organisation requirements for record keeping, data collection and clinical services evaluation.
- Demonstrated knowledge of clinical governance with commitment to and experience in quality improvement activities, performance evaluation, clinical supervision and education, research and health promotion
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications**Mandatory**

- Relevant Tertiary qualifications.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have a current driver's license.
- The successful applicant will need to be available for weekend, public holiday 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.

Highly Desirable

- A minimum of three years' experience working professionally in Physiotherapy.
- 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Sandra Holdom 6201 6960 Sandra.Holdom@calvary-act.com.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol & Drug Program

Allied Health Manager - Alcohol and Drug Services

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27580 - 02DSQ)

Gazetted: 03 October 2023

Closing Date: 20 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Mental Health, Justice Health and Alcohol & Drug Services (ADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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 people's home.

These services include:

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

ADS is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

ADS is seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group excellent communication skills and ability to work as part of a multidisciplinary team.

For more information regarding the position duties click here for the [Position Description](#).

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.

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.

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

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](#).

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Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Jonathan Amirthanathan (02) 5124 1609 jonathan.amirthanathan@act.gov.au

CHS Medical Services

Pharmacy

Allied Health Assistant - Pharmacy

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 62564 - 02DXN)

Gazetted: 04 October 2023

Closing Date: 15 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

About Pharmacy

Pharmacy sits within the Medical Services Group 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.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, allied health assistants, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services.

The pharmacy team charter is “*Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community*”.

Position summary

As an Allied Health Assistant in pharmacy, you will work closely with pharmacists to provide direct assistance and support for pharmacists in the delivery of clinical pharmacy services. This includes a vital role in enabling effective communication between pharmacists and patients by facilitating and co-ordinating telehealth appointments, assisting in medication management, and delivering patient centred care to enhance patient experience and outcomes.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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

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

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](#).

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Contact Officer: Monica Rayson (02) 5124 7106 monica.rayson@act.gov.au

Office of the CEO

Hospital Projects Operations

Project Support Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61352 - 02DTD)

Gazetted: 03 October 2023

Closing Date: 6 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Northside Hospital Transition team is supporting the transition of services at North Canberra Hospital (NCH).

The team has members of both Canberra Health Services (CHS) and ACT Health Directorate. The CHS Service Continuity team focuses on the transition of systems, processes, people and operations to CHS and the ACT Government environment. Reporting to the NCH Executive Branch Manager, People & Culture, the Project Support Officer will work as the NCH Wellbeing Officer to pilot a proactive wellbeing support program for the hospital.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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](#).

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Contact Officer: Amanda Bell 0402 027 637 Amanda.bell@act.gov.au

Virtual Care Program

Virtual Care Program - Project Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63059 - 02DXV)

Gazetted: 03 October 2023

Closing Date: 13 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Virtual Care Program is under the governance of the Division of Medicine at the Canberra Hospital. The program aims to safely transition adult patients/consumers from hospital inpatient setting back into the community setting. The service will operate 7 days a week, 8.00am to 5.00pm, staffed by registered nurses who will monitor patients remotely with regular telehealth follow up. The regular telehealth sessions provide a clinical assessment, and are designed to trigger early escalation, further treatment and or admission.

The Virtual Care @ Home Program (VCP) incorporates the COVID Care @ Home service, including the infusion service for antivirals in collaboration with HITH.

For more information regarding the position duties click here for the [Position Description](#).

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.

For Allied Health Professionals – that you comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Marg Mcmanus 51245164 margaret.McManus@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Neurosciences Physiotherapist (HP3) - Acute Allied Health Physiotherapy

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46827 - 02DYI)

Gazetted: 03 October 2023

Closing Date: 18 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.

- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Allied Health provides a range of allied health services across clinical Divisions based at Canberra Hospital. 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.

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. Neurosciences HP3s can work in varying inpatient settings including Acute Stroke Unit, Neurology Ward and Neurosurgery Wards, depending on operational service needs and development requirements.

For more information regarding the position duties click here for the [Position Description](#).

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.

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 position available for full time and part time hours.

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

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Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Jane Hermolin (02) 5124 2154 Jane.Hermolin@act.gov.au

Senior Project Officer (SOGB) - Mental Health Services Central Management

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 39882 - 02DTS)

Gazetted: 04 October 2023

Closing Date: 12 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer, and Executive Assistant.

The Senior Project Officer reports to the Executive Director through the Senior Service and Transformation Director and works closely with other senior leadership teams across CHS.

For more information regarding the position duties click here for the *Position Description*.

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 is a temporary position available for a period of 12 months with the possibility of extension.

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

Contact Officer: Pete Podolski (02) 5124 1606 Pete.Podolski@act.gov.au

CHS Chief Executive Officer

Office of the CEO

Assistant Director - Northside Hospital Transition

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61138 - 02DXG)

Gazetted: 03 October 2023

Closing Date: 5 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Hospital Projects Operations team was established to achieve the transition of the North Canberra Hospital.

The team is now implementing the Post Acquisition Plan to complete transition activities and integrate the North Canberra Hospital into Canberra Health Services.

For more information regarding the position duties click here for the *Position Description*.

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 for a period of 3 months with the possibility of extension.

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

Contact Officer: Amanda Bell (02) 5124 8488 Amanda.Bell@act.gov.au

Palliative Care – Clare Holland House

Palliative Care Registrar

Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: 45312 - 02DZQ)

Gazetted: 04 October 2023

Closing Date: 24 October 2023

Details: What can we offer you:

City living without the traffic – Click here to see why you should live in [Canberra](#)

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Role:

The North Canberra Hospital Palliative Care team provides an in home palliative care service to residents of the ACT. This team is focused on ensuring that patients are able to stay at home as their illness progresses. The team provide advice and support to the primary care team. Teach families skills in how to care for patients according to their needs. They provide access in home equipment to facilitate the patient staying at home as long as possible. Patients in this service have access to phone support 24hrs per day. Access to this service is a referral pathway from GP or specialist doctor. The referral form is available at the link below.

The Palliative Care Registrar participates in and provides medical support to the interdisciplinary team across hospice, community and hospital based palliative care programs under the supervision of Palliative Care Consultants.

Under limited direction of the Palliative Care Consultants you will perform competent and efficient clinical management of patients of CHS under the supervision and direction of consultant physicians in general medicine at both Woden and Bruce campuses, You will;

Under supervision of Palliative Care Consultants, provide palliative care in inpatient and outpatient settings and participate in the Palliative Care after-hours on call roster.

Participate in the supervision, training and professional development of junior medical staff.

Assist with facilitating patient flow through the hospitals by working with access unit personnel.

Participate in the education programme at Clare Holland House, and in appropriate external palliative care and other medical education.

Participate in the after-hours and on-call roster.

Contribute to clinical audit and participate in changes that improve quality and safety of patient care.

Comply with the policies and requirements of the Australian Health Practitioner Regulation Agency (AHPRA) and the policies of ACT Health.

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

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Clinical competence at a level commensurate with postgraduate years.

Demonstrated commitment to continued professional development, including formal education and self-directed learning.

A commitment to quality and safety procedures in healthcare.

Ability to participate in the after-hours roster.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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Position Requirements / Qualifications

Mandatory

Relevant registered trainee of a College qualifications and a minimum of 3 years' experience working professionally in Palliative Care.

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

Be a registered trainee of a College Training program (e.g: RACP, RACGP) including the Clinical Diploma in Palliative Medicine through the Chapter of Palliative Medicine (RACP) equivalent higher specialist qualification

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

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

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Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

Director of Clinical Services

Administrative Assistant to the Director of Psychiatry Training

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 36468 - 02DWW)

Gazetted: 04 October 2023

Closing Date: 20 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

In order to become a psychiatrist, junior doctors must spend five post graduate years working in a variety of settings in the mental health system and take part in a structured teaching program. You will work closely with the Director of Psychiatry Training to ensure that the Canberra Psychiatry training program is run to a high standard. The advertised role will contribute to the overall success of CHS by providing timely, accurate and appropriate coordination of the Psychiatry training program by assisting the Director of Psychiatry Training. The psychiatry registrars are located in geographically dispersed work areas, and you will assist the Director of Psychiatry Training to coordinate a variety of teaching programs, rotational placements and reviews of registrar progress in a constantly demanding and changing environment.

The Office of the Director of Clinical Services (DOCS) provides clinical and administrative support to the senior and junior medical workforce. The advertised position will provide administrative support to the Office of the DOCS two days per week to assist with leave management and rostering support for the medical workforce.

For more information regarding the position duties click here for the [Position Description](#).

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: Jasmine Johnson 0403 084 089 Jasmine.Johnson@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: LP8335, several - 02E0L)

Gazetted: 04 October 2023

Closing Date: 24 October 2023

Details: What can we offer you:

City living without the traffic – Click here to see why you should live in [Canberra](#)

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital: North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role: Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in acute inpatients and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. You will be required to participate in an overtime, restricted on-call and shift rosters.

Under limited direction of the Director of Physiotherapy you will be required to perform the following clinical and non-clinical duties:

Provide appropriate physiotherapy assessment and intervention to patients, using established principles, techniques and methods under supervision.

Facilitate effective communication and work collaboratively with the patients, families, carers, healthcare and service providers to ensure quality service delivery across the continuum of care.

Complete clinical and administrative data collection and evaluation to standards.

Participate in clinical supervision, continuing professional development and performance planning and review processes.

Participate in team and program related service activities as required.

Participate in the implementation of clinical governance activities, research programs, health promotion and quality improvement projects in areas relevant to service.

Assist in the facilitation of student placements and provide procedural supervision to HP1s, AHAs and Health Professional and AHA students.

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

What you require: These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Proven ability and experience in assessing patients, planning and implementing physiotherapy programs in an acute care setting including appropriate patient/carer education.

Demonstrated effective communication and interpersonal skills, including the ability to work as a member of a multi-disciplinary team.

Demonstrated ability to maintain high professional standards and meet organisation requirements for record keeping, data collection and clinical services.

Demonstrated knowledge of clinical governance with commitment to and experience in quality improvement activities, performance evaluation, clinical supervision and education, research and health promotion.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications:

Mandatory

Relevant Tertiary qualifications or equivalent in Physiotherapy.

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

The successful applicant will need to be available for weekend/public holiday 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.

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-Healthcare-Framework including 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Jeanie Weber N/A Jeanie.Weber@calvary-act.com.au

CHS Allied Health

Acute Allied Health Services

Clinical Psychologists and Clinical Neuropsychologists

Health Professional Level 1/4 \$66,285 - \$123,710, Canberra (PN: 15113, several - 02DGN)

Gazetted: 04 October 2023

Closing Date: 25 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Roles:

Canberra Health Services is looking for Clinical Psychologists and Clinical Neuropsychologists to join our teams at the Canberra Hospital and the University of Canberra Hospital. We have a range of full-time and part-time positions available for Psychologists of varying experience levels from HP1 to HP4 dependent on your background and clinical interests. Salaries are offered in line with the Enterprise Agreement and Health Professional Level 1 positions commence at the fifth increment.

Our Psychology teams offer supportive, collegial learning environments for Psychologists with experience or those looking to develop skills in any of the following clinical areas:

Adults in the acute or rehabilitation setting.

Pain management (including spinal pain).

Paediatrics (developmental, acute care).

Chronic disease management (e.g. cardiac rehabilitation).

Eating disorders.

Cancer care.

Functional neurological disorders.

Counselling.

For more information regarding the position duties, please click on the relevant Position Description below.

Health Professional Level 1 – [Position Description](#)

Health Professional Level 2 – [Position Description](#)

Health Professional Level 3 – [Position Description](#)

Health Professional Level 4 – [Neuropsychology Clinical Lead Position Description](#) and [Clinical Psychology Clinical Lead Position Description](#)

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

Undergo a pre-employment National Police Check.

Comply with Allied Health credentialing.

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

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

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](#).

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

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.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Timothy Tooke (02) 5124 2230 Timothy.Tooke@act.gov.au

CHS Allied Health

Acute Allied Health Services Nutrition

AAHS Nutrition Manager - Dietitian

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 27505 - 02DYH)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Acute Allied Health Services is based within the Division of Allied Health and provides Acute Allied Health services and interventions to a range of patient in an inpatient and outpatient setting at Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal & Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology & Audiology, Occupational Therapy, Physiotherapy, Nutrition

and Exercise Physiology. Acute Allied Health Services provides an on-call and after-hours service on weekends and public holidays for Physiotherapy, Social Work, and Nutrition departments.

Under the limited supervision of the Director of Allied Health, the Manager Nutrition is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This position is responsible for the strategic direction, planning and leadership of the Nutrition services to inpatients and out-patients of the Canberra Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge & Skills in contemporary Models of Health Care, Clinical Governance, Quality & Safety framework issues and influencing factors in Allied Health.

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

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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](#).

Our Vision: creating exceptional health care together

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Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Patrice Higgins (02) 5124 2155 patrice.higgins@act.gov.au

Acute Allied Health Services Physiotherapy

Neurosciences Physiotherapist (HP3) - Acute Allied Health Physiotherapy

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46827, several - 02DYI)

Gazetted: 03 October 2023

Closing Date: 18 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Allied Health provides a range of allied health services across clinical Divisions based at Canberra Hospital. 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.

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. Neurosciences HP3s can work in varying inpatient settings including Acute Stroke Unit, Neurology Ward and Neurosurgery Wards, depending on operational service needs and development requirements.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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

Contact Officer: Jane Hermolin (02) 5124 2154 Jane.Hermolin@act.gov.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

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Integrated Facilities Management

Security Operations - Trades

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 61936)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: Do you have expertise in managing building security including installing and maintaining perimeter security systems and CCTV? ACT Property Group is looking for someone to manage these activities on behalf of ACT Government building owners. The person will also manage programming proximity cards, diagnosing and fixing problems with building based security systems, providing maintenance to systems, undertaking or contributing to audits, reviews and security surveys. Through this work the person in this position will work with other professionals to ensure that buildings meet the needs of the ACT Government and building users. This role is based in the field and in the ACT Property Group office. The person in this role will work with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements: This position requires:

Professional/Trade qualifications in the named trade speciality (Qualifications in technical security) and building maintenance experience in a relevant function.

Hold or have the ability to obtain an electrical cabling Licence.

Certification and/or licensing in security related systems including CCTV and EACS.

Hold or have the capacity to obtain White Card, Asbestos Awareness, Silica Awareness and Working with Vulnerable people card, and any relevant Certificates such as TMV, working at heights, confined space, forklift. Current driver's licence (car)

Qualifications in Certificate IV in Security Risk Analysis; or Diploma of Security Risk Management are highly desirable.

Hold or have the capacity to obtain NV1 clearance is highly desirable.

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are desirable.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Briana Hay Leon (02) 6207 2951 actpgcorporate@act.gov.au

Digital, Data and Technology Solutions

Executive Branch Manager Cyber Security Centre and Chief Information Security Officer (CISO)

Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1334)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details:

The Digital, Data and Technology Solutions Group (DDTS) has responsibility to drive the ACT's digital and data agenda, lead the whole of government strategic direction for ICT including cyber security, as well as provide technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology.

The ACT Cyber Security Centre (ACTCSC), led by the Chief Information Security Officer (CISO), leads the ACT Government's efforts to prepare, prevent and respond to cyber security incidents by providing:

Strategic direction and guidance by way of Cyber Strategic priorities.

Expert advice on cyber security threats, risks and treatment options.

Risk analysis and assurance.

Responding to Cyber incidents and events

Collaboration with interstate, intrastate, industry and federal entities.

The Chief Information Security Officer is a member of the DDTS executive leadership team and enables the ACT Government to make informed, risk-based decisions about cyber threats.

The role leads risk management of the ACT Government systems, contributes to, and influences, policy and strategic thinking across all aspects of information and cyber security.

Success requires an outstanding leader with a strong track record of achievement in uplifting Cyber posture in a complex environment. You will be an influential communicator and have experience in driving security cultural change. You will provide thought leadership, communicating a relevant strategy and vision, deliver an innovative approach and possess high level stakeholder management skills. You will have an outstanding partnering and customer service focus with the ability to present practical solutions. You will have exceptional interpersonal, communication skills, inspiring a sense of purpose and direction, complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

Eligibility/Other Requirements:

Professional qualifications in Security Management for example CISSP, CISM, CISA or equivalent

This is a Security Assessed Position, NV1 (Secret).

Must be an Australian citizen.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Remuneration: The position attracts a remuneration package ranging from \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

How to Apply:

Application requires a targeted one-page cover letter, your curriculum vitae and a statement detailing your experience and achievements against the requirements and the executive capabilities stated in the position description.

Please go to fisherleadership.com and click on 'APPLY ONLINE'

Quoting reference ACTcyb0923

Address your cover letter and resume to Alice Silver or David Baber, of Fisher Leadership, or call 1300 347 437 for further information.

Contact Officer: Alice Silver or David Baber of Fischer Leadership 1300 347 437 Emma.Shirley@act.gov.au

Digital, Data and Technology Solutions**Executive Branch Manager, Customer Engagement Services Branch**

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E328)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: The Digital, Data and Technology Solutions Group (DDTS) has responsibility to drive the ACT's digital and data agenda, lead the whole of government strategic direction for ICT including cyber security, as well as provide technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology.

The Executive Branch Manager Customer Engagement Services Branch is a member of the DDTS Executive Team and leads the business partnering and ICT Service Management capability to enhance customer experience across ACT Government. This is an exciting opportunity to build a culture of improvement in delivering service transformation.

Success requires an outstanding engaging leader with a strong track record of achievement in the delivery of ITIL functions. As an exceptional relationship driven individual, you will engage and collaborate effectively and create strong partnerships. You will take initiative and have an outstanding partnering and customer service focus to present practical solutions. You will possess high integrity and sound judgement and have exceptional interpersonal, communication skills, inspiring a sense of purpose and direction to lead and motivate others. You get excited about being able to develop organisational agility and capability to deliver the right outcomes in a highly complex and dynamic environment.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

How to Apply:

Application requires a targeted one-page cover letter, your curriculum vitae and a statement detailing your experience and achievements against the requirements and the executive capabilities stated in the position description.

Please go to fisherleadership.com and click on 'APPLY ONLINE'

Quoting reference ACTcyb0923

Address your cover letter and resume to Alice Silver or David Baber, of Fisher Leadership, or call 1300 347 437 for further information.

Contact Officer: Alice Silver or David Baber of Fischer Leadership 1300 347 437 Emma.Shirley@act.gov.au

Office of Industrial Relations and Workforce Strategy**ACT Property Group****Customer and Tenancy Management****Customer Relationship Manager**

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 16979)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: ACT Property Group is looking for someone experienced in meeting or exceeding our customers expectations, and with the experience and capabilities to provide advice on, discuss and negotiate tenancy matters in a property focussed role at the required level. ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are both vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position assists in providing the first point of contact for a group of customers, providing a central account manager for property related activities and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

A current driver's licence (car)

Qualifications in management or the capacity to obtain is desirable.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 actpgcorporate@act.gov.au

Digital, Data and Technology Solutions**Executive Branch Manager, Major Programs****Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1208)**

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: The Digital, Data and Technology Solutions Group (DDTS) has responsibility to drive the ACT's digital and data agenda, lead the whole of government strategic direction for ICT including cyber security, as well as provide

technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology.

The Executive Branch Manager (EBM), Major Programs is responsible for planning, implementing, and overseeing various complex government programs and projects. The position plays a key role in ensuring the successful execution of these programs, coordinating with various stakeholders, and driving positive outcomes for both government and the community. The EBM's immediate priority will be to oversee the upgrade of the Whole of Government HR and Payroll system. The EBM will represent government in meetings and events related to the programs, advocating their importance and impact.

Success requires an outstanding engaging leader with a strong track record of achievement in the delivery of complex programs, specifically HR & Payroll. As an exceptional relationship driven individual you will be accomplished in leading cross functional teams and promoting agility. You will have proven experience in planning, budgeting and risk management, with the ability to make informed decisions and drive program improvements. You will build a sense of purpose and direction to lead and motivate others through your collaborative style and ability to Influence. You will not only be a strategic thinker, but you will continually execute with a high level of integrity and sound judgement and bring the team along with you to develop the delivery of programs in a highly complex environment.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

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

How to Apply: Application requires a targeted one-page cover letter, your curriculum vitae and a statement detailing your experience and achievements against the requirements and the executive capabilities stated in the Executive Capabilities.

Please go to [Fisher Leadership](#) and click on 'APPLY ONLINE', quoting reference ACTmaj0923.

Address your cover letter and curriculum vitae to Alice Silver or David Baber, of Fisher Leadership, or call 1300 347 437 for further information.

Contact Officer: Alice Silver or David Baber of Fisher Leadership 1300 347 437

Digital, Data and Technology Solutions

Technical Services

Cloud and Platform Systems

Senior Identity and Access Management Active Directory Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 63145)

Gazetted: 28 September 2023

Closing Date: 5 October 2023

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Active Directory administrator.

You will have experience in providing:

High level technical support for past and current versions of Microsoft Identity solutions.

Designing and implementing Active Directory and Azure Active Directory.

Designing and implementing Identity and Access Management solutions across a diverse and changing landscape.

Analytical ability in determining project business and technical requirements that will integrate with Directory Services and Identity Management infrastructure as well as provide suitable recommendations for implementation.

Experience in assessment of Microsoft Risk assessment programs (RAP's) and remediation / development of recommendations.

Experience in Active Directory Virtual and physical infrastructure lifecycle management and in place upgrades.

Please see position description for more granular requirements.

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 ACT Government CMTEDD Baseline clearance is required for this position as a minimum, NV! clearance preferred.

This position does not require a pre-employment medical.

Driver's license is not essential.

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

Note: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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. ARIN (Attraction and Retention Incentives) may be offered for exceptional candidate. How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Access Canberra

Corporate Support and Capability

Finance and Budgets

Director

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 13835)

Gazetted: 28 September 2023

Closing Date: 12 October 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.

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

How to Apply: If you think you have what it takes, please provide a maximum two-page pitch responding to the relevant selection criteria (attached) outline why you are perfect for this position, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ron Leonard (02) 6207 0378 Ron.Leonard@act.gov.au

Access Canberra

Service, Delivery and Engagement

Land Titles

Compliance Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 45888, Several)

Gazetted: 29 September 2023

Closing Date: 27 October 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 three 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: 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: Tayla Summerell (02) 6207 0479 Tayla.Summerell@act.gov.au

Access Canberra

Fair Trading and Compliance

Conciliations Team

Conciliations Administrative Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 43467)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details: Are you interested in joining a team that is at the forefront of resolving and conciliating consumer law-related matters in the Territory? Do you enjoy using your creativity to work towards achieving quality regulatory outcomes?

Access Canberra's Conciliations Team is looking to fill a new and ongoing position within its team as a Conciliations Administration Officer. You will join a fun, committed, supportive team featuring our established Conciliation Officers who work with consumers and traders on Australian Consumer Law matters.

The Conciliations team administers the Compulsory Conciliation Scheme contained in the *Fair Trading (Australian Consumer Law) Act 1992* on behalf of the Commissioner for Fair Trading. The team brings consumers and businesses together to resolve their dispute in a cooperative way through an alternative dispute resolution process facilitated by an Access Canberra Conciliation Officer. The Compulsory Conciliation Scheme provides a mechanism for consumers to receive a refund, repair, or replacement by coming to an agreement with the business with which they have a consumer dispute.

The team is also responsible for managing other ACL-related complaints in collaboration with other teams within the Business Unit.

You will play a critical role in achieving appropriate regulatory outcomes and you will be the initial interface for regulatory matters coming into the team.

You will also be responsible for providing accurate, effective, and high-quality administrative outcomes to ensure optimal regulatory and service delivery outcomes. This will be achieved through the use of sound judgement, appropriate escalation of matters and more generally, ensuring people are provided with case-related information. Key to the successful delivery of the role is the ability to support your team to assess and triage incoming matters and source relevant information prior to directing matters to team members.

If you are keen to challenge yourself professionally in an environment that will support you develop your skills within a regulatory sphere, this role is for you. Please see the attached Position Description for an outline of the position's key responsibilities and we look forward to hearing from you!

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

Eligibility/Other requirements:

Previous experience with the Australian Consumer Law or complaints management is highly desirable.

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

How to Apply: If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

Current curriculum vitae.

A two-page response addressing the selection criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Muir (02) 6205 4303 Richard.Muir@act.gov.au

Policy and Cabinet Division

Cabinet Assembly and Government Business

Project Director - Contemporary Cabinet Release

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 26492)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details: An exciting 12 month opportunity is available within the Cabinet, Assembly and Government business branch.

We are looking for a person with a policy background to lead a small project team to support Government consideration of Cabinet process reforms, including options for the release of contemporary Cabinet information. You will have a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and be able to apply this knowledge to develop high quality, strategic and operational policy advice to senior executives and ministers. You can also draw on a detailed understanding of information access considerations and related legislation, policies and procedures in the provision of policy advice.

This position involves direct supervision of staff. You will also be responsible for developing staff, including their professional development.

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

Eligibility/Other requirements: Qualifications and/or equivalent relevant experience in law, public policy and research or related fields is highly desirable.

Notes: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a two-page pitch and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim.P Bailey (02) 6205 1597 Kim.P.Bailey@act.gov.au

Access Canberra

Digital Design and Delivery

Digital Experience Platform

Assistant Director, Digital Experience Platform, Technical Project lead

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 60759, several)

Gazetted: 04 October 2023

Closing Date: 11 October 2023

Details: Are you someone who is looking for a challenge? Are you keen to contribute to digital transformation in our organisation? Then this is for you! Access Canberra is looking for a highly motivated technical project lead who has expertise in CRM solutions, is client focused, dynamic and flexible. The Assistant Director will work as part of a core team in delivering customer centric solutions for a range of stakeholders. This involves design and development in Salesforce Customer Relationship Management system.

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:

Applications are sought from applicants with experience in Salesforce, CSS, HTML and JavaScript and expertise in implementing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and databases. Knowledge of Salesforce Lightning framework is highly desirable. Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Notes: These are three temporary positions available immediately until 30 June 2024 (one position) and until 31 March 2024 (two positions) with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill identical vacancies within the next 12 months.

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

How to Apply: Applicants are asked to submit a two-page pitch outlining how your skills, knowledge and behavioural Capabilities make you the best fit for the role, contact details of at least two referees and a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vladislav Munteanu (02) 6205 5460 Vladislav.Munteanu@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.

Procurement ACT

Procurement Policy and Capability

Procurement Policy

Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 11066)

Gazetted: 03 October 2023

Closing Date: 24 October 2023

Details: Procurement ACT is looking for a policy officer to join our team in leading innovative and meaningful whole of government procurement policy.

We operate in a fast paced and dynamic environment to deliver on key government priorities through procurement policy with diverse topics ranging from procurement reform, gender equality, diversity, environmental responsibility and ethical transparency. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team culture is inclusive, supportive and celebrates innovation.

Our ideal candidate is a policy officer who can work with competing priorities and tight deadlines, has well developed communication skills with experience preparing formal government documentation, and a high level of initiative and personal motivation that is carried through their work.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills on work that makes a direct impact on the Canberra Region community.

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. How to Apply: Please submit a maximum two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

Corporate**People and Capability****Learning and Development****Assistant Director, Learning and Development****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 38769)**

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: We have an opportunity for an Assistant Director in the Learning and Development team. This is a permanent role, in a highly motivated People and Capability Branch, contributing to strengthening the capability of staff across our Directorate and creating the environment to thrive.

You must be committed to building organisational capability, working with stakeholders in an agile and innovative way, to implement and maintain a variety of Learning and Development strategies, Human Resources policies, initiatives, projects and programs. These include a Required Learning Framework, a Cultural Learning Strategy, Studies Assistance, and organising the associated training calendar of opportunities in conjunction with training providers and facilitators. Please see the Position Description for further details.

If you like to work collaboratively, achieving outcomes which make a difference, we would like to hear from you.

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

Notes: This position will operate in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and work flexibly. Arrangements such as working from home or other ACT Government flexi-spaces are available.

How to apply: Please provide a two-page written response demonstrating your capabilities for the position (see 'What you require' on the position description), along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Morris (02) 6205 8414 Catherine.Morris@act.gov.au

Digital, Data and Technology Solutions**Technology Services Branch****Corporate Applications****Power BI Support Officer****Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40837)**

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: The Power BI Support Officer will be focussed on contributing to the day-to-day administration of Power BI services within ACT Government environments.

The Power BI Support Officer also works closely with end-users, such as data scientists, data modellers, data engineers, and other technology/research practitioners, to provide technical advice related to the deployment or remediation of data products deployed to the Power BI service.

The Power BI Support Officer is therefore required to effectively communicate and liaise with a broad range of stakeholders at all levels of the DDTS organisation and the organisations we enable. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTS.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 permanent position. Please ensure you are eligible to apply before submitting an application. More information on eligibility is available at the following link:

<https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>

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. The ACTPS offers a collaborative and

supportive work environment. 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 Position Description, submit a two-page pitch and your curriculum vitae. A pitch is written in an engaging, conversational letter format explaining why you're interested and the best person for the job. Do not use headings within your pitch but structure your pitch logically into paragraphs that relate to one or more of the capability requirements. Cover all capability requirements detailed in the "What You Require" section of the Position Description.

Applications should be limited to pitch and curriculum vitae only. Cover letters are not required. Your pitch should be provided in Microsoft Word document format, with size 11 Calibri font, 1.25 line spacing, and 'normal' page margins.

If in doubt, please refer to the 'Prepare your application' advice at the following link and/or contact the above listed contact officer. <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>

Applications should be submitted via the Apply Now button below.

Contact Officer: Cynthia Chen (02) 6207 8934 Cynthia.Chen@act.gov.au

Access Canberra

Fair Trading and Compliance

Conciliations Team

Conciliation Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 38710)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: Are you interested in using your skills and creativity to achieve and deliver quality regulatory outcomes? Do you enjoy working through often complex matters and applying legislation to real world consumer-related problems? Are you comfortable bringing people together to resolve matters?

Access Canberra's Conciliations Team is looking for its newest team member - our Conciliations Officer! You will join a fun, committed, supportive team featuring our established Conciliation Officers who work with consumers and traders on Australian Consumer Law matters.

The Conciliations team administers the Compulsory Conciliation Scheme contained in the *Fair Trading (Australian Consumer Law) Act 1992* on behalf of the Commissioner for Fair Trading. The team brings consumers and businesses together to resolve their dispute in a cooperative way through an alternative dispute resolution process facilitated by an Access Canberra Conciliation Officer. The Compulsory Conciliation Scheme provides a mechanism for consumers to receive a refund, repair, or replacement by coming to an agreement with the business with which they have a consumer dispute.

The team is also responsible for managing other ACL-related complaints in collaboration with other teams within the Business Unit.

You will play a critical role in achieving appropriate regulatory outcomes through a mix of early resolution, formal conciliation conferences and general regulatory levers. If you are keen to challenge yourself professionally in an environment that will support you develop your skills as a conciliator, this role is for you. Please see the attached Position Description for an outline of the position's key responsibilities and we look forward to hearing from you! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other requirements:

Previous experience with the Australian Consumer Law is highly desirable.

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

How to Apply: If you have read the Position Description and selection criteria and would like to apply for the role, please send:

Current curriculum vitae.

Two-page response addressing the selection criteria giving examples of your experience that demonstrate you can successfully perform this role (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Muir (02) 6205 4303 Richard.Muir@act.gov.au

Procurement ACT

Procurement Policy and Capability

Procurement Policy

Director, Procurement Policy

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 50242)

Gazetted: 04 October 2023

Closing Date: 25 October 2023

Details: Procurement ACT is looking for a Director, Policy to join our team in developing innovative and meaningful whole of government procurement policy and actions associated with the Procurement Reform Program.

We operate in a fast paced and dynamic environment to deliver on key government priorities through procurement policy with diverse topics ranging from procurement reform, gender equality, diversity, environmental responsibility and ethical transparency. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team culture is inclusive, supportive and celebrates innovation.

Our ideal candidate is someone who has well developed leadership skills and the ability to mentor their team members. Our ideal candidate can innovate, think strategically, problem solve holistically and work with competing priorities and tight deadlines. The role requires excellent communication skills with experience preparing formal written documentation.

In return, we will offer a supportive and professional team environment that allows you to apply and build on your skills on work that makes a direct impact on the Canberra Region community.

Procurement ACT 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.

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Please submit a maximum two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

BUDGET, PROCUREMENT, INVESTMENT AND FINANCE

Shared Services Finance

Finance Operations, Accounts Payable

Customer Experience Specialist Team Leader

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63110)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Accounts Payable currently has a temporary Customer Experience Specialist role available. This role's primary focus is to lead, supervise and develop staff in a team that provides efficient, high quality, timely, and compliant support services in the Finance Operations service desk environment.

The role supports the key financial operations functions of the environment and contributes to initiatives that aim to improve business process, service delivery, customer satisfaction and achieve shared team goals. We are looking for an enthusiastic and motivated individual, a person who is a 'team player' with a 'can-do' attitude, excellent

communication skills and a strong commitment to improving customer experiences. Join our exceptional team of experts and make a lasting impact on our customers!

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:

Highly desirable:

Focused on customer needs and providing an exceptional customer experience.

Capability to identify and promote initiatives aimed at improving business process, service delivery, customer satisfaction and that contribute to a culture of continuous improvement.

Demonstrated capability in a high-volume finance operations environment with knowledge of processing functions specifically relating to Accounts Payable.

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

How to Apply: Please submit a one-page personal pitch, explaining why you are the best candidate for this role. Your pitch should include information which supports your capabilities and experience.

Applications should be submitted via the Apply Now button below.

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

BUDGET, PROCUREMENT, INVESTMENT AND FINANCE

Shared Services Finance

Finance Operations, Accounts Payable

Customer Experience Specialist

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 36217)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Accounts Payable currently has a temporary Customer Experience Specialist role available. This role's primary focus is providing efficient, high quality, timely, and compliant support services in the Finance Operations service desk environment.

The role supports the key financial operations functions of the environment and contributes to initiatives that aim to improve business process, service delivery, customer satisfaction and achieve shared team goals. We are looking for an enthusiastic and motivated individual, a person who is a 'team player' with a 'can-do' attitude, excellent communication skills and a strong commitment to improving customer experiences. Join our exceptional team of experts and make a lasting impact on our customers!

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:

Highly desirable:

Focused on customer needs and providing an exceptional customer experience.

Capability to identify and promote initiatives aimed at improving business process, service delivery, customer satisfaction and that contribute to a culture of continuous improvement.

Demonstrated capability in a high-volume finance operations environment with knowledge of processing functions specifically relating to Accounts Payable.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and 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 one-page personal pitch, explaining why you are the best candidate for this role. Your pitch should include information which supports your capabilities and experience.

Applications should be submitted via the Apply Now button below.

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

Procurement ACT

Procurement Policy and Capability**Procurement Policy****Assistant Director, Procurement Policy****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 51917)**

Gazetted: 03 October 2023

Closing Date: 24 October 2023

Details: Procurement ACT is looking for an Assistant Director, Policy to join our team in developing innovative and meaningful whole of government procurement policy and actions associated with the Procurement Reform Program.

We operate in a fast paced and dynamic environment to deliver on key government priorities through procurement policy with diverse topics ranging from procurement reform, gender equality, diversity, environmental responsibility and ethical transparency. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team culture is inclusive, supportive and celebrates innovation.

Our ideal candidate is someone who has well developed leadership skills with the ability to innovate, think strategically and work with competing priorities and tight deadlines. The role requires excellent communication skills with experience preparing formal written documentation.

In return, we will offer a supportive and professional team environment that allows you to apply and build on your skills on work that makes a direct impact on the Canberra Region community.

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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 CMTEED from some of our staff.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. How to Apply: Please submit a maximum two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

Community Services

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

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

Children, Youth and Families**Business Support Unit****Secretariat and Project Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63149)**

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

The unit takes the lead in the development and implementation of the Children, Youth and Families Strategic Plan, risk frameworks and business continuity plans, manages the Complaints and Client Services team which includes complaints and stakeholder liaison, and provides strategic business support to the branches within Children, Youth and Families. Business Support is a dynamic customer orientated team, focused on delivering strategic support and coordination.

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

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. 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: Tamara Banks (02) 6207 6442 Tamara.Banks@act.gov.au

Housing Assistance

Client Services

Data Analyst

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 46377)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: The Client Services Branch 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 Branch is responsible for monitoring property conditions on behalf of the Housing Assistance Division and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery is aimed at providing quality client-centred responses to meet the needs of public housing clients.

Under broad direction, you will manage the data for Client Services Branch, to improve KPI's and provide analysis of data trends to inform the improvement of the customer experience for clients of Housing Assistance. You will lead a small, motivated team that maintains KPI dashboard, provides analysis and interpretation of Housing data, and develops data insights and reports to senior leadership team.

The ideal candidate would have a background in data extraction, data cleaning, data management as well as data visualisation and presentation. Experience in Power BI and advanced Excel skills would be an advantage. You will also have the opportunity to lead and manage the customer experience survey project which requires project management skills and communication skills with internal and external stakeholders. Projects will include management of data collection, data analysis and interpretation, providing key reporting to senior directors and Executives as required.

Eligibility/Other requirements:

Demonstrated experience in handling large data sets and relational databases is an essential requirement for this role.

Relevant tertiary qualifications in computer science is desirable, but not essential.

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

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Henry (02) 6205 4647 Samantha.Henry@act.gov.au

Director of Public Prosecutions

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

Office of the Director of Public Prosecutions

Corporate

ICT Manager

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63078)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: The ACT Office of the Director of Public Prosecutions was established by the *Director of Public Prosecutions Act 1990* (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

Position Overview:

The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of ICT Manager. The successful applicant will oversee the ODPP's case management system and provide advice and solutions relating to the ICT business requirements of the Office. This role directly manages several high-level ICT projects, ensuring the development of project outcomes are met within agreed timeframes.

Eligibility/Other requirements:

The successful applicant will be required to undergo a criminal record check.

Notes: A merit pool may be established to fill identical vacancies over the next 12 months. Note that this position requires the right person to work in the office five days per week.

How to Apply: Please submit a written "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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

Service Design & Delivery

EGM Office**Senior Director, Project Management****Senior Officer Grade A \$160,541, Canberra (PN: 33862)**

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: The Senior Director, Project Management will support the Executive Group Manager, Service Design and Delivery as part of the Executive Group Manager Office team. The successful applicant will be responsible for leading key reform programs in the Education Support Office. As Senior Director, you will provide strong project management practices and facilitate good project/program management outcomes for the Directorate.

The ideal candidate will be strategic, self-motivated, and effective program leader with high level interpersonal and communication skills. They will be a critical thinker, with strong research and problem-solving skills. They will require resilience, tact, and empathy in managing multiple stakeholders and have the ability to work to tight timeframes and be responsive to emerging work pressures of the wider Service Design and Delivery Group.

Note: This is a temporary position available immediately until 26 January 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit:

a two-page pitch style response to the Selection Criteria.

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: Amie Corrigan N/A SDDRecruitment@act.gov.au

School Performance and Improvement**South Weston School Network****Canberra College****Finance Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61514)**

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details:

Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1196 students. The successful applicant will be required to carry out effective financial management processes and practices, working closely within the administration team.

The Finance Officer will:

Provide high level support to the Business Manager in the management of the College finance system.

Carry out day to day finance duties such as daily account reconciliation and processing purchase orders, payments, and invoices.

Excursion costing reviews, approvals, and acquittals.

Provide advice and assistance to staff relating to finance process and procedures as required.

Provide School Board support including Board Receiving Officer duties and secretariat support.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Experience working as a finance officer and working in a school setting with knowledge of Xero and Sentral software.

Any Financial qualifications

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: Please provide a response for each of the Selection Criteria (both the professional/technical skills and knowledge and behavioural capabilities) listed in the attached Position Description. Response to criteria to be no more than three pages. Please also provide a curriculum vitae and supply a written reference.

Applications should be submitted via the Apply Now button below.

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

Office for Schools

North Canberra Gungahlin

Jervis Bay School

Preschool Assistant - Jervis Bay School

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 60605)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Part-time

Details: Jervis Bay School is seeking applications for a full-time preschool assistant to work in our beautiful school during 2024. The successful applicant will hold appropriate qualifications in Early Childhood and will demonstrate capacity to work in a small team. We are looking for someone pro-active, caring and creative who has a passion for child-centred education, incorporating inquiry-based play and with an interest in learning on and from Country. Experience working with Aboriginal children and families would also be an advantage but is not a prerequisite. We have both a three year old koori preschool and a four year old class.

Eligibility/Other requirements:

Certificate III in Education and Care or equivalent.

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

Notes: This is a temporary position available 24 January 2024 for 12 months with the possibility of permanency.

How to Apply: Applicants must make contact with principal, Lana Read (details listed above) for a brief chat prior to submitting application.

Submit a two page written response and a current curriculum vitae along with a written reference from a recent employer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lana Read (02) 4442 1002 Lana.Read@ed.act.edu.au

Service Design & Delivery

Student Engagement

Flexible Education

Youth Worker - Flexible Education

School Assistant 4/Administrative Services Officer Class 4 \$72,353 - \$85,159, Canberra (PN: 49424)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details: The Youth Worker role at Flexible Education will be part of a multidisciplinary team to support high school aged young people to engage in learning. The role will include:

Providing transport to young people to and from school in the Flexible Education vehicles.

Working with young people during class time to support their engagement.

Support students to regulate.

Monitor students during breaktimes as part of the team roster.

Support / deliver programs as part of the program.

The ideal candidate has experience in providing timely, high-quality services. The successful applicant will have a strong understanding of supports and be familiar with education settings.

They will also have the ability to impact positively on student outcomes through developing a strong understanding of student need, Trauma informed practice, strong communication and a commitment to continuous improvement. The ideal candidate will demonstrate the ability to work within the Safe and Supportive Schools policy, have strong interpersonal skills and be able to successfully prioritise competing priorities in their day-to-day work.

Eligibility/Other requirements:

Mandatory:

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

Highly Desirable:

Certificate IV or Tertiary qualification in Youth Work or a related field.

First Aid Certificate.

Trauma Informed Training

Cultural Awareness Training

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. This position will be filled at either the School Assistant 4 or Administrative Services Officer Class 4 level, dependant on the skills and experience of the successful applicant. Please review to the Position Description you wish to apply for. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

School Performance and Improvement

School Improvement Group

School Improvement

Executive Education Leader (DSI)

Director School Improvement \$216,010, Canberra (PN: 61671, several)

Gazetted: 28 September 2023

Closing Date: 22 October 2023

Details: The Executive Education Leader (DSI) will be employed as Director School Improvement classification level in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023-2026. The successful applicant reports to the Executive Group Manager School Improvement and is a member of the Directorate's Corporate Executive team.

To undertake the role successfully, the candidate must possess the following attributes:

A visionary, astute and resilient leader with a passion for and practice in education.

Demonstrated experience in education leadership with the ability to influence education strategic reforms and embedding effective behaviours and practices in schools.

High level intellectual and analytical skills with the ability to evaluate and report clearly on strategic and operational issues to enable continuous improvement of ACT public schools and improved outcomes for all learners.

Strong understanding of the contemporary and dynamic school operating environment and student-centred improvement practices.

Demonstrated experience in evidence-based practices and strategic leadership to achieve continuous school and system improvement.

A commitment to a collaborative approach with a track record of leading teams in delivering strategic solutions and able to lead a change management agenda.

Knowledge, or ability to gain understanding, of public administration and regulatory requirements.

Experience in information management and utilising technology to deliver services.

A level of personal drive, energy and commitment.

Commitment to the ACTPS values and signature behaviours.

Eligibility/Other Requirements:

All school facing Executive Education Leader (DSI) positions require current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain this registration.

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

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: Your application should address the executive capabilities, outlining what you could contribute to this critical role, details of two referees and a current curriculum vitae. Applications must be submitted through the ACT Jobs website.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 62053988 egmsioffice@act.gov.au

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

School Performance and Improvement**Belconnen Network****Hawker Primary School****Business Manager****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 60175)**

Gazetted: 28 September 2023

Closing Date: 5 October 2023

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes

Strategic Management

Contribute as an effective member of the school leadership team providing advice and recommendations on the business functions of the school.

Contribute to business improvement at the school, including:

Develop, implement, and maintain processes that contribute to the efficient and effective management of the school.

Facilitate business planning and improvement.

Propose and facilitate innovative initiatives and contribute to business improvement strategies and changes in workplace practices.

Financial Management

Use financial management systems and processes, and with a clear understanding of financial management principles to:

Prepare, coordinate and monitor annual and long term school budgets.

Prepare financial statements and report on the annual school budget.

Identify financial issues and apply financial management knowledge to inform decision making .

Facilities Management

Under limited direction make decisions on the business of the school including:

Identify infrastructure projects and capital upgrades.

Drafting submissions and coordinate procurement projects.

Overseeing minor works, repairs and maintenance.

Monitor and report on school infrastructure projects and the school maintenance program.

Supervise the Building Services Officer.

Human Resources

Under limited direction:

Manage the day-to-day operations of the administration and support team; coordinate and oversee workflows and priorities.

Lead a team to provide operational, administrative, and technical support and oversee team workloads.

Provide supervision, training and guidance for staff including providing staff with development opportunities and mentoring.

Set priorities, maintain team cohesion and ensure quality outputs for the work area.

Understand and work within required legislative, policy and regulatory requirements such as the relevant ACT Government Enterprise Agreements.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

Communications and Stakeholder Engagement

Provide excellent customer service and develop collaborative relationships with key stakeholders.

Effectively communicate with key stakeholders both orally and in writing.

Prepare complex documentation such as general correspondence and drafting of advice to the school leadership team.

Provide a confidential customer focus and high level of client service by responding to stakeholder needs and expectations.

Develop, support and maintain customer relationships and liaise with internal and external stakeholders on a range of complex and sensitive matters.

Procurement and Contract Management

Procure contractors to support school infrastructure and service delivery.

Manage and monitor use of school facilities.

Compliance, Risk and Governance

Work with the School Leadership Team to minimise risks and fraudulent behaviour.

Work with the Principal to ensure the school meets compliance requirements.

Identify and comply with legislative, policy and regulatory frameworks.

Monitor and implement Work, Health and Safety Practices.

Coordinate support to the School Board.

Other duties as directed by the Principal.

Eligibility/Other Requirements:

The following capabilities form the Selection Criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated understanding of financial principles, including coordinating the school budget to meet the needs of the school and effectively use resources.

Ability to manage staff effectively to meet business objectives and allocate resources to provide required services to the school community.

Ability to apply rules, regulations, instructions, and procedures to make decisions with limited direction, under appropriate delegations and governance frameworks.

Behavioural Capabilities

Demonstrated well-developed liaison and communication skills and an ability to build strong working relationships with the school community.

Ability to foster continuous business improvement aligned to the needs of the school community, including the ability to investigate, interpret or evaluate information.

Ability to contribute as an active member of the school leadership team.

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) registration.

How to Apply:

Applicants should submit a supporting statement of not more than two A4 pages outlining your skills and experience relevant to the role.

Current curriculum vitae and;

Name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Alison Reid (02) 6142 3030 Alison.Reid@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

Environment and Planning**Corporate Services and Operations Finance, Information and Asset Data****Team Assistant Director – Data Process and Collaboration****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 58856)**

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Do you love the idea of shaping Canberra's future through data driven decision? Do you love working alongside people and helping them unlock the value of data? Do you want to guide how government uses data?

Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an enthusiastic data policy officer to assist the Directorate Data Officer in driving change across the directorate.

As the Assistant Director – Data Process and Collaboration you will report to the Directorate Data Officer (DDO) and assist in propelling the data revolution at Environment, Planning and Sustainable Development Directorate. You will focus on streamlining process to acquire, manage, utilise and distribute data across EPSDD Portfolio in accordance

with the EPSDD portfolio's Data Strategy 2022-25 and the ACT Data Governance and Management Framework. You will be responsible for developing clear data process guidelines to assist EPSDD in following policies and legislation. The position will also oversee secretariat support for data governance committees and take responsibility for ensuring all risk/issues/actions are recorded and actioned/addressed.

We are looking for a person with:

- Excellent data advocacy and management skills to establish appropriate data governance, standards, and process to grow data capability;
- Experience in delivering outcomes in challenging multi stakeholder projects within an inclusive environment; and
- Demonstrated capacity to contribute to and support various activities across the Directorate.

Eligibility/Other requirements:

Highly Desirable:

- Tertiary qualification in related field is highly preferred
- Experience in working with, or in the public sector.
- Graphic design – ability to convert pages of words into graphical form.

How to apply: Please submit a written application of no more than two 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 (we will seek your permission to contact referee if required).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Van Putten (02) 6205 3628 Kristy.VanPutten@act.gov.au

Environment Heritage and Water

Office of Nature Conservation

Senior Ecologist, Adaptive Management and Ecosystem Assessment

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15236)

Gazetted: 03 October 2023

Closing Date: 24 October 2023

Details: The newly established Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community. Through collaboration and engagement with a wide range of internal and external stakeholders, some of the ONC's responsibilities include: delivering research and monitoring programs focused on ACT biodiversity, threats and management interventions; providing expert advice on a range of ACT Government approval, licensing, management, operational and planning processes; advising on and implementing threatened species and ecological community recovery plans; fisheries management; spatial mapping and data; developing and administering key environmental and conservation strategies, policies, plans and legislation, including the *Nature Conservation Act 2014* and the *Fisheries Act 2000*; representing the ACT Government in multiple interjurisdictional and national fora, including the *Environment Protection and Biodiversity Conservation Act 1999* reform process; and providing secretariat support for the ACT Scientific Committee.

The key responsibility of the Senior Ecologist, Adaptive Management and Ecosystem Assessment is to lead and manage an innovative program seeking to enable and empower adaptive management across the Environment, Heritage and Water Division.

This position will work with minimal direction and in consultation with the A/g Director, Conservation Science and Programs, Office of Nature Conservation, and will collaborate with a wide variety of operational and policy teams across the Environment, Heritage and Water group.

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.

For further information on the duties of this position please see attached Position Description.

Eligibility/Other requirements:

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field.

At least five years experience in ecological research/monitoring, including program management.

Current manual driver's licence.

A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Current First Aid Certificate (or willingness to obtain one).

Highly Desirable:

Current Senior First Aid Certificate (or a willingness to undertake training)

Experience in government environment/NRM agencies.

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. 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 written application addressing the Selection Criteria limiting responses to a maximum of 400 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Brawata 0422 452 708 Renee.Brawata@act.gov.au

Chief Operating Officer

Finance, Information and Assets

External Budgets

Senior Finance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 46317)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details: The External Budget team within the Finance, Information and Assets Branch plays a key role in developing strategic advice across the Directorate on the annual budget process, cost effectiveness and resource allocation and coordinating the Directorate's budget and financial processes. The External budget team works closely with Treasury and Shared Services to ensure compliance with the *Financial Management Act 1996* (FMA).

The position is part of a small team undertaking a variety of work, such as: coordination of annual budget statements; collaboration and review of business cases and reports; review of annual fees and charges; and liaising with people in the directorate and other parts of the ACT Government.

We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including GBMS and TM1. We also need people who are strong communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.

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: Highly Desirable:

Tertiary qualifications in Accounting, Finance, Commerce – or alternatively, qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies.

Experience in External Budget management

Experience in ACT Government's Government Budget Management System (GBMS), TM1, or an equivalent system.

Notes: There is a temporary position available immediately until 29 February 2024 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Hatton 0421 369 199 Scott.Hatton@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Park Ranger Grade 2

Park Ranger 2 \$76,255 - \$82,566, Canberra (PN: 13482, several)

Gazetted: 28 September 2023

Closing Date: 19 October 2023

Details: ACT Parks and Conservation Service (PCS) is a branch of Environment, Planning and Sustainable Development (EPSDD) with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, commercial, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra.

Rangers at this level are involved in the planning and delivery of annual work programs and require an excellent knowledge of protected area management. The role requires demonstrated practical skills and the ability to work in a role that can be physically demanding, work may include being in the heat and cold, climbing steep slopes and rough terrain. The position is required to act largely autonomously with general direction given by supervisors. The successful applicant will have excellent communication skills. Park Rangers are required to work a 10/4 roster including working as a trained fire fighter on a roster. This recruitment process will be used to fill permanent and temporary vacancies for the next 12 months.

Eligibility/Other requirements:

Mandatory:

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

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations.

Be prepared to work a shift roster, weekends, public holidays or evening shifts. EPSDD is committed to providing reasonable adjustment, where operationally possible, to ensure all individuals have equal opportunities in the workplace.

Possess a manual Australian drivers' license.

A current First Aid Certificate or capacity to obtain one.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.'

Highly Desirable:

While no formal qualification is required for this role, progress towards or the completion of a relevant tertiary qualification 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than three pages, addressing 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: Lisa Hogan 0466 022 959 Lisa.Hogan@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

Executive Branch Manager, Corporate and Strategic Services

Temporary Vacancy (from 23 October 2023 to 8 November 2023)

Justice and Community Safety Directorate

ACT Courts and Tribunal

Position: E1143

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List

Date circulated: 04 October 2023

The ACT Courts and Tribunal (ACTCT) provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic medicine, sheriff, and corporate and strategic services. It supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal.

The Executive Branch Manager heads the ACTCT Corporate and Strategic Services Branch and is responsible for the contemporary and strategic leadership of human resources, finance, therapeutic services, infrastructure, risk management, audit, governance, change management, project management, procurement and contract management, knowledge management and information technology functions which support the operations of each court and ACAT. The role plays a key part in leading and supporting complex change management projects/transformation strategies to enhance the effectiveness and efficiency of business functions and service delivery. The position requires the application of a high degree of sensitivity and confidentiality, as well as a dynamic and flexible approach to tight deadlines.

To be a strong contender for this appointment you will need to display strong leadership skills with highly developed communication and interpersonal skills, sound judgement, and a commitment to the delivery of high-quality services. You will be able to demonstrate success in achieving effective client-focussed corporate services with proven ability to inspire employees to embrace change and transformation in an inclusive and dynamic work environment. You will have a good understanding of the Court environment and understand the unique position of the Court in a democratic system.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

Note: The successful applicant may be selected 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. This position is open to current ACTPS employees.

To apply: Interested candidates should submit an Expression of Interest of no more than one page and current curriculum vitae (including the contact details of two referees) via email to suzana.stanojevic@act.gov.au by COB Wednesday 11 October 2023.

Contact Officer: Deb Bowden, Executive Branch Manager Corporate and Strategic Services on Deborah.bowden@courts.act.gov.au or 620 75821.

Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Senior Victims Register Advocate

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 45616)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Victim Support ACT (VSACT) is seeking a highly motivated Senior Victims Register Advocate. As a Senior Victims Register Advocate you will work in the Victims Register team to support the administration of the Adult Offenders Victims Register, the Youth Justice Victims Register and the Affected Persons Register. You will work directly with victims of crime and affected persons and collaborate with external stakeholders to advocate for the rights and interests of victims of crime and affected persons in accordance the *Victims of Crime Act 1994*, the *Crimes (Sentence Administration) Act 2005*, the *Mental Health Act 2015* and the *Crimes (Sentencing) Act 2005*. 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: Please review the Position Description and provide a two page pitch outlining how your knowledge, experience, and qualifications make you the best person for this role. Please include a current curriculum vitae outlining skills and experience, and the names and contact details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Munro (02) 6207 4065 Allison.Munro@act.gov.au

Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Victims Register Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57000)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Victim Support ACT (VSACT) is seeking a highly motivated, experienced victim advocate to step into role of Victims Register Manager to oversee the administration of the Victims Registers and lead a team of Victims Register Advocates. You will work collaboratively with internal and external stakeholders to advocate for the rights and interests of victims of crime and affected persons in accordance with the Charter of Victims Rights contained in the *Victims of Crime Act 1994*, the *Crimes (Sentence Administration) Act 2005*, the *Mental Health Act 2015* and the *Crimes (Sentencing) Act 2005*.

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: Please review the Position Description and provide a two page pitch outlining how your knowledge, experience, and qualifications make you the best person for this role. Please include a current curriculum vitae outlining skills and experience, and the names and contact details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Munro (02) 6207 4065 Allison.Munro@act.gov.au

ACT Corrective Services

Offender Reintegration

Director - Reintegration

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 30868)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Reintegration, in the Offender Reintegration Branch.

The successful applicant will be responsible for managing the reintegrative services that support a detainee's successful return to the community and will work collaboratively with internal and external stakeholders to ensure the delivery of integrated services promoting rehabilitation and reintegration.

Further to this, you will implement and promote strategies to enhance opportunities for detainee reintegration upon release and provide management and support to operational units, ensuring a positive approach to enhancing reintegrative activities.

In addition, you will manage new projects and ongoing initiatives including the implementation and periodic review of policies, procedures, contracts, agreements and services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

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

Eligibility/Other requirements:

Demonstrated experience and/or willingness to work with offenders and detainees is essential.

Relevant tertiary qualifications and/ or equivalent correctional experience are desirable.

A current driver's license is essential.

The successful candidate will be required to undergo a criminal record check.

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

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, behavioural capabilities, having regard for the job requirements.

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Copy of their current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

Security and Emergency Management Division

Security Branch

Countering Violent Extremism Project Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63142)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: Do you have experience in program or project coordination and delivery? Are you looking for a position where you can build relationships with a wide variety of stakeholders? Do you like to think creatively about new ways to achieve team priorities? Do you want to contribute to the safety and security of the ACT?

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. SEMD has a whole-of-government focus and works closely with security and emergency management personnel across all Directorates.

The Security Branch leads policy development, reform, and implementation on security matters, including protective security, national security, counter-terrorism, countering violent extremism, and security of critical infrastructure. The Branch works closely with the Commonwealth Government to implement national security initiatives in the ACT.

The Countering Violent Extremism (CVE) Project Officer is responsible for coordinating and delivering activities that are aimed towards countering violent extremism in the ACT. The CVE Project officer will work closely with the Director, CVE Strategy and Engagement and the ACT CVE Coordinator, coordinate and deliver a range of projects and activities under the ACT's CVE programs. The CVE Coordinator will need to foster and maintain strong working relationships with CVE partners including the Department of Home Affairs, ACT Corrective Services, ACT Policing, ACT Health, Education and Community Services Directorates.

The ability to communicate effectively, think critically and creatively, conduct research, analysis and planning is necessary. Well-developed organisation, time management and written skills, including the ability to prepare plans, reports, meeting papers and Ministerial Briefs is essential.

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

Eligibility/Other requirements:

The successful applicant must possess or be able to acquire and maintain the minimum of a Negative Vetting 1 security clearance.

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

Notes: This is a temporary full-time position available immediately until 30 June 2024, with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may include work sample testing and interview. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the Position Description, please provide:

A 'two-page pitch' written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

A curriculum vitae no longer than three pages, including details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Edmundson (02) 6207 6168 Rebecca.Edmundson@act.gov.au

Corporate

Governance and Business Improvement

Governance, Coordination and Reporting

Senior Freedom of Information Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 39801)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: The Governance and Business Improvement Branch is seeking applications from motivated professionals to undertake the role of the Senior Freedom of Information Coordinator.

This role requires a passionate person who is committed to achieving results and building strong relationships with stakeholders. The successful applicant must be able to maintain confidentiality and deal sensitively with issues as they arise. You will excel in this team if you can adapt to changing circumstances while managing multiple priorities and maintaining strong attention to detail.

With guidance from the Assistant Director, the successful applicant will assist in preparing responses to access applications made under the *Freedom of Information Act 2016* including interpreting and applying the provisions of this Act with other relevant legislation. Other duties include supporting the team with research and administrative assistance to ensure required statutory timelines are met.

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: To apply, applicants should submit a written pitch of no more than two pages addressing their suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angelique Delahaye (02) 6205 9975 Angelique.Delahaye@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Manager, Catering Services

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 13605)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, experienced person to join Detainee Services as the Manager, Catering Services (SOGC).

The Manager, Catering Services will lead a dynamic, high paced team that provides the catering and food services to the Alexander Maconochie Centre (AMC), overseeing the entire catering operations for the AMC including the Kitchen, Bakery and Staff Cafe.

The successful applicant will be responsible for planning and overseeing the production of meals and bakery items for the AMC, ensuring the highest level of food quality and variety is achieved and maintained at all times. This also includes ensuring a nutritionally approved, balanced and culturally appropriate menu is always offered.

In addition, you will lead and supervise staff and detainees employed in the AMC kitchen and Bakery, including maintaining a Catering staff rostering system and ensure kitchen and Bakery operations meet the requirements for training Detainees in accredited hospitality courses.

Further to this, you will maintain a safe, efficient work environment, where work health and safety requirements are strictly adhered to, and ensure food is stored, prepared and served under Hazard Analysis and Critical Control Point (HACCP) guidelines and other relevant food handling legislation.

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.

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. In addition, reasonable adjustments can be provided.

Eligibility/Other requirements:

Trade Qualifications in commercial catering or similar field with five years post trade experience are highly desirable.

Certificate IV in Training and Assessing or relevant tertiary qualification (Business, Management or Leadership) are highly desirable.

Eligible candidates will be required to undergo a criminal history check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

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)

How to apply: Applicants are required to submit the following items:

A one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and

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: Cameron Watling (02) 6205 1094 Cameron.Watling@act.gov.au

Legal Aid Commission

Civil Justice Practice

Senior Lawyer

Legal 4 (Legal Aid ACT) \$126,067 - \$147,459, Canberra (PN: 1228)

Gazetted: 04 October 2023

Closing Date: 25 October 2023

Details: Legal Aid is seeking a suitably qualified Senior Lawyer to head up the newly established Community Legal Team within our Civil Justice Practice.

Working at Legal Aid Commission (ACT) is an opportunity to do challenging and rewarding work, and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT. This position is a great opportunity to provide leadership and mentorship to early- and mid-career lawyers, and undertake a range of advice, duty and ongoing representation work in various courts, ACAT and the AAT across the civil litigation, human rights and community legal teams in areas including discrimination, human rights, tenancy, employment, NDIS, migration, mental health, elder abuse and guardianship.

The Community Legal Team includes Youth Law Centre, Lawyers in Colleges Program, Community Legal Education, Older Person's ACT Legal Service (OPALS), Helpline, and Royal Commissions staff.

Eligibility/Other Requirements: The successful applicant must have rights to live and work in this country. The successful candidate will be required to undergo a background check during the recruitment process, and an offer of employment is conditional on satisfactory results.

The successful candidate must hold a restricted Practising Certificate in the ACT.

To apply, go to <https://www.legalaidact.org.au/about-us/working-at-legal-aid/current-positions/senior-lawyer-community-legal-team>.

How to Apply: Applications should include a current curriculum vitae and a statement of suitability against the selection criteria (max two pages).

Contact Officer: Derek Schild 6243 3411 Derek.Schild@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

Project Development and Support

Ministerial, Governance and Corporate Support

Assistant Director, Governance and Strategic Reporting

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 46402)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Major Projects Canberra has an exciting opportunity within its Governance team for a motivated and skilled communicator who can take technical information and turn it into policy, processes and tools to support the delivery of the ACT Government's infrastructure program.

The Assistant Director, Governance and Strategic Reporting will take charge of a work program and manage multiple priorities. You'll develop performance information for budget papers, annual reports, supporting strategic planning and business reporting across the Directorate; manage our Quality Management System and Quality Review Cycle in collaboration with people across the Directorate.

This is a substantial SOGC position and will suit someone who has policy writing skills, as well as a strong understanding of how government and the public sector works.

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.

What we offer: A hybrid working model focused on collaboration and teamwork. Competitive salary and work-life balance initiatives.

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

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: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

CIT Woden Campus Project

Construction Manager

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 50892)

Gazetted: 04 October 2023

Closing Date: 25 October 2023

Details:

Excellent Remuneration package.

Relocation Expenses.

Diverse and rewarding role.

Flexible working including hybrid office/home arrangements.

We have an exciting opportunity for a highly experienced and motivated Construction Manager to join our Canberra Institute of Technology (CIT) Woden Campus Project team within Major Projects Canberra (MPC).

The CIT Woden Campus Project is in the process of delivering a purpose-built CIT Campus, Youth Foyer and a new public transport interchange in the Woden Town Centre, as well as CIT Yurauna, a new dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence located at the CIT Bruce Campus.

The Construction Manager is a key senior management role responsible for the execution of construction deliverables across the Project's development and delivery. The position will work directly with the delivery partner – Lendlease Construction, partner ACTPS directorates such as CIT and Transport Canberra and City Services (TCCS), broader MPC and other key stakeholders.

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

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory

Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Have at least 10 years relevant experience in Project Management.

Desirable

Significant experience in the delivery of major education, large social infrastructure or commercial building projects will be a significant advantage.

Significant experience in the management of Design and Construct (DandC) and/or General Contract 21 (GC21) forms of contract will be an advantage.

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: Interested candidates are requested to submit no more than three pages outlining relevant skills and experience against the Professional/Technical Skills, Knowledge and Behavioural Capabilities within the Position Description, as well as a current Curriculum Vita, two Referees and copies of mandatory qualifications.

To obtain the information for Candidates, email construction@capstonerecruitment.com.au, Attention: Sally Virgona or Leanne Morley. If further information is required after reviewing documentation and <https://www.act.gov.au/majorprojectscanberra/home>, contact Sally Virgona on +61 2 9146 6660 / 0432183158 or Leanne Morley on +61 9146 6660 / 0424753024.

Applications to be sent to construction@capstonerecruitment.com.au - Attention: Sally Virgona and Leanne Morley.

Contact Officer: Sally Virgona +61 2 9146 6660 / 0432183158 construction@capstonerecruitment.com.au

Project Development and Support

Ministerial, Governance and Corporate Support

Senior Director, Ministerial and Government Business

Senior Officer Grade A \$160,541, Canberra (PN: 61440)

Gazetted: 29 September 2023

Closing Date: 13 October 2023

Details: Do you have experience leading and managing a Ministerial team in a fast-paced environment? Major Projects Canberra is looking for a Senior Director, Ministerial and Government Business.

Ministerial, Governance and Corporate Services works collaboratively with Ministers' Offices, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

As Senior Director you will lead a high performing Ministerial and Government Business team, manage the relationship between MPC, respective Ministers' Offices, Cabinet Office, Project Board members and other key stakeholders. The successful candidate will inspire, energise and positively influence the team and individual outcomes.

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

How to Apply: 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: Nikki Pulford (02) 6205 5466 Nikki.Pulford@act.gov.au

Project Development and Support

Project Management Office

Reporting

Assistant Director – Data and Reporting

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63101)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: Do you like a challenge and want to be a key part of a high performing team who work to support infrastructure delivery for a growing city? Major Projects Canberra seeks the services of a suitably skilled and experienced data analyst who can also assist with the preparation of monthly reporting for executive audiences.

The role is temporary for a period of 2 years with the possibility of permanency.

The reporting team plays a key role in supporting infrastructure delivery in the ACT by providing a range of vital information and intelligence to a wide audience including senior executives and external stakeholders. Reports are produced monthly, annually and ad hoc and are designed to facilitate informed decision making across the directorate and provide analysis and insights into project delivery, expenditure, forward procurement plans, market conditions, and contracting and tendering as well as undertaking statutory reporting. The Reporting team also plays a key role in supporting the development of MPC data policies and in supporting the activities of the Project Management Office in guiding infrastructure procurement and delivery policy for Major Projects Canberra, the ACT Government's dedicated infrastructure delivery directorate.

Working to the Senior Director Reporting, you will have responsibility for the drafting of monthly reports, reviewing and testing report data and presenting reports that communicate issues and knowledge clearly and concisely. You will also be responsible for developing a reporting framework, using tools such as excel and Power BI to introduce efficiencies in how reports are created, and transitioning the framework to a documented and easily replicated set of regular tasks. You will also liaise frequently with stakeholders across MPC and government to leverage innovations in reporting and data management and analysis and to assist other MPC teams with data and reporting tasks.

To excel in this role, you will need highly developed skills and experience in ICT, data research, analysis, report presentation, strong communication skills and have an eye for detail.

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.

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Hutch (02) 6207 9956 Richard.Hutch@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Marketing

Marketing Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 08020)

Gazetted: 03 October 2023

Closing Date: 17 October 2023

Details: As part of the Marketing Team, the Marketing Manager will provide support in the marketing of our greenfield estates, urban redevelopment sites and the SLA's corporate brand building. This role consists of leading development of marketing strategies, development and delivery of creative campaigns, budget management, event and operational project management, administration and stakeholder engagement (internal including Sales, Development Delivery, Sustainability, Communication teams etc; External suppliers including Creative agency/s and Media-buy agency).

The Marketing team supports the acquisition of new customers for the Suburban Land Agency and promotes the business through stories, campaigns, digital and physical experiences. We aim to increase positive brand perceptions with consumers and industry. We:

Create awareness of the Suburban Land Agency brand and other suburb or site/project brands.

Drive consideration of our suburbs and other sites as the preferred choice for living, building and investing, to increase land sales and revenue.

Educate and nurture potential customers and communities.

Develop innovative, creative and technology-driven solutions to enhance the customer's and community's relationship with the Agency.

Provide a customer feedback through survey and research.

The key roles and responsibilities include:

Contribute to the development and execution of targeted marketing and communication plans for ACT Government's Indicative Land Release program.

Implement campaign marketing strategies across various mediums, including print, TV, radio, online newsletters, corporate publications, events, and public relations.

Coordinate external suppliers such as marketing agencies for graphic design, media placement, web design, and publication distribution.

Manage logistics for sales and corporate marketing events.

Assist in strategy development, planning, and coordination of key activities and sales events.

Collaborate with internal stakeholders to ensure project requirements meet approvals, budgets, and deadlines.

Eligibility/Other requirements:

Minimum of three years' experience working on the planning and delivery of marketing campaigns is highly desirable.

Experience in the property sector and working with Government is desirable.

Driver Licence Class C.

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)

This position will be required to occasionally work after hours and on weekends.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niva Pryor 0409 918 392 Niva.Pryor@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

Capital Linen Service

Capital Linen Service

Director, Quality Safety and Environment

Capital Linen Service Band 9 \$138,476 - \$155,669, Canberra (PN: 35654)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: As the Director of Quality Safety and Environment, you will work collaboratively with the Executive Branch Manager to improve safety and wellbeing related matters and connect with key stakeholders to contribute to delivery of directorate safety initiatives.

Capital Linen Service (CLS) is looking for someone who has an eye for detail, is experienced and passionate, ready to lead and be responsible for the safety and quality management functions of a busy large-scale commercial laundry in Canberra.

As an important part of the CLS Senior Leadership Team, you are someone who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a small team and providing appropriate support, guidance and advice to leaders at all levels of the organisation. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. The role which has been assessed and designed with flexibility in mind, provides opportunity for some capacity to work remotely as well as getting out on the road to visit our customers and our staff who work in offsite locations and in the laundry.

Eligibility/Other requirements:

Professional / Technical Skills and Knowledge

Extensive experience leading and managing an organisation's safety system, including a proven track record of managing a successful ISO 9001 certified Quality Management System which contributed to positive organisational outcomes.

Demonstrated experience in the design and delivery of programs/ activities that are aligned to Government priorities, with a strong understanding of the impact on broader policy and directions set by Government.

Behavioural Capabilities

Exceptional communication skills, both oral and written as well as an ability to build productive partnerships with a range of internal and external stakeholders.

Demonstrated experience developing innovative practice and achieve transformational change for improved service outcomes and service delivery to the community.

Established ability to effectively lead and develop a team to optimise business practice, process, opportunity and improved culture.

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.

Compliance Requirements / Qualifications

Driver's licence C Class is essential.

Tertiary qualification or a minimum of 5 years' experience in the field are highly desirable

Experienced user of Microsoft Office programs

This position does not require a pre-employment medical or Working with Vulnerable People Check

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

How to apply: Applicants should provide a written response addressing the role and capabilities in a pitch of no more than 750 words; a current curriculum vitae and the names of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Mundy (02) 6207 5211 Angela.Mundy@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Heavy Vehicle Apprentice Mechanic

EAPY 1.1 - EAPY G4 \$44,278 - \$70,834, Canberra (PN: APPS05, several)

Gazetted: 04 October 2023

Closing Date: 1 November 2023

Details: Transport Canberra has exciting roles available for apprentices at all levels of their qualification to help us deliver a high level of customer service and sustainable transport outcomes by providing clean, safe, reliable, and sustainable journeys.

We have expected vacancies for temporary full-time Heavy Vehicle Apprentice Mechanic positions at both Belconnen and Tuggeranong Depots.

As a Heavy Vehicle Apprentice Mechanic, you will work, learn, and develop from an established team, whilst:

Undertaking training to carry out maintenance and / or repair activities to a full range of fleet vehicles.

Contribute to delivering a high level of customer service.

Undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the relevant Trade Certificates.

You will be required to work rostered shifts, from early morning to late at night and across all Transport Canberra's workshop sites as directed.

To be successful in this position you will:

A genuine interest in the field.

Possess good communication, interpersonal and computer skills.

Have a strong work ethic and be a team player.

Be well organised and have a safety-first approach.

Eligibility/Other requirements:

Permanent Resident of Australia.

Possession of a year 10 or year 12 certificate (or equivalent) is desirable.

Possession of or the ability to obtain a motor vehicle licence and or the ability to obtain and hold a Transport Canberra yard licence.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Notes: This is a temporary position available from 29 January 2024 until 28 January 2028.

How to apply: Please provide a maximum of two pages addressing the five points listed under the selection criteria of the position description and attach a current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivan Sykes (02) 6207 7573 Vivan.Sykes@act.gov.au

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

Transport Canberra and Business Services

Bus Operations

Fleet

Vehicle Cleaner Fueller

EGSO4.2 - EGSO4.4 - Workshop Staff \$73,651 - \$75,507, Canberra (PN: NCF020, several)

Gazetted: 04 October 2023

Closing Date: 18 October 2023

Details: Transport Canberra Operations is seeking enthusiastic and highly motivated applicants to join our casual Cleaner Vehicle Fueller Team. Experience in industrial or automotive cleaning industry would be considered as desirable but not essential.

Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling, and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year.

These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed.

To be successful in this position you will:

Have a basic understanding of cleaning and fuelling duties and the ability to follow procedures in a reliable and consistent manner.

The ability to be self-motivated and demonstrate safe work practices.

Have a 'hands on' approach and have a safety-first approach.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Drivers Licence (C-class) is mandatory, with the ability to obtain a Transport Canberra yard licence.

Work rostered shifts, from early morning to late at night including regular weekend rostered overtime.

Note: This is a casual position with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Successful applicants will be required to undertake a range of pre-employment assessment activities to determine their suitability to the position.

How to Apply: Please provide a maximum of two pages addressing the five points listed under the Selection Criteria of the Position Description and attach a current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations Recruitment and Training

Assistant Director Training

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 35978)

Gazetted: 28 September 2023

Closing Date: 12 October 2023

Details: The Assistant Director, Training works within the Recruitment and Training team and is responsible for the development and delivery of training to new and current staff within Transport Canberra Bus Operations.

This unique position requires an individual who is willing to collaborate with a range of stakeholders to ensure the training within the Bus Operations is fit for our needs and balances the day-to-day network operations while simultaneously ensuring our staff have opportunity for professional development.

Transport Canberra is looking for a strong leader with exceptional communication and management skills and well as a strong focus on building organisational culture and customer service. Our Assistant Director, Training will think outside the box on how training is delivered to a diverse workforce, while ensuring Transport Canberra's training complies with relevant legislation and regulatory requirements.

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence HR class is essential.

Hold and maintain a Public Vehicle Driver Authority (PVDA)

Certificate IV in Training and Assessment (TAE40116) or similar

Hold or have the ability to obtain a Heavy Vehicle Assessor (HVA) qualification within 12 months of appointment to the position

This position does require a pre-employment medical

This position does require a Working with Vulnerable People Check

Note: Selection may be based on application and referee reports only. A merit pool of suitable applicants may be established from this selection process and could be used to fill vacancies over the next 12 months.

How to Apply: Please address the five points listed under the Selection Criteria section of the Position Description in no more 350 words per criterion. Please also provide a current curriculum vitae outlining your work history in chronological order including the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Stephenson 0433 272 879 Heidi.Stephenson@act.gov.au

APPOINTMENTS**ACT Health****Administrative Services Officer Class 4 \$78,785 - \$85,159**

Harrison Love, Section 68(1), 27 September 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Kathryn Sweet, Section 68(1), 3 October 2023

ACT Integrity Commission**Legal Officer Grade 2 \$154,663 - \$161,019**

Kirstie Raffan, Section 68(1), 2 October 2023

Canberra Health Services**Specialist/Senior Specialist, \$188,151 - \$254,198**

Mark Giddings, Section 68(1), 03 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Olivia Catherall, Section 68(1), 28 September 2023

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Jacqueline Caulfield, Section 68(1), 4 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Lucy Di Placido, Section 68(1), 2 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Qingyue Hu, Section 68(1), 27 September 2023

Infrastructure Officer 2 \$91,428 - \$105,186

Maarit Laukkanen, Section 68(1), 3 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anjana Mahat, Section 68(1), 1 October 2023

Senior Officer Grade C \$117,845 - \$126,715

Kristy Morse-Evans, Section 68(1), 2 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Amy Rose, Section 68(1), 3 October 2023

Administrative Services Officer Class 2 \$62,994 - \$69,376

Jasmine Wojciechowski, Section 68(1), 2 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Barbara Worth, Section 68(1), 3 October 2023

Senior Officer Grade C \$117,845 - \$126,715

Chandra Yerrappa, Section 68(1), 27 September 2023

Canberra Institute of Technology**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Julie Stanker, Section 68(1), 28 September 2023

Chief Minister, Treasury and Economic Development**Information Technology Officer Class 2 \$91,315 - \$104,509**

Theodore Colls, Section 68(1), 28 September 2023

Senior Officer Grade B \$138,476 - \$155,668

Anuruddha Dias, Section 68(1), 2 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Christopher Farmer, Section 68(1), 4 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Joviardi Prasodjo, Section 68(1), 28 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Nicole Raath, Section 68(1), 3 October 2023

Administrative Services Officer Class 2 \$62,994 - \$69,376

Shabnam Shabnam, Section 68(1), 28 September 2023

Senior Officer Grade B \$138,476 - \$155,668

Tony Wang, Section 68(1), 27 September 2023

Community Services**Senior Officer Grade C \$117,845 - \$126,715**

Naushaan Ahmad, Section 68(1), 28 September 2023

Education**Classroom Teacher \$76,575 - \$114,624**

Kate, Lewis, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Terrence, Weaver, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Abbie, Harrison, Section 68(1), 9 October 2023

Classroom Teacher \$76,575 - \$114,624

Emma, Bliss, Section 68(1), 9 October 2023

Justice and Community Safety**Assistant Parliamentary Counsel 2 \$154,663 - \$161,019**

Sue Erickson, Section 68(1), 21 September 2023

Senior Officer Grade B \$135,355 - \$152,377

Joseley John, Section 68(1), 3 October 2023

Major Projects Canberra**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Cassandra Hassett, Section 68(1), 28 September 2023

Suburban Land Agency**Senior Officer Grade C \$114,928 - \$123,710**

Zheming Yue, Section 68(1), 28 September 2023

Transport Canberra and City Services**General Service Officer Level 3/4 \$56,173 - \$61,181**

Sukru Kazanc, Section 68(1), 5 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Madeleine Parkes, Section 68(1), 3 October 2023

Bus Operator - Training \$74,582

Rupinder Singh, Section 68(1), 26 September 2023

Worksafe ACT**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Siyu Chen, Section 68(1), 4 October 2023

TRANSFERS**Canberra Health Services****Lorna Indrele**

From: Health Professional Level 3 \$105,180

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25990) (Gazetted 31 July 2023)

Community Services**Alessandra Myers**

From: Health Professional Level 3 \$105,180

Canberra Health Services

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

Community Services, Canberra (PN. 62857) (Gazetted 29 June 2023)

Education**Cassandra Richards**

From: Health Professional Level 4 - \$114,928 - \$123,710

Canberra Health Services

To: Experienced School Psychologist 2 - \$130,270.00

Education, Canberra (PN. 16329) (Gazetted)

PROMOTIONS**ACT Health**

Office of the Deputy Director-General
Office of Professional Leadership and Education
Office of the Chief Nursing and Midwifery Officer
Isabelle O'Toole

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

ACT Health

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health, Canberra (PN. 61448) (Gazetted 27 July 2023)

Canberra Health Services

Office of the Deputy CEO
Office of Deputy Chief Executive
Office of Deputy CEO
Madeline Bartlett

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 58520) (Gazetted 4 August 2023)

Clinical Services**Surgery****Imogen Bell**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 13948) (Gazetted 31 July 2023)

Clinical Services**Surgery****Acute Clinical Services Unit****Beverlyn Brabec**

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. 62992) (Gazetted 2 August 2023)

CHS Nursing & Midwifery and Patient Support Services**Ward Services****Tyson Bruce**

From: Health Service Officer Level 3/4 \$55,350 - \$59,336

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 20996) (Gazetted 29 June 2023)

Clinical Services**Medicine****Renal****Sarah Coleman**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 61850) (Gazetted 10 July 2023)

Brittany Kent

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Canberra Health Services, Canberra (PN. 60855) (Gazetted 17 November 2022)

Clinical Services**Medicine****Renal****Belinda Larcombe**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 25538) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Clinical Services**Rehabilitation, Aged & Community Services****Community Care Program****Tanya Maselli**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 61708) (Gazetted 2 June 2023)

Nursing and Midwifery and Patient Support Services**Nursing Administration****Graduate Nurse Holding Pool****Piper Ann Michie**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 42027) (Gazetted 31 May 2023)

Infrastructure and Health Support Services**Infrastructure and Health Support Services****Clinical Support Services****Sterilising****Vishwanath Moolya**

From: Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Canberra Health Services

To: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 29351) (Gazetted 20 February 2023)

Clinical Services**Surgery****Acute Clinical Services Unit****Lijun Mou**

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. 19490) (Gazetted 3 August 2023)

Infrastructure and Health Services**Business Support**

Prabakaran Sakthivel

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Health Services, Canberra (PN. 59029) (Gazetted 23 June 2023)

Nursing and Midwifery and Patient Support Services**Nursing Administration****Graduate Nurse Holding Pool****Aimee Stephen**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 42023) (Gazetted 31 May 2023)

Infrastructure and Health Support Services Recurrent**Food & Sterilising Services****Dechen Tshomo**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 40778) (Gazetted 15 February 2023)

Chief Minister, Treasury and Economic Development**Economic Development****Skilled Canberra****ACT Migration Program****Catherine Bennett**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 54530) (Gazetted 11 January 2023)

Economic Development**Business and Innovation****Business and Innovation****Sean Kelly**

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development, Canberra (PN. 27825) (Gazetted 21 August 2023)

Office of Industrial Relations and Workforce Strategy (ORIWS)**Public Sector Employment****Brigid Milthorpe**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 59150) (Gazetted 5 July 2023)

Corporate**People and Capability****Learning and Development****Catherine Morris**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 55528) (Gazetted 8 March 2023)

Access Canberra

Strategy and Planning Branch

Government Business and Coordination

Tina Vafaei

From: Paralegal Grade 3 \$78,591 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 05749) (Gazetted 23 May 2023)

Payroll and HR Systems

HR Systems

Louise Williams

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 08310) (Gazetted 4 September 2023)

Community Services

Communities

Support Services for Children

Child and family Centres

Jordan Bowles

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

Community Services

To: Health Professional Level 4/5 \$114,928 - \$152,377

Community Services, Canberra (PN: 63001) (Gazetted 10/07/2023)

Communities

Support Services for Children

Child and family Centres

Mimy Chen

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

Community Services

To: Health Professional Level 4/5 \$114,928 - \$152,377

Community Services, Canberra (PN:63000) (Gazetted 10/07/2023)

Children, Youth and Families

Child and Youth Protection Services - Operations

Child and Youth Protection Services Operations and Child and Youth Protection Services Practice & Performance

Belinda Brewer

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 12927) (Gazetted 31 October 2022)

Children, Youth and Families

Child and Youth Protection Services Operations

Lauren Fensom

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 15637) (Gazetted 16 June 2023)

Children, Youth and Families**Child and Youth Protection Services Operations****Natasha Gilford**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 07363) (Gazetted 16 June 2023)

Corporate**Governance****Freedom of Information and Legal Coordination****Nikki Harding**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Community Services, Canberra (PN. 52821) (Gazetted 7 August 2023)

Housing Assistance**Client Services Branch****Tenant Experience****Kathryn Looke**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services

To: †Senior Officer Grade A \$160,541

Community Services, Canberra (PN. 63163) (Gazetted 17 February 2023)

Children, Youth and Families**Child and Youth Protection Services Operations****Anna-Lee McPherson**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 12034) (Gazetted 16 June 2023)

Children, Youth and Families**Youth Justice and Adolescent Services****Alessandra Miranda**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Community Services, Canberra (PN. 07362) (Gazetted 27 July 2023)

Housing Assistance**Infrastructure and Contracts****Infrastructure Delivery****Tracey Robinson**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Community Services, Canberra (PN. 57497) (Gazetted 10 July 2023)

Education**Strategic Policy and Reform****Analytics and Evaluation****NAPLAN and NAPLAN Online****Naznin Schwab**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education, Canberra (PN:38182) (Gazetted 30/03/2023)

School Performance Improvement**Southside Registered Training Organisation****Lake Tuggeranong College****Breanna Binskin**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education, Canberra (PN. 61927) (Gazetted 2 August 2023)

Service Design & Delivery**Student Engagement****Clinical Practice****Lainie Hart**

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Psychologist \$146,364

Education, Canberra (PN. 01952) (Gazetted 9 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Service Design & Delivery**Digital Strategy, Services & Transformation****Taymore Tabbah**

From: Senior Officer Grade B \$138,476 - \$155,668

Education

To: †Senior Officer Grade A \$160,541

Education, Canberra (PN. 42890) (Gazetted 7 July 2023)

Justice and Community Safety**Parliamentary Counsel's Office****Legislative Publishing Section****Alison Worth**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Justice and Community Safety

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety, Canberra (PN:42310) (Gazetted 23/08/2023)

ACT Courts and Tribunal**Corporate Services and Strategy****Strategic Finance****Mei Hong Quan**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 62301) (Gazetted 3 August 2023)

Emergency Services**ACT Ambulance Services****Emergency Operations****Christie Thompson**

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. 34336) (Gazetted 5 October 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

ACT Courts and Tribunal**Supreme Court Registry****Registry operations****Sean Wiles**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety, Canberra (PN. 62794) (Gazetted 1 September 2023)

Major Projects Canberra**Office of the Chief Projects Officer and Office of the Deputy Chief Projects Officer****Diana Chicco**

From: Senior Officer Grade B \$138,476 - \$155,668

ACT Health

To: Senior Officer Grade B \$138,476 - \$155,668

Major Projects Canberra, Canberra (PN:62377) (Gazetted 22 September 2023)

Office of Chief Projects Officer**Office of the Deputy Chief Projects Officer****Babita Busic**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Major Projects Canberra, Canberra (PN. 33730) (Gazetted 22 August 2023)

Theatre Project**Miaomiao Hu**

From: Senior Officer Grade C \$117,845 - \$126,715

Major Projects Canberra

To: †Senior Officer Grade B \$138,476 - \$155,668

Major Projects Canberra, Canberra (PN. 59972) (Gazetted 5 July 2023)

Transport Canberra and City Services**Chief Operating Officer****Finance****External Budgets and Reporting****Zi Cheng Loo**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services, Canberra (PN. 32258) (Gazetted 3 August 2023)

Chief Operating Officer Group**Chief Information Office****Chamina Weerawanakula**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Transport Canberra and City Services, Canberra (PN. 33317) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Worksafe ACT**Worksafe****Finance****Randika Ekanayake**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Worksafe ACT, Canberra (PN. 47096) (Gazetted 10 August 2023)