



ACT Government Gazette
Gazetted Notices for the week beginning 02 November 2023

VACANCIES**ACT Audit Office**

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

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

There were no vacancies this week for ACT Audit Office

ACT Electoral Commission

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

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

Elections Cyber-Security and Integrity Assurance Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44878)

Gazetted: 03 November 2023

Closing Date: 24 November 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team, to provide management and oversight of cyber-security and electoral integrity measures for the ACT Electoral Commission.

The successful applicant will be working within the Elections Operations team and will be responsible for the organisation's cyber-security maturity posture and electoral integrity assurance processes.

Responsibilities include implementation of the organisation's cyber-security maturity roadmap and cyber-security strategic plan, internal assessments of cyber-security maturity, liaison with external cyber-maturity experts to ensure best practice within the organisation and oversight and development of cyber-security awareness training activities. In addition, the role will oversee ICT critical incident management protocols for the agency as well as engagement of external security reviews and assessments against the agency's critical ICT systems. The successful applicant will work with other members of the Election Operations Team to ensure cyber-security and electoral integrity matters are embedded within the organisation's ICT business systems and processes.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to 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.

Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends. This position will require at a minimum, Baseline level security clearance or the ability to obtain and maintain such a clearance.

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

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Spence (02) 6205 0224 Rohan.Spence@act.gov.au

ACT Executive**Office Manager**

Classification: Adviser Level 1 (upper) \$82,566 - \$86,615 plus superannuation (PN: 60314)

Gazetted: 06 November 2023

Closing Date : 22 November 2023

Details: Applications are sought for an enthusiastic and professional individual to fill the position of Office Manager. The Office Manager position is responsible for the smooth management of the Minister's Office with a primary focus on diary and schedule management, effective office systems and high-quality service to stakeholders and the community.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other requirements:

Key responsibilities of the Office Manager include:

- Providing high level administrative support to the Minister's Office and office staff.
- Providing first point of contact for the office, including for telephone enquiries and to meet and greet visitors.
- Assisting in the running of the office, including answering the office phone and managing emails and correspondence as required.
- Managing, co-ordinating and negotiating the Minister's diary scheduling.
- Coordinating and managing a range of office processes with limited supervision.
- Coordinating the Minister's event and travel arrangements and coordinating travel arrangements for other staff as required.
- Liaising with constituents, senior public servants, MLA and Minister's offices and other stakeholders as required.
- Contribute to a positive and inclusive work environment and culture where all staff are valued and respected.
- Other duties as directed.

How to Apply: A two-page expression of interest plus a curriculum vitae, Application Coversheet and contact details of two referees, should be sent to Stephen-smith@act.gov.au by COB 20 November 2023

Applications should be submitted the contact officer.

Contact Officer: Benjamin Tomlinson on Benjamin.Tomlinson@act.gov.au or (02) 6205 9949.

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>

Assistant Director, Health System and Services Data

Classification: Senior Officer Grade C \$117,845 - \$126,715 plus superannuation

(PN: 61461)

Gazetted: 07 November 2023

Closing Date : 21 November 2023

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on the national submissions. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a highly technical role where the Assistant Director in the Health System and Services Data team will be responsible for leading the national submissions, engaging with stakeholders from health services to ensure that the submissions are prepared from both legacy and Digital Health Record systems & submitted as per the guidelines from Independent Health and Aged Care Pricing Authority.

The DAB within Policy, Partnerships and Programs Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. The DAB also manages the Directorate's relationships with the national data agencies.

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

Demonstrated experience in using SQL, SSIS or an aptitude for quickly learning new software is highly desirable. Health sector work experience.

Note: This is a temporary position available immediately until 22 November 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 similar vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills and one being your current manager.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Prathima Karri on Prathima.Karri@act.gov.au or (02) 5124 9353

Population Health Division

Public Health Physician

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 53093, several)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

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

The ACT Health Directorate is seeking experienced staff specialists in the field of public health for 12 months, with possibility of extension. The successful candidates will work collaboratively to provide high quality, strategic and technical public health input into a range of population health priority areas.

This role will support the CHO in fulfilling the statutory responsibilities under relevant legislation and will support the health of the ACT population by:

Maintaining public health systems and capacity to detect and/or respond to existing and emergent public health risks and disasters, including ensuring ACT Health's preparedness and response capacity;

Supporting translation of evidence into population health policy and practice, and;

Providing training and support for public health professionals for future public health leadership in the ACT.

This position will be required to participate in an afterhours on-call roster.

Eligibility/Other requirements:

Mandatory:

Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.

Fellowship of the Australasian Faculty of Public Health Medicine, or imminent entry to the Fellowship/College.

Desirable:

Have met, or be able to meet, Faculty requirements to be able to supervise junior medical staff in relevant training programs.

Previous experience working in a Public Health Unit or in a population health organisation.

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

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

Undergo a pre-employment Police check.

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

How to apply: Please provide a (maximum) two page response to the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Singleton (02) 5124 9205 Sally.Singleton@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

Obesity Management Service**Obesity Management Service - Enrolled Nurse**

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 63452 - 02EGW)

Gazetted: 03 November 2023

Closing Date: 16 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

The Obesity Management Service (OMS) supports adults, who are very overweight and have a high degree of body fat, to improve their health and wellbeing. The service focuses on people with a high risk of developing complications from obesity or who already have additional health problems. The OMS team includes doctors, nurses, dietitians, psychologists, and exercise physiologists/physiotherapists. The team provided case management to patients to achieve a healthier lifestyle and reduce the risk of developing further medical conditions related to obesity.

This position is part time, working Tuesday and Wednesday 0830 to 1700. No weekend or Public Holidays.

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 position is part-time at (16) hours per week an the full-time salary noted above will be pro-rata.

Contact Officer: Kristine Wright 02 5124 7929 kristine.wright@act.gov.au

Clinical Services**Surgery****Surgical Services****Business Support Officer - Surgical Services Administration**

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 63585 - 02EP6)

Gazetted: 06 November 2023

Closing Date: 19 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.

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

About the Role:

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

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

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery

Ophthalmology

Orthopaedic Surgery

Otolaryngology Head and Neck Surgery

Paediatric Surgery

Plastic Surgery

Retrieval Services

Urology

Vascular Surgery

The administration support officer position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to clinical units and 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.

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

Contact Officer: Shannon Dougan (02) 5124 6998 Shannon.Dougan@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Imaging

Medical Imaging - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 39461, several - 02EKW)

Gazetted: 06 November 2023

Closing Date: 17 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:

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. 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.

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

Contact Officer: Donna Gaisford (02) 5124 4333 donna.gaisford@act.gov.au

CHS Chief Executive Officer

Office of Deputy CEO

TWSS

Deputy Senior Manager - Territory Wide Surgical Services

Senior Officer Grade A \$160,541, Canberra (PN: 51365 - 02EJE)

Gazetted: 06 November 2023

Closing Date: 20 November 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 Deputy Senior Manager, Territory Wide Surgical Services holds a senior leadership position within the Division of the Deputy Chief Executive Officer. The Deputy Senior Manager administers Territory Wide Surgical Services, which includes the Central Waiting List. The Deputy Senior Manager is responsible the physical, fiscal, and human resources and the provision of a patient centred approach to ensure timely access to surgery and other services as required across the Australian Capital Territory.

For more information regarding the position 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 six months with the possibility of extension and/or permanency.

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

Contact Officer: Andrew Mitchell (02) 5124 9007 Andrew.W.Mitchell@act.gov.au

Paediatric Endocrinology and Diabetes Service

Paediatric Diabetes Educator - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22433 - 02ELV)

Gazetted: 06 November 2023

Closing Date: 20 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

An exciting opportunity exists for a dynamic Registered Nurse with demonstrated expert knowledge and skills, and highly developed interpersonal skills, to undertake the role of Paediatrics Nurse Educator.

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Clinical services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

This position may be required to potentially work at multiple sites operated by Canberra Health Services and also in schools attended by young people with diabetes.

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.

Contact Officer: Emma Matthews 02 5124 7495 emma.matthews@act.gov.au

CHS Clinical Services

Surgery

Surgical Services

Enhanced Recovery After Surgery (ERAS) Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 46834 - 02EK9)

Gazetted: 03 November 2023

Closing Date: 16 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: A unique opportunity exists for a motivated and enthusiastic Registered Nurse to join the surgical bookings team as coordinator of the Enhanced Recovery After Surgery programme. This position works part-time across Monday to Friday offering work/life balance and flexibility whilst delivering gold-standard patient centred outcomes within the Division of Surgery. If you possess a high level of drive with a background in the acute surgical setting, this is the role for you.

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Carla Whittaker (02) 5124 2601 Carla.Whittaker@act.gov.au

CHS Clinical Services**Surgery****Surgical Services****Perioperative Unit Registered Nurse Level 1****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34069, several - 02EJV)**

Gazetted: 03 November 2023

Closing Date: 3 November 2024

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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills.

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.

Note: There are several positions available both permanent and temporary at full time, part time and casual hours.

If you would like further information regarding this opportunity, please contact the following:

Scrub/Scout - Ben Lollback (02) 5124 2765 Ben.Lollback@act.gov.auAnaesthetics - Sandra Pilloni (02) 5124 2765 sandra.pilloni@act.gov.auEDSU - Deanne Cole (02) 5124 2765 deanne.cole@act.gov.auPACU - Sharon Jeffery (02) 5124 2765 Sharon.Jeffery@act.gov.au*For more information on this position and how to apply "click here"*Contact Officer: Ben Lollback (02) 5124 2765 Ben.Lollback@act.gov.au**CHS Clinical Services****Women, Youth and Children's Health****Director of Nursing and Midwifery****Special Care Nursery Clinical Development Nurse - Registered Nurse Level 2****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62531 - 02EHE)**

Gazetted: 03 November 2023

Closing Date: 15 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: An exciting opportunity exists for a dynamic registered nurse with demonstrated expert knowledge and skills, and highly developed interpersonal skills, to undertake the role of teaching and supporting nurses within the Special Care Nursery!

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in the Special Care Nursery (SCN) to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education is occurs across morning and evening shifts, seven days a week.

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Sarah Neale 0403 957 405 sarah.neale@act.gov.au

Acute Support

Speech Pathologist - Acute Allied Health Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28692, several - 02EK5)

Gazetted: 03 November 2023

Closing Date: 15 November 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/> Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

This position will participate in a rotational weekend roster at the Canberra Hospital including possibility of on-call responsibilities depending on operational requirements.

Please note there are three permanent full-time HP2 positions available from December 2023.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Anna Glover (02) 5124 2230 Anna.Glover@act.gov.au

CHS Clinical Services

Chief Operating Officer

Care Navigator - Nurse Level 2 or Health Professional Officer Level 3

Health Professional Level 3/Registered Nurse Level 2 \$99,819 - \$110,398, Canberra (PN: 61800, several - 02EMJ)

Gazetted: 03 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

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

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

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Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital. The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS). The CHS Liaison and Navigation Service (LaNS) will assist in the delivery of the pilot, providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams. The Care Navigator will take on a key role in the implementation of the Primary Care Pilot, working collaboratively with colleagues, GPs, consumers, and external agencies to maximise the success of the pilot.

The role will be a point of coordination with GPs and other external health and human services, and work with CHS services and current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance. As a member of the LaNS you will remain committed to, and focused on:

Placing people with complex health needs, and their families, at the centre of their own care.

Involving the person and their supports in care planning.

Anticipating and removing barriers to care.

Assisting consumers and their supports to make durable connections to the services and supports they need.

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports.

Listening to consumers and their supports and acknowledging that they are experts in their own health.

As a key part of the Primary Care Pilot, you will remain committed to the above, with a particular focus on maintaining strong relationships with participating GPs in support of consumers. In addition, you will work to achieve the aims of the pilot, contribute to pilot progress reviews, make suggestions, implement adaptations, and participate in evaluation activities. The role is open for applications from Health Professional Officers or Registered Nurses, for more information regarding the position duties, click on the relevant position description below:

[Health Professional Officer Level 3 - Care Navigator](#)

[Nurse Registered Level 2 - Care Navigator](#)

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Hold a current Driver's Licence.

Note: This is a temporary position available for 12 months with the possibility of extension. There are two classifications being considered to fill this vacancy. Please ensure that you apply for the appropriate classification to meet your qualifications and experience.

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

Contact Officer: Lindsay Ottoway 0431 716 510 lindsay.ottoway@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Operational Support Services

Parking Enforcement Officer - Operational Support Services

Administrative Services Officer Class 2/3 \$62,994 - \$76,427, Canberra (PN: 13253 - 02EM3)

Gazetted: 03 November 2023

Closing Date: 17 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.

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

About the Role:

Infrastructure and Health Support Services are responsible for:

Facilities Management

Project Delivery

Infrastructure Safety and Risk

Strategic Workspace Planning

Operational Support Services

Fire Safety and Emergency Response

Mail Room Services

Parking

Residential Accommodation Services

Security

Switchboard

Patient Enquires

Vehicle Fleet Management

Volunteer Services

Logistic Support Services

Food Services

Sterilising Services

Contract Management

University Canberra Hospital

Domestic, Environmental and Linen Services

The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role, and vision.

For more information regarding the position [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 three months with the possibility of extension.

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

Contact Officer: Ally Jordan (02) 5124 9760 Ally.M.Jordan@act.gov.au

CHS Clinical Services

Medicine

Cardiology

Nurse Level 2 - Registered

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25045 - 02E9J)

Gazetted: 03 November 2023

Closing Date: 16 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: The Cardiac and Heart Function Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by cardiovascular disease and Heart Failure.

The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care.

Education around optimal self-management principles is provided, using, and supported by evidence-based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation.

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

*For more information on this position and how to apply "click here"*Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au**North Canberra Hospital****Executive Director, Critical Care****Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1340)**

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: Applications are sought for the position of Executive Director, Critical Care at North Canberra Hospital (NCH) for appointment on a five year long term executive contract.

Reporting to the General Manager, NCH, the Executive Director Critical Care operates within the NCH executive team, actively contributing to the high level business, operational and strategic leadership of NCH, facilitating a positive high performing culture.

The Executive Director is responsible for all business, operational and strategic management within the clinical division, from delivery of end-to-end services, management of the division's workforce (irrespective of the area of speciality or classification), governance and quality and safety. The Division consists of the Emergency Department, Coronary Care Unit, Intensive Care Unit and MET response service.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of this role and provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex high level team.

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.

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

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Judy Ryall 0262016594 Judy.ryall@calvary-act.com.au

Maternal Child & Family Health

Maternal Child Health Scholarship - Registered Nurse/Midwife or Registered Midwife

Registered Nurse Level 1/Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 41706, several - 02EIR)

Gazetted: 03 November 2023

Closing Date: 16 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

An exciting opportunity is available for Registered Nurse/ Midwife or Registered Midwife to be supported to complete a certificate/diploma in Child and Family health qualifications. There are several part-time temporary scholarship positions on offer.

As a registered nurse/midwife or registered midwife you work under your scope of practice while working with a dedicated team providing a range of services, including universal home visits, breastfeeding support, parenting and emotional wellbeing, support, and information.

Joining our team means being a part of an organization that values your skills and expertise and supports your personal and professional growth. You'll have access to ongoing training and development opportunities.

If you are looking for an exciting career opportunity to develop your career further, we encourage you to apply for the scholarship to join our team at Maternal and Child Health in the ACT.

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 position is part-time at (24) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Emma Czajkowski 02 5124 1538 Emma.Czajkowski@act.gov.au

Medical Imaging

Nurse Level 1 - Registered - Medical Imaging

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 14931, several - 02EKY)

Gazetted: 06 November 2023

Closing Date: 17 November 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 and will be considered on an individual basis.

Temporary appointments may be made for applicants on a visa.

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

About the Role:

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. 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: Donna Gaisford (02) 5124 4333 donna.gaisford@act.gov.au

The Canberra Hospital, University of Canberra Hospital

Clinical Psychologists and Clinical Neuropsychologists (HP 1 - HP 4) Multiple Opportunities - Full Time and Part-Time Positions

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45228, several - 02EMH)

Gazetted: 03 November 2023

Closing Date: 1 December 2023

Details: What can we offer you:

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

A supportive learning environment with fully funded board approved internal or external supervision provided for all team members.

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

Flexible working conditions with negotiable working hours according to your availability, including support for you to work in private practice while working with us.

Access to annual professional development funding of up to 2% of annual salary after 12 months of service.

Group Attraction and Retention Incentive (ARin) of \$9,466 - \$13,316 in addition to salary, depending on grading.

Assistance and support to complete Areas of Practice Endorsement in Clinical Psychology or Clinical Neuropsychology or to become a Board Approved Supervisor.

Relocation allowance of up to \$12,000 for individuals with additional funding for dependents.

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.

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

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Dietitian Graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 17383 - 02EL8)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

What can we offer you:

A 12-month new graduate allied health education program, with comprehensive orientation, networking opportunities, clinical supervision and regular education sessions.

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).

Discounted gym memberships

About the Role:

If you are a new graduate dietitian looking for an exciting opportunity in healthcare, supercharge your career and create the life you want in Canberra. Our new graduate program has been designed to provide you with tailored individual support whilst optimising your career opportunities.

As a new graduate Dietitian you will be a member of the Nutrition team at Canberra Hospital who provides a number of nutrition based allied health services within Canberra Health Services. This includes clinical dietetics at Canberra Health Service inpatient units, the Special Diet Services and Infant Feeding Services. You will also have the opportunity to join the CHS Allied Health interprofessional graduate program. This program is specifically designed to support new graduates to launch their careers in healthcare and develop their professional identity.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

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

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

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Therapist, Psychological Interventions -Therapies Team

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40923 - 02EJW)

Gazetted: 02 November 2023

Closing Date: 14 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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

The Therapist (psychological interventions) position is a Psychologist or Social Worker based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional 2 Therapist position is responsible for conducting clinical assessments and delivering psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Allied Health Manager of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Suzanne Vivian (02) 5124 1750 suzanne.vivian@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Clinical Development Nurse - Mental Health, Justice Health & Alcohol & Drug Safety

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16764 - 02DS8)

Gazetted: 02 November 2023

Closing Date: 13 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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

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

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Speciality Mental Health Services

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

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

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.

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

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

CHS Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Wound Management CNC - Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 33203 - 02EJG)

Gazetted: 02 November 2023

Closing Date: 14 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed

to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs.

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.

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

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

Contact Officer: Melodie Raisin (02) 5124 0236 nurseunitmanagerracs@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Territory Wide Mental Health Services

Mental Health Consultation Liaison Clinician - Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 24104 - 02EDS)

Gazetted: 03 November 2023

Closing Date: 16 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

This is an exciting opportunity for an experienced and committed Registered Nurse with a minimum of 4 years' experience working in a mental health or similar position, to work with a well-established team, providing expert mental health advice and support to wards and departments across the Canberra Hospital campus.

The successful candidate will temporarily join a multi-disciplinary team of 21 staff members comprising of Psychiatrists, Psychiatry Registrar's and Senior Registered Nurses and will participate in a roster covering 24 hours a day, 7-days-a-week including public holidays.

Please note this is a temporary position for 6 months with possibility of extension.

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 three to six months with the possibility of extension.

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

Contact Officer: Philip Hoyle 0457 532 884 Philip.A.Hoyle@act.gov.au

CHS University of Canberra Hospital

UCH Rehabilitation

Rehabilitation Nurse Practitioner - Registered Nurse Level 4 Grade 2

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 63258 - 02EHO)

Gazetted: 02 November 2023

Closing Date: 17 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role: Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS?

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

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

This is an exciting opportunity for a Rehabilitation Nurse Practitioner (NP) to provide an advanced scope of clinical practice including expanded skills and knowledge in NDIS assessment, care planning and implementation, diagnoses, and evaluation of nursing care for a cohort of consumer/persons in the specialty area of Disability and Rehabilitation.

The primary function of this role is to support persons aged 18 years to coordinate care for people with disabilities and chronic illness attain optimal function, health, and adapt to an altered lifestyle the NP will primarily work within the Canberra Hospital Acute and Subacute Early Rehabilitation Service (CHASER team). They will assist patients in their move toward independence by setting realistic goals and treatment plans.

This role works collaboratively with the multi-disciplinary team and contributes to enhanced consumer/person outcomes by actively leading and supporting existing and emerging nurse-led models of care whilst maintaining flexibility and responsiveness to the needs of the health service and consumer populations.

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.

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

Contact Officer: Melodie Raisin (02) 5124 0236 melodie.raisin@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Nurse Level 1 - Registered

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 37734 - 02EII)

Gazetted: 02 November 2023

Closing Date: 10 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

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

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

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

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

At this level it is expected you will actively complete assessments, planning, implementing and care of clients, including supporting and facilitating patients' community reintegration through therapeutic leave. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

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

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.

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

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

People and Culture

Senior Safety Advisor - Work Health Safety

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62912 - 02E9R)

Gazetted: 02 November 2023

Closing Date: 14 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.

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

About the Role:

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

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

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

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

For more information regarding the position 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 nine months with the possibility of permanency.

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

Contact Officer: Annaliesha Flynn (02) 5124 9920 annaliesha.flynn@act.gov.au

Clinical Services**Women, Youth and Children's Health****Director of Nursing and Midwifery****Special Care Nursery - Registered Nurse****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59630 - 02EHA)**

Gazetted: 02 November 2023

Closing Date: 23 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Are you an experienced Special Care Nursery Registered Nurse looking for your next challenge? Are you ready to jump into clinical leadership? Then we are looking for you!

The Department of Neonatology is the only tertiary level 6 neonatal unit in the ACT and surrounding NSW. It includes Neonatal Intensive Care Unit (NICU), Special Care Nursery (SCN), NETS ACT retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

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

Contact Officer: Sarah Neale 0403 957 405 sarah.neale@act.gov.au

Canberra Health Services**Emergency Department**

Emergency Department - Registered Nurse Level 1 – Casual, Temporary, Permanent, Full-time and Part-Time positions available

Registered Nurse Level 1 \$72,698 - \$97,112 , Canberra (PN: 24556, several - 02EJR)

Gazetted: 02 November 2023

Closing Date: 29 November 2023

Weeks to Close: 4

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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team! Work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024. Canberra Hospital Emergency Department is the major tertiary, trauma and referral centre for the ACT and surrounding regions. Our ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team that aims for excellence in care. Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for patient with a wide range of needs.

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

Canberra Hospital's Emergency Department (ED) is the major tertiary, referral and trauma centre for the ACT and surrounding region. More than 85,000 patients are seen each year, and our ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team that aims for excellence in care.

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.

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: Julie Allan 02 5124 3753 julie.allan@act.gov.au

Facilities Management**Liaison Officer - Facilities Management**

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 39640 - 02EJX)

Gazetted: 02 November 2023

Closing Date: 16 November 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:

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

Capital project delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team.

With support from the Director of Engineering Services, the FM engineering team is responsible for maintaining information flow across many project delivery programs. The FM Liaison role ensures projects are compliant with the FM standard inclusions and specifications and monitors FM project engagement processes while maintaining productive and positive relationships.

The FM Liaison Officer represents FM across vital maintenance, construction, and engineering activities and provides correspondence and communications across various stakeholders. The role escalates and manages issues raised by maintenance and project teams, providing visibility and response opportunities to senior Directors within FM.

For more information regarding the position 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 three months with possibility of extension.

Contact Officer: Myles Trew (02) 5124 4380 Myles.Trew@act.gov.au

Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Director of Allied Health****Allied Health Assistant 3 - Adult Acute Mental Health Services**

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37432 - 02EKD)

Gazetted: 03 November 2023

Closing Date: 16 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:

Mental Health, Justice Health, Alcohol and Drug Services 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. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for 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:

Adult Acute Mental Health Services
 Adult Community Mental Health Services
 Alcohol & Drug Services
 Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)
 Rehabilitation and Specialty Mental Health Services

The Adult Acute Mental Health Services (AAMHS) covers the Adult Mental Health Unit (AMHU) which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness, and Mental Health Short Stay Unit (MHSSU) which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AHA will aid and support the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional. The AHA does not make clinical assessment or clinical judgment in this role; however, they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

The position will report operationally to the Allied Health Manager and the Allied Health Clinical Lead of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS).

This is a fulltime position within Adult Mental Health Unit working Monday to Friday.

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.

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

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

Creative Art Therapist - Adolescent Inpatient Unit CAU

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 61643 - 02E4C)

Gazetted: 07 November 2023

Closing Date: 21 November 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 Mental Health, Justice Health and Alcohol and Drug Services provides treatment and support to children, youth and adults through inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

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

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The CAMHS Adolescent Unit (CAU)

(CAU) is a 6-bed inpatient unit for adolescents aged 12 years and up to their 18th birthday who are experiencing moderate to severe mental illness. The unit is designed to meet the physical development and psychological needs of adolescents. CAU is a contemporary evidence-based service that is guided by the principles of recovery and is trauma informed. The service aims to provide collaborative care involving the young person, their parent, their carers/guardians and other key services.

To support the psychosocial and functional wellbeing of adolescents, the CAU delivers an intensive therapy program.

CAU operates the Safewards model of evidence-based nursing interventions, which strengthens existing principles of good nursing practice. The Safewards model encourages staff and adolescents (including parents, carers, family, and support people) to work together to make the ward safer for everyone.

CAMHS is seeking a permanent part time, 0.4 FTE, HP2 Art Therapist to provide discipline specific expertise to the CAU, including facilitating group interventions, individual interventions, and relevant assessments and referrals.

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

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

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

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

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

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

Undergo a pre-employment Police check.

Note: This position is part-time at 14.42 hours per week and the full-time salary noted above will be pro-rata. *For more information on this position and how to apply "click here"*

Contact Officer: Katherine Staniewski (02) 5124 7978 katherine.staniewski@act.gov.au

Senior Director - Digital Embedment, Optimisation and Change

Senior Officer Grade A \$160,541, Canberra (PN: 54751-02EP3)

Gazetted: 08 November 2023

Closing Date: 22 November 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 Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, ICT projects, business intelligence, non-clinical digital records, and the on-going optimisation of clinical and administrative systems.

For more information regarding the position 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"

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

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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: Nasa Walton (02) 5124 0358 nasa.walton@act.gov.au

North Canberra Hospital

Corporate & Finance

Administrative Service Officer 4- Facilities Department

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 602526 - 02EKR)

Gazetted: 08 November 2023

Closing Date: 21 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers 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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 purpose of this role is to provide administrative support to the Facilities Maintenance Team including all matters related to Maintenance requests, both Programmed Maintenance and Corrective, ensuring all jobs are logged, sent out to the appropriate contractor, closed out and reported against in the database.

FM are responsible for facilities management services across all North Canberra Hospital (NCH) properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Administration Officer role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the North Canberra Hospital and other facilities managed by NCH across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Under general direction of the Maintenance Manager you will;

Within the limits of approved programs, organise and direct the work of the maintenance department in the repair and maintenance of base building structure and ancillary fittings and fixtures and facilities throughout the Hospital. The Administration Officer will be responsible for ensuring that planned and reactive maintenance and repairs are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various NCH Facilities.

Assist with Hospital Audits such as Accreditation and HICMAR

Review and provide feedback to the Maintenance Manager on processes and procedures to determine if more efficient processes are achievable without adverse impact to operation.

Receive and log job requests into the Asset Management Software and ensure that the works are followed through to completion.

Be the first point of contact for Contractors both on and off site.

Implement and overview effective maintenance plans/programs through the asset management system and provide reports as required.

Be the first point of contact for all Maintenance matters.

Ensure that staff are up to date with mandatory training.

Compile, file and forward on all Staff Leave Forms as required.

General Office duties including all appropriate ad hoc requests.

Manage multiple calendars.

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

About you:

Requirements/Qualifications

Mandatory

Current ACT Drivers Licence

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

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:

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 \(act.gov.au\)](#)

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Darrin Brown N/A Darrin.Brown@calvary-act.com.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Executive Assistant - Pathology Administration

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 26500 - 02ELN)

Gazetted: 08 November 2023

Closing Date: 28 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

The Executive Assistant is an integral part of the ACT Pathology team reporting directly to Manager, Special Projects and Business Support. This role covers a wide range of business and Executive Assistant duties, requiring collaboration across the ACT Pathology organisation.

The Executive Assistant (EA) is a key role in the support team for executives across ACT Pathology as well as providing guidance and task coordination to the administrative team. Under direction from the Manager, Special Projects and Business Support, the EA directly supports Executive Director of Pathology, along with the wider executive office. This role is responsible for providing support and coordination to the executive and their teams, including diary management and meeting support, documentation including briefings to CHS and ACT Government, internal and external communications, event coordination and secretariat support as well as liaison with other executive officers, team members and 2 consumers. In addition, the EA will work closely with the Executive office to support the operational and strategic functions of their roles.

The EA will support relationship management with internal and external stakeholders, including representing ACT Pathology (where appropriate) on various committees and with other project teams.

For more information regarding the position 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"

Contact Officer: Renae Williams (02) 5124 7082 Renae.Williams@act.gov.au

North Canberra Hospital

Corporate and Finance

Executive Assistant- Administrative Service Officer 5

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 602536, several - 02EOL)

Gazetted: 08 November 2023

Closing Date: 21 November 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

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.

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Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Executive Assistant (EA) is a key role in the support team for Executives across North Canberra Hospital. Under direction of the Executive, the EA is responsible for providing a wide range of support and coordination of the

Executive and their teams, including diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

To be successful in the role, the EA must be responsive, able to manage changing and competing priorities, be detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

Under limited direction of the Executive you will perform a range of EA duties. You will:

Manage the daily administrative activities of the Executive and their office, including but not limited to management of the Executive's personal and generic email inboxes, correspondence, telephone calls, calendar, meeting papers and travel. Allocate and coordinate tasks assigned to, by and through the Executive office, including coordination of associated documentation such as briefs, submissions, policies and other correspondence.

Lead and manage all communications across the Executive support office and liaise with other Executive support staff in facilitating communications between your Executive and other Executive including the allocation and coordination of associated documentation such as briefs, meeting papers, submissions, policies and other correspondence.

Provide secretariat support for meetings and committees including preparation of meeting papers, follow up of actions and coordination of reporting requirements.

Prepare draft written documentation on behalf of the Executive or division including but not limited to emails, correspondence, project plans, meeting minutes, submissions and briefs.

Manage invoices, leave and travel applications, timesheets and recruitment actions, seeking advice and assistance from senior officers where appropriate.

Undertake project support work to support the executive or division.

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

About you:

Requirements/Qualifications

Relevant experience as an EA to a senior executive, especially in the health sector is preferred. In addition, you should

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:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Elaine Pretorius n/a Elaine.Pretorius@calvary-act.com.au

CHS Clinical Services

Medicine

Renal

Renal Ward - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 18042 - 02EOP)

Gazetted: 08 November 2023

Closing Date: 22 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Renal and Endocrine ward offers inpatient care to patients admitted with renal or endocrine dysfunction and associated complications. Services provided have a multidisciplinary focus and includes (but is not limited to) care of patients with acute kidney injury, chronic kidney disease, those commencing haemodialysis pathways, peritoneal dialysis, AVF fistula creation, management of DKA and other multiple medical conditions.

The RN 1 position reports to the inpatient ward Clinical Nurse Consultant (CNC).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Tracy Garratt (02) 5124 3352 Tracy.Garratt@act.gov.au

Paediatrics

Paediatrics - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25482, several - 02EJU)

Gazetted: 08 November 2023

Closing Date: 8 November 2024

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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

Canberra is one of Australia's best kept secrets. Imagine yourself in a capital city where things are just easier without the hustle and bustle. Where there's always plenty to do for those that are looking for excitement or those that just want to enjoy the view.

The Paediatric Units in the Centenary Hospital for Women, Youth and Children is under Canberra Health Services. It provides family centred, holistic care and advocacy for children and adolescents in the ACT and surrounding regions. You will work in a growing tertiary hospital that cares for children with acute and chronic health needs.

Our newly refurbished wards incorporate state of the art clinical features with improved indoor and outdoor facilities for patients and their families to enjoy.

The Paediatric unit includes:

High Care Ward

Medical and Surgical Wards

Adolescent Ward

Inpatient Adolescent Mental Health Services

Day Surgery and Outpatient clinics

Successful candidates will be provided ongoing education and training opportunities facilitated through Workforce Capability and Clinical Development Nurses. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for Paediatric patients with a wide range of conditions.

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: Shannon Reakes (02) 5124 7689 Shannon.Reakes@act.gov.au

Paediatrics**Nurse Level 2 - Paediatrics****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22306, several - 02ECB)**

Gazetted: 08 November 2023

Closing Date: 15 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

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.

Contact Officer: Ruth Muoki 0481 053 419 Ruth.Muoki@act.gov.au**Paediatrics****After Hours Clinical Nurse Consultant - Paediatrics****Registered Nurse Level 3.2 \$130,846, Canberra (PN: 63431, several - 02EO0)**

Gazetted: 08 November 2023

Closing Date: 21 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Looking for a new opportunity to advance your career in paediatrics? Look no further! Our new position for an After-Hours Clinical Nurse Consultant in Paediatrics is now open. Join our team and take on a leadership role, providing safe and effective management in the after-hours department. Work closely with the hospital manager, clinical nurse consultant, and medical team to provide support to our dedicated staff. Don't miss out on this chance to expand your skills and take the next step in your career. Apply now!

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.

Contact Officer: Shannon Reakes 0481 053 419 Shannon.reakes@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Outpatient Physiotherapist - Acute Allied Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63493, several - 02EOE)

Gazetted: 08 November 2023

Closing Date: 21 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers 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 and specialised outpatient settings to deliver exceptional care. Our physiotherapists in our Outpatients team work predominately in outpatient physiotherapy and tertiary hospital clinics including Plastics (Hand Therapy), Orthopaedic Fracture, Registrar Review and Haemophilia clinics.

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.

Note: There are several position available two full time temporary position (5 months or 11.5 months) and a permanent part time position at 11 hours per week and the full-time salary noted above will be pro-rata.

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

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

Anatomical Pathology

Medical Laboratory Scientist - Histology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19443 - 02EO1)

Gazetted: 08 November 2023

Closing Date: 22 November 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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at

seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Under direction, the successful applicant will be required to perform diagnostic and other technical tests and procedures, play a role in the trouble shooting of instrumentation and Quality Control processes and procedures at the Canberra and Calvary Hospitals. The successful candidate will be required to participate in the after-hours roster. This position attracts a Pathology Allowance, increment level to be determined based on applicants experience.

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: Mark Koina (02) 5124 2871 Mark.E.Koina@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Operational Support Services

Senior Security Officer - Security Operations

Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: 53470 - 02ECD)

Gazetted: 07 November 2023

Closing Date: 21 November 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 Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients, and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Senior Security Officer, you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit, and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

As a Senior Security Officer, you are expected to be able to perform duties in all of the following work streams: General Duties which provide a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required.

Control Room / Pass Office which operates comprehensive electronic security systems including access control (electronic and mechanical), cameras, alarm monitoring, radio systems, intercoms, and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

For more information regarding the position 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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Mark Enriquez (02) 5124 5145 Mark.Enriquez@act.gov.au

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Director of Allied Health****Speech Pathologist - Adult Acute Mental Health Services**

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 52988 - 02EC5)

Gazetted: 07 November 2023

Closing Date: 27 November 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 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.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Acute Mental Health Services (AAMHS) includes the Adult Mental Health Unit (AMHU), an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness; Ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness and the Mental Health Short Stay Unit (MHSSU), a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The HP3 Speech Pathologist will work within a multi-disciplinary allied health team providing exceptional care through high quality assessment and therapeutic intervention. The link between communication and swallowing abilities and mental illness are complex and multifactorial. The Speech Pathologist will work with a diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Acute Mental Health Services.

The Speech Pathologists will have direct clinical supervision from a senior speech pathologist and will receive professional support, supervision and consultation from the Acute and RACS Speech Pathology Departments of Canberra Health Services.

This is a new position which will commence as part of the Adult Acute Mental Health Services with a view to expanding into other adult inpatient units within MHJHADS in due course.

This is a full-time position working business hours, Monday to Friday. The AAMHS is located at The Canberra Hospital.

For more information regarding the position duties, please click on the relevant position description below:

[Health Professional Officer Level 2](#)

[Health Professional Officer Level 3](#)

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

Contact Officer: Rosy Winter (02) 5124 1768 rosy.winter@act.gov.au

Walk-in Centres**Nurse Level 3 Grade 1 - Registered****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 59132 - 02EM2)**

Gazetted: 06 November 2023

Closing Date: 17 November 2023

Details: What can we offer you:

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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

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: David Larkin 0466 455 727 David.Larkin@act.gov.au**CHS Clinical Services****Mental Health, Justice Health and Alcohol and Drug Services****Justice health Services****Senior Community FMHS Nurse****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 36227 - 02EJY)**

Gazetted: 08 November 2023

Closing Date: 17 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

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

Senior registered nurses working within FMHS are provided with specialist training and specialist clinical supervision and are consistently encouraged to be involved in a collaborative and multidisciplinary team

environment. Senior registered nurses are supported to maintain any continuing professional development requirements, appropriate to area of service provision, such as attendance to group supervision, research groups, and/ or in- services.

FMHS is a unit of Justice Health Services, and is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

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

Physiotherapy

Health Professional 3 – Senior Physiotherapist in Emergency Department

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP7039 - 02EM9)

Gazetted: 06 November 2023

Closing Date: 17 November 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra’s expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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.

This position supports the delivery of services including primary contact physiotherapy within the Emergency Department. You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in this clinical area.

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 an overtime, restricted on-call and shift rosters.

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, but not limited to, the Emergency Department.

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 Professional 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.

About you:

Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications and a minimum of three years' experience working professionally 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 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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jeanie Weber 02 6201 6194 Jeanie.Weber@calvary-act.com.au

CHS People & Culture

Safety Advisor - Work Health Safety

Cadet – Full-time Study \$93,996 - \$107,322, Canberra (PN: 03837 - 02EO9)

Gazetted: 07 November 2023

Closing Date: 21 November 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

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

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

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

For more information regarding the position 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: Annaliesha Flynn (02) 5124 9920 Annaliesha.Flynn@act.gov.au

Pharmacy

Pharmacist Level 1

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: LP8827, several - 02ENW)

Gazetted: 07 November 2023

Closing Date: 27 November 2023

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

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 Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based

pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

Provide a clinical pharmacy service following the Society of Hospital Pharmacists Australia, Standards of Practice for Clinical Pharmacy Services. This includes but is not limited to; admission medication history and reconciliation, review of medication orders to ensure clarity, validity and appropriateness, therapeutic drug monitoring, assessment and ongoing monitoring of medication management, documentation of pharmacist interventions and medication incidents, discharge planning and facilitation, participation in clinical decision-making, ward rounds and provision of medicines information to patients and health professionals.

Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.

Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.

Prepare non-sterile extemporaneous and sterile pharmaceuticals after completion of relevant theoretical and practical training.

Participate in health promotion activities (i.e. cardiac rehab), research programs and departmental quality improvement projects.

Participate in the education of relevant hospital staff including nursing, medical and allied health. This may include activities such as assisting with ward in-services and the Junior Medical Officer teaching program. Participate in a range of training and education activities (i.e. attendance and contribution to clinical pharmacist meetings as rostered, assist with the facilitation of intern pharmacist and medical student tutorials)

Participate in the education of relevant hospital staff including nursing, medical and allied health. This may include activities such as assisting with ward in-services and the Junior Medical Officer teaching program.

Promote at every opportunity, quality use of medicines (QUM) principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.

Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy

Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Highly Desirable

Undertaking relevant postgraduate study.

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

Position selection criteria

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

Ability to adhere to the philosophy, mission and values of North Canberra Hospital and Canberra Health Services.

Understanding of hospital pharmacy practice and the SHPA Standards of Practice for Clinical Pharmacy

Well-developed interpersonal, written and oral communication skills with the ability to effectively interact with all levels of hospital staff, patients and carers.

An ability to work as part of a multi-disciplinary team.

Demonstrated ability to prioritise and manage workload demands, meet deadlines and complete required duties (including ability to be self-directed and work independently within scope of practice and seek assistance when required).

Demonstrated initiative and ability to solve work-related problems.

Demonstrated commitment to continuing education and professional development relevant to hospital pharmacy practice.

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.

How to apply

Applicants are expected to respond in writing and include the following:

A cover letter stating how you meet the position selection criteria (Arial font size 10, no more than 3 pages)

Current CV that includes contact details for at least 2 professional referees

A merit pool will be established from this recruitment process and will be used for the next 12 months to fill various positions both on a temporary and permanent basis with full-time and part-time opportunities available.

What can we offer you:

City living without the traffic.

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

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

Contact Officer: Miriam Lawrence 02 6201 6266 Miriam.Lawrence@calvary-act.com.au

Office of the CEO

Executive Officer - Office of the Chief Executive Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 58484 - 02ELO)

Gazetted: 07 November 2023

Closing Date: 21 November 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:

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

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

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

For more information regarding the position 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: Nicole Stevenson (02) 5124 4702 nic.stevenson@act.gov.au

Cardiology

Cardiac Catheter Laboratory - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24435, several - 02EH2)

Gazetted: 07 November 2023

Closing Date: 21 November 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

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

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it!

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

Acute Allied Health Services, Physiotherapy

Cardiorespiratory Physiotherapist - Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28845 - 02ELT)

Gazetted: 07 November 2023

Closing Date: 20 November 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 including but not limited to Pulmonary Rehabilitation, Cardiac Rehabilitation, Heart Function, Respiratory Outpatients and Enhanced Recovery After Surgery programs. 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. Cardiorespiratory HP3s can work in varying inpatient and outpatient areas 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.

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

Pathology

Finance and Business Manager - Pathology Administration

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63455 - 02ELK)

Gazetted: 07 November 2023

Closing Date: 28 November 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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. As well as a number of key strategic initiatives, including design of a new Pathology building under the CHS Campus Modernisation program, CHS is moving towards an Activity-based funding (ABF) model in the near term. Thus, ACT Pathology requires an experienced Finance and Business Manager, preferably with a management accounting background, to support both business-as-usual and strategic program development and implementation.

As a member of the Pathology leadership team, you will provide expertise in business performance, financial management and corporate governance activities and actively participate in the management of budget, key relationships, and agreements/contracts of a business nature. This also includes leadership in Activity Based Funding (ABF) requirements and costing structures for the division.

The Finance and Business Manager will provide high level business management analysis and advice enabling the division to deliver quality, cost effective services that are consistent with the strategic and operational directions of CHS and ACT Pathology. You will be accountable for the timely provision of high-level business planning and co-ordination of financial aspects of the division activities.

The Finance and Business Manager role will report directly to the Executive Director, ACT Pathology and will work in close partnership with the Pathology leadership team.

For more information regarding the position 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: Renae Williams (02) 5124 7082 Renae.Williams@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Clinical Pharmacist (Rotational) - Pharmacist Level 2

Pharmacist Level 2 \$83,837 - \$101,321, Canberra (PN: LP7975)

Gazetted: 07 November 2023

Closing Date: 28 November 2023

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

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 Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

Provide a clinical pharmacy service following the Society of Hospital Pharmacists Australia, Standards of Practice for Clinical Pharmacy Services. This includes but is not limited to; admission medication history and reconciliation, review of medication orders to ensure clarity, validity and appropriateness, therapeutic drug monitoring, assessment and ongoing monitoring of medication management, documentation of pharmacist interventions and medication incidents, discharge planning and facilitation, participation in clinical decision-making and provision of medicines information to patients and health professionals.

Participate in health promotion activities (i.e. cardiac rehab), research programs and departmental quality improvement projects.

Participate in the education of relevant hospital staff including nursing, medical and allied health. This may include activities such as assisting with ward in-services and the Junior Medical Officer teaching program.

Participate in a range of training and education activities (i.e. attendance and contribution to clinical pharmacist meetings as rostered, assist with the facilitation of intern pharmacist and medical student tutorials) and assist with the supervision of pharmacy students and intern(s).

Promote at every opportunity, quality use of medicines (QUM) principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.

Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.

Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.

Prepare non-sterile extemporaneous and sterile pharmaceuticals after completion of relevant theoretical and practical training.

Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy.

Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 2 years' full time equivalent experience as a registered pharmacist in an Australian hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program

Highly Desirable

Undertaking relevant advanced training/postgraduate study.

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

Position selection criteria

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

Ability to adhere to the philosophy, mission and values of North Canberra Hospital and the NCH Pharmacy.

Demonstrated knowledge and skill in clinical pharmacy and therapeutics (consistent with at least 2 years post registration experience and the SHPA Standards of Practice for Clinical Pharmacy) with an ability to apply this to practical situations.

High level interpersonal, written and oral communication skills with the ability to effectively interact with all levels of hospital staff, patients and carers.

An ability to work as part of a multi-disciplinary team.

Demonstrated ability to prioritise and manage workload demands, meet deadlines and complete required duties.

Demonstrated initiative and ability to solve work-related problems.

Engagement in the pharmacy profession and a commitment to continuing education and professional development.

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

Undergo a pre-employment National Police Check.

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

Note: There are several permanent and temporary positions available.

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

Contact Officer: Miriam Lawrence (02) 6201 6266 Miriam.Lawrence@calvary-act.com.au

North Canberra Hospital

Women & Children

Registered Nurse +/- Midwife Level 2 Special Care Nursery

Registered Nurse Level 2/Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: LP8305, several - 02EN7)

Gazetted: 06 November 2023

Closing Date: 6 November 2024

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

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 Department

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT.

These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care.

Care is provided by a multidisciplinary team including a Midwifery Team, Medical staff, Allied Health and Nurses. As a level 4 Maternity service and level 3 Special Care Nursery, NCH provides pregnancy healthcare to women of normal or medium risk and who birth beyond 34 weeks gestation.

Currently NCH provides perinatal care to 1900 women per year.

We have strong, supporting staff at NCH, and we live by our principles of kindness, compassion, and support.

About the Role:

The Nurse/Midwife will provide advanced clinical care to neonates in the Special Care Nursery (SCN). The Nurse/Midwife will have advanced practice knowledge in neonatal practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team. The role deputises for the Clinical Midwife Consultant after hours.

The Nurse/Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff. The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

Under limited direction of the Clinical Midwife Consultant you will:

Demonstrate evidence of advanced clinical knowledge and skill in providing care to neonates of all complexities.

Works as a clinical team leader.

Demonstrate clinical leadership skills with particular focus on effective interpersonal communication skills within a multidisciplinary team.

Accept responsibility for own actions in nursing/midwifery practice.
 Participate in professional development of self and others.
 Demonstrate commitment to clinical research, quality improvement and procedure development and implementation.
 Provide preceptorship and mentoring to less experienced staff
 Provide leadership and excellence in the delivery of family centered developmental care to neonates.
 Demonstrate ability in planning, coordinating and providing advanced nursing care to neonates.
 Provide leadership in clinical policy development, clinical auditing and portfolio development.
 Work in other areas of the hospital when required.
 Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
 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
 Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in neonatal care.
 Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.
 Demonstrated commitment to ongoing professional development of self and others.
 Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
 Demonstrated high level of interpersonal and communication skills.
 Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
 Demonstrated computer literacy skills.
 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.
 Holds, or is working towards, post graduate qualification in neonatal nursing is desirable
 Please note prior to commencement successful candidates will be required to:
 Undergo a pre-employment National Police Check.
 Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
 Note: There several position available both temporary and permanent.
For more information on this position and how to apply "click here"
 Contact Officer: Julie Parducci N/A julie.parducci@calvary-act.com.au

CHS People & Culture

Industrial Relations Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44248 - 02EMS)

Gazetted: 06 November 2023

Closing Date: 17 November 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 is looking for an enthusiastic and experienced Industrial Relations practitioner. The successful applicant will be responsible for providing advice and assistance to Managers and Executives about the employment framework and supporting the Director, Industrial Relations, in planning and negotiation of enterprise agreements, Visiting Medical Officers conditions and other industrial instruments.

For more information regarding the position 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"

Contact Officer: Steven Linton (02) 5124 9599 Steven.Linton@act.gov.au

CHS Chief Executive Officer**CHS Medical Services****Imaging****Sonographer - Medical Imaging Level 4 - Canberra Hospital**

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28999, several - 02ELS)

Gazetted: 06 November 2023

Closing Date: 19 November 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 Medical Imaging Department at CHS operates 24 hours, seven days week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The Medical Imaging Department forms part of the CHS Medical Services Group which also includes Pharmacy, Healthcare Technology Management, the Prevocational Education and Training, the Medical Officer Support, Credentialling, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU), ACT Blood Counts Program and the CHS Library and Multimedia.

The MI4 Sonographer position requires a high level of specialist knowledge to provide novel, complex and critical ultrasound service delivery under broad supervision of the Medical Imaging Level 5 (MI5) Ultrasound Manager. This is a clinical health MI4 role which requires the successful applicant to demonstrate a specialist level of ultrasound knowledge, skills, experience and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

This position may also be rostered to shifts based outside of the Canberra Hospital precinct at the Weston Creek Imaging Service, located at the Weston Creek Community Health Centre.

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”

Contact Officer: Leigh Bush 0407 406 041 leigh.bush@act.gov.au

Day Surgery Unit**Clinical Nurse Consultant Perioperative Suite – Day Procedure Unit (DPU) and Endoscopy**

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 601118 - 02ENK)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.
11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, PostAnaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Suite at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialities.

The Clinical Nurse Consultant for the Day Procedure Unit (DPU) and Endoscopy suite is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in coordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework.

Under limited direction of the Assistant Director of Nursing you will perform the day-to-day operational management of services within the unit including management of nursing workloads / models of care and patient flow both internal and external to the unit. The CNC will provide expert clinical leadership and management within a multidisciplinary framework, embed, and maintain the National Safety and Quality Health Service Standards at a unit level as well as develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. You will:

Provide strong leadership for nurses in all aspects of clinical practice and models of care including planning, implementing, and evaluating professional development, managing education, research, teaching, workforce planning and quality work environment for the unit

Be accountable for the flexible allocation of human and financial resources within the unit to ensure achievement of an agreed level of service and reporting of variances against agreed targets

Provide strong leadership to and develop nursing staff within the designated clinical area, providing an environment that encourages regular feedback and fosters innovation to meet the constant demands within the clinical healthcare setting as well as ensuring that performance management agreements are in place and discussed regularly

Lead, co-ordinate and work in partnership with the multidisciplinary team to facilitate change management initiatives to achieve the strategic objectives of Canberra Health Services (CHS) and to achieve the NSQHSS

Ensure the development, maintenance and review of clinical guidelines/procedures/policies are aligned with the strategic goals of the Division of Surgery (DOS) and CHS and align with the NSQHSS.

Monitor relevant key performance indicators, quality data and formulate appropriate management plans to achieve this.

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

About you:

Requirements/Qualifications:

Mandatory

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

The successful applicant will need to be available to work full time, Monday to Friday

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

Desirable

Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

A proactive and enthusiastic willingness to learn.

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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Renae Kathage 02 6201 6892 Renae.Kathage@calvary-act.com.au

CHS People and Culture

Director of Work Health Safety

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 29577 - 02EOC)

Gazetted: 08 November 2023

Closing Date: 21 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.

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

About the Role:

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

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

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

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

For more information regarding the position 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”](#)

Contact Officer: Annaliesha Flynn (02) 5124 9920 Annaliesha.Flynn@act.gov.au

Pharmacy

Pharmacist Level 3

Pharmacist Level 3 \$109,197 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: LP8046, several - 02EOT)

Gazetted: 08 November 2023

Closing Date: 28 November 2023

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

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 Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

Apply advanced knowledge, skills, professional judgement and initiative in the delivery of clinical pharmacy services, providing high level medication management services and interventions (according to relevant SHPA Standards of Practice) across a range of clinical specialties.

Provide high level advice and recommendations through effective negotiation and liaison with a patient centred, multidisciplinary approach.

Contribute to the planning and delivery of training, education and professional development activities for the pharmacy department, hospital staff and students.

Participate in the Pharmacy Residency Program as a preceptor for NCH SHPA Residents; applying skills attained through appropriate training and assessment qualifications.

Initiate and coordinate quality improvement projects, research activities, policy and procedure development and review and promote the quality use of medicines (QUM) and medication safety through liaison and networking within the hospital, external agencies/groups and professional bodies.

Maintain continuing professional development and current clinical knowledge to ensure ongoing standards of high quality medication management are provided.

Promote at every opportunity, QUM principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.

Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.

Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.

Participate in and supervise the preparation of sterile and non-sterile extemporaneous pharmaceuticals

Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy.

Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 4 years' full time equivalent experience as a registered pharmacist in an Australian public hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program

Highly Desirable

Holds relevant postgraduate qualifications of at least Graduate Diploma level.

Advancing Practice credentialed (or working towards).

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

Position selection criteria

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

Ability to adhere to the philosophy, mission and values of North Canberra Hospital and the NCH Pharmacy.

Demonstrated advanced knowledge and skill in clinical pharmacy and therapeutics (consistent with at least 4 years' post-registration experience and the SHPA Standards of Practice for Clinical Pharmacy) with an ability to apply this to practical situations.

High level interpersonal, written and oral communication skills with the ability to effectively interact with all levels of hospital staff, patients and carers.

An ability to work as part of a multi-disciplinary team.

Demonstrated ability to prioritise and manage complex caseloads, meet deadlines and complete duties.

Demonstrated initiative and ability to problem solve complex clinical and practical dilemmas.

Demonstrated QI and research skills in the areas of policy and procedure development and review; quality use of medicines projects and medication safety.

Demonstrated ability in teaching, clinical supervision, training and assessment; including the application of adult learning principles within the pharmacy department and wider organisation.

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: Miriam Lawrence 02 6201 6266 Miriam.Lawrence@calvary-act.com.au

Canberra Institute of Technology

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

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

Canberra Institute of Technology**Executive Branch Manager and Chief Financial Officer****Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1069)**Weeks to Close: **3**

Closed: 27 November 2023

Details: Are you an experienced CFO who is committed to delivering future-focused strategic plans?

Do you have a strong background in financial policy and assurance?

Does playing a pivotal role in unlocking the future of vocational education and training in Canberra excite you?

The Canberra Institute of Technology (CIT) is seeking an experienced finance professional to join our team in the position of Chief Financial Officer.

What do we want?

CIT is seeking an experienced and suitably qualified finance professional to fill the role of Chief Financial Officer.

Working to the Executive Director, Strategic Finance and Transformation, the Chief Financial Officer is a key member of the leadership team and will be pivotal in undertaking major improvement and transformation projects relating to CIT's financial and corporate activities consistent with the commitments in CIT's Strategic Compass 2025.

What will you do?

The Chief Financial Officer is responsible and accountable for the overall management of the Institute's finance, budget and financial assurance functions. You will develop and provide recommendations in relation to financial policy and strategy which will position CIT for growth and stability, aligned with the future direction of the Institute.

As a source of knowledge in this field you will provide accurate, timely and strategic financial information, analysis and advice to the Chief Executive Officer (CEO), CIT's Board and Executive Team across the full range of financial functions. The Chief Financial officer will be responsible for coordinating the development, implementation and monitoring of financial accounting processes and related systems.

What do I need?

As a senior leader within CIT, this role requires someone with sound knowledge of financial policy as this position will be managing and directing the Institute's financial activities, including budgets, and internal reporting.

You will have demonstrated experience in a similar role at an executive level, and be able to apply this knowledge to develop, plan and facilitate best practice processes at CIT.

You will need high-level communication, negotiation and leadership skills and will have a demonstrated track record of delivering outcomes, driving reform, and implementing organisational change.

You will have strong negotiation and influencing skills, and the ability to inspire, energise and engage people, and the ability to draw on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the ACTPS Values, and the CIT Cultural Traits.

As the position undertakes the function of Chief Finance Officer (CFO), it requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Chartered Accountants Australia and New Zealand or equivalent.

Eligibility/Other Requirements:

- Tertiary qualifications in accounting recognised by a professional accounting association. Including full membership of CPA Australia, Chartered Institute of Management Accountants (CIMA) or the Chartered Accountants in Australia and New Zealand.
- Must not be disqualified from managing corporations or acting as a Chief Financial Officer by ASIC and/or other regulatory or professional bodies.

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 placed on a short-term contract for up to two years. If the position becomes vacant, the successful applicant may be offered a performance-based long-term contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit a two-page pitch addressing the leadership capabilities and your suitability for the role. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Jordan 6207 4279 Craigs.jordan@cit.edu.au

Health Community and Science**Children's Education and Care****Education Support Teacher****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 55219)**

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: Do you currently work within the school sector as a teacher or a Learning Support Assistant and are seeking a change of pace?

Are you looking to transition into the public service?

CIT Children's Education and Care is seeking an exceptional individual to fill the position of Teacher Level 1 in the department.

We are seeking a collaborative, customer-centric professional to fill this position, the key focus of this role is to teach on the Certificate IV in School Based Education Support program.

As a member of CIT Children's Education and Care team, the individual will have experience and knowledge of contemporary VET and assessment strategies, digital literacy, and compliance requirements. An in-depth knowledge of the School Based Education Support sector is essential for this position.

To be successful in this position, the applicant will display high levels of communication, will have experience in working collaboratively and effectively within a team and have the ability to develop high quality innovative teaching and assessment resources. A demonstrated interest in adult education and evidence of the ability to teach and assess a range of School Based Education Support programs delivered face to face, online and in the workplace is required. Part time hours can be negotiated.

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

Eligibility/other requirements:

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

A Teacher Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). Where the full qualification is not held the successful applicant must hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

A minimum of five years' experience in the School Based Education Support sector is highly desirable. A current qualification in Education Support or an Education degree is highly desirable.

How to apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

CIT Education and Training Services**CIT Library and Learning Services****Liaison Librarian****Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 54246)**

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: The Canberra Institute of Technology (CIT) Library is looking for a Liaison Librarian to join our team in delivering dynamic and innovative information services to staff and students including online reference and specialist research. The successful candidate will be involved in planning and delivering digital and information literacy sessions in consultation with teaching staff, identifying, and assessing learning resources, and providing copyright support.

As a CIT staff member, you will be able to access free parking, enjoy an additional two week leave during end of year annual closedown and other flexible work arrangements. The library provides generous professional development opportunities.

The successful applicant will be able to negotiate starting salary within the advertised range.

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

Eligibility/Other requirements:

Mandatory:

An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate Membership of the Australian Library and Information Association (ALIA) or a recognised course of study. If you are currently studying and have almost completed the requirements of your final subjects, we welcome your application.

An ability to work one shift per week

Notes: This is a temporary position available immediately until 01 March 2024 with the possibility of extension up to 12 months.

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

How to apply: Applicants are required to write a response addressing the selection criteria, no longer than three pages and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date

Applications should be submitted via the Apply Now button below.

Contact Officer: DanaP Murphy (02) 6207 3377 DanaP.Murphy@cit.edu.au

CIT Education and Training

CIT Yurauna

CIT Yurauna

Student Support and Recruitment

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 50861)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experience working with Aboriginal and Torres Strait Islander people, then you may be the person for this role. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses and to gain qualifications for employment outcomes.

Eligibility/other requirements:

Mandatory:

Current Drivers Licence.

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

Confirmation of Aboriginality.

Desirable:

Qualifications in Business Administration or willing to work towards this.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to apply: Interested applicants to provide a one-page pitch outlining relevant Skills and Experience while addressing the Selection Criteria. Describe how you believe you can contribute to CIT's strategic objectives and the roles and responsibilities of the position.

Pitch must be submitted together with a current curriculum vitae and Confirmation of Aboriginality and/or Torres Strait Islander.

The relevant Skills and Details of the role can be found in the attached Position Description.

Applications should be submitted via the apply now button below.

Contact Officer: Emily Stewart-Reed (02) 6207 3471 Emily.Stewart-Reed@cit.edu.au

CIT Education and Training

CIT Yurauna

CIT Yurauna

Cultural Educator

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51218)

Gazetted: 06 November 2023

Closing Date: 14 November 2023

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experience working with Aboriginal and Torres Strait Islander people, then you may be the person for this role. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses and to gain qualifications for employment outcomes.

Eligibility/other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) *Enterprise Agreement 2019 – 2021*, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to Work in CIT Yurauna

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)

Confirmation of Aboriginality or Torres Strait Islander Certificate

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) *Enterprise Agreement 2019 – 2021*.

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

Desirable:

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to apply: Interested applicants to provide a One-page pitch outlining relevant skills and experience while addressing the Selection Criteria. Describe how you believe you can contribute to CIT's strategic objectives and the roles and responsibilities of the position.

Pitch must be submitted together with a current curriculum vitae and Confirmation of Aboriginality and/or Torres Strait Islander. The relevant Skills and Details of the role can be found in the attached Position Description.

Applications should be submitted via the apply now button below.

Contact Officer: Emily Stewart-Reed (02) 6207 3471 Emily.Stewart-Reed@cit.edu.au

CIT Trade Skills**Construction****Construction - Carpentry Teacher****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 63570)**

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details:

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

WHATS THE POSITION?

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

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

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

Eligibility/ Other requirements:

WHAT DO I NEED?

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

Possession of relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and demonstrate a broad range of current industry skills and experience.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

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

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Industry Experience

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

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

Note: Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude. 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 one page pitch encompassing the Selection Criteria along with a current Curriculum Vitae and the names of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: James Folk (02) 6205 5491 James.Folk@cit.edu.au

Education and Training Services**CIT Trade Skills****Building Management****Casual Teacher CIT****Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: C00570, Several)**

Gazetted: 03 November 2023

Closing Date: 30 November 2023

Details:

Are you experienced in the Construction industry?

Do you have an interest in training and developing skills in others?

Are you looking to learn new skills?

If you answered yes to these questions, then it's time to talk to Canberra Institute of Technology (CIT) to explore what it takes to become a teacher.

CIT is currently seeking casual teachers in Silica prevention, White Card and Asbestos awareness. You can continue to work in Industry and teach part time or on a casual basis. CIT will support you to gain the qualifications and skills required to teach in vocational education.

CIT is an integral part of the ACT community, and as the public provider of vocational education and training, is uniquely placed to contribute to the prosperity and sustainability of Canberra's future. Join with us to develop the trades workforce in Canberra and surrounding region.

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent)

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Note: CIT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

How to Apply:

To apply and register your interest please submit an application to the casual register.

For more details on the job role and functions please contact Tony Cowlshaw on 6205 9840 or email tony.cowlshaw@cit.edu.au.

To apply and register your interest please submit an application to the casual register

<https://employmentregister.cit.edu.au/casualTeacher.xhtml>

Contact Officer: Anthony Cowlshaw (02) 6205 5491 Anthony.Cowlshaw@cit.edu.au

Education and Training Services**CIT Technology and Design****CIT Technology and Design Management****Administration Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 35417)**

Gazetted: 03 November 2023

Closing Date: 10 November 2023

Details: Administrative Officer - Technology and Design College

Do you currently work with in an office environment and are seeking a change of pace?

Do you have a passion for vocational education and training?

Read on!

CIT is seeking an experienced Administrative Officer to join the CIT Technology and Design College and responsible for providing exceptional customer service to students and industry partners, and undertaking a wide range of administrative tasks that supports the smooth running of the College and its Departments.

WHAT'S THE POSITION?

As a member of the Technology and Design Management team, this position is responsible for providing exceptional customer service to students and industry partners, and undertaking a wide range of administrative tasks that supports the smooth running of the College and its Departments.

Reporting to the College Director, Technology and Design, the Administration Officer will liaise and work collaboratively with the leadership team across the College, teams across CIT, and with our students and industry partners.

Effective communication, strong attention to detail, and time management skills are essential in this role. This role will be required to follow a range of business processes, navigate several CIT student information administrative systems and Office 365 applications, and support the coordination of a variety of education and training activities. The role requires you to be across CIT's policies and procedures and understand the context and compliance requirements of vocational education and training. The role will require you to use your knowledge to help ensure the College's operations are consistent with relevant governance and legislative frameworks.

You will be a highly experienced administrator who thrives on learning new information, working with others, and enjoys transferring your knowledge to new situations. You will enjoy taking ownership of your role and will be able to work independently.

Eligibility/Other Requirements:

QUALIFICATIONS AND EXPERIENCE

Highly desirable

Diploma or Certificate IV in Business administration

Experience in business administration and/or working in government.

Experience in using business systems for customer relationship management, student information management, record keeping, learning management, and Microsoft Office.

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

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Andrea Aranguiz (02) 6205 2491 Andrea.Aranguiz@cit.edu.au

Education and Training Services

CIT Library and Learning Services

Library and Learning Services

Senior Manager, Library and Learning Services

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54235)

Gazetted: 02 November 2023

Closing Date: 9 November 2023

Details: The Canberra Institute of Technology (CIT) is seeking an experienced and motivated Senior Manager to lead the Library and Learning Services section.

The focus of this role is to lead the Library and Learning Services staff in the delivery of contemporary client-centred library and information services to support the delivery of training and a successful student experience. The role requires demonstrated high-level leadership qualities with a proven record to establish and maintain a highly motivated environment involving both clients and staff.

The Senior Manager reports to the College Director and is responsible for:

Identifying and guiding professional development of Library and Learning Services staff.

Planning, co-ordinating and managing financial, human, and physical resources, including oversight of the central learning resources.

Representing CIT on relevant government, local, national or industry bodies.

Liaising with internal and external clients and groups.

Actively participating in the corporate development of CIT, particularly in relation to research and development.

Reviewing and assessing performance of CIT's Library and Information Services.

Managing the corporate responsibility for copyright across CIT.

This position involves the direct supervision of staff.

This role is currently overseeing the management of the implementation of a new ILMS.

Eligibility/ Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Tertiary qualifications relevant to the position. Australian Library and Information Association (ALIA) membership or equivalent.

Educational experience, preferably in a TAFE environment, highly desirable.

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

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

Applications should be submitted via the apply now button below.

Contact Officer: Matthew Coleman (02) 6205 2033 Matthew.Coleman@cit.edu.au

Executive Branch Manager and Chief Financial Officer

Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1069)

Gazetted: 06 November 2023

Closing Date: 27 November 2023

Details: Are you an experienced CFO who is committed to delivering future-focused strategic plans?

Do you have a strong background in financial policy and assurance?

Does playing a pivotal role in unlocking the future of vocational education and training in Canberra excite you?

The Canberra Institute of Technology (CIT) is seeking an experienced finance professional to join our team in the position of Chief Financial Officer.

What do we want?

CIT is seeking an experienced and suitably qualified finance professional to fill the role of Chief Financial Officer.

Working to the Executive Director, Strategic Finance and Transformation, the Chief Financial Officer is a key member of the leadership team and will be pivotal in undertaking major improvement and transformation projects relating to CIT's financial and corporate activities consistent with the commitments in CIT's Strategic Compass 2025.

What will you do?

The Chief Financial Officer is responsible and accountable for the overall management of the Institute's finance, budget and financial assurance functions. You will develop and provide recommendations in relation to financial policy and strategy which will position CIT for growth and stability, aligned with the future direction of the Institute. As a source of knowledge in this field you will provide accurate, timely and strategic financial information, analysis and advice to the Chief Executive Officer (CEO), CIT's Board and Executive Team across the full range of financial functions. The Chief Financial officer will be responsible for coordinating the development, implementation and monitoring of financial accounting processes and related systems.

What do I need?

As a senior leader within CIT, this role requires someone with sound knowledge of financial policy as this position will be managing and directing the Institute's financial activities, including budgets, and internal reporting.

You will have demonstrated experience in a similar role at an executive level, and be able to apply this knowledge to develop, plan and facilitate best practice processes at CIT.

You will need high-level communication, negotiation and leadership skills and will have a demonstrated track record of delivering outcomes, driving reform, and implementing organisational change.

You will have strong negotiation and influencing skills, and the ability to inspire, energise and engage people, and the ability to draw on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the ACTPS Values, and the CIT Cultural Traits.

As the position undertakes the function of Chief Finance Officer (CFO), it requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Chartered Accountants Australia and New Zealand or equivalent.

Eligibility/Other Requirements:

- Tertiary qualifications in accounting recognised by a professional accounting association. Including full membership of CPA Australia, Chartered Institute of Management Accountants (CIMA) or the Chartered Accountants in Australia and New Zealand.
- Must not be disqualified from managing corporations or acting as a Chief Financial Officer by ASIC and/or other regulatory or professional bodies.

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 placed on a short-term contract for up to two years. If the position becomes vacant, the successful applicant may be offered a performance-based long-term contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit a two-page pitch addressing the leadership capabilities and your suitability for the role. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Jordan 6207 4279 Craigs.jordan@cit.edu.au

CIT Education Futures and Students Division

Industry Engagement

Training Initiatives Unit

Administrator

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 54184)

Gazetted: 06 November 2023

Closing Date: 13 November 2023

Details: The Property and Government Insourcing Group is responsible for the management of ACT Government's property portfolio, administration of the Secure Local Jobs Code and supporting insourcing of identified and insecure workforces that support ACT Government to deliver on its objectives.

Under general direction from the Executive Group Manager, Property and Government Insourcing Group, the Senior Director will:

Lead and deliver strategic projects to continue to improve the quality of property services;

Develop business cases and policy guidance for strategic issues;

Work collaboratively across the portfolio to deliver collaborative outcomes;

Prepare critical and complex documentation, including reports, briefs and communication materials and other complex documents for the Government, Ministers and Directorate;

Liaise and negotiate with stakeholders as appropriate to support development of strategic responses to asset management and facilities maintenance.

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

Eligibility/Other requirements:

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Exceptional problem solving, critical thinking, strategic policy development, program design and evaluation skills, particularly in a government setting.

A proven ability to deliver critical projects within a complex and constantly changing environment, whilst managing competing priorities.

Exceptional organisational skills and demonstrated ability to be proactive and flexible, and to manage competing priorities while working under pressure and in a dynamic work environment.

Proven ability to communicate with influence, provide high quality analysis and advice and prepare complex written documentation.

Highly developed interpersonal skills and demonstrated ability to establish and maintain positive working relationships with others, including team members, internal and external clients, stakeholders and service providers.

Behavioural Capabilities

A strong record of leading, motivating and developing people in an environment focused on continuous improvement.

Display behaviours that are consistent with the ACTPS Values of Respect, Collaboration, Innovation and Integrity.

Note: This is a temporary position available immediately for a period of 3 months with the possibility of extension up to 6 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply:

Interested applicants should submit a supporting statement of no more than two pages outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities found in the Position Description; and a current curriculum vitae which includes the name and contact details of two referees.

Applications should be submitted to the contact officer.

Contact Officer: Jacqueline McGavin (02) 6207 3620 Jacqueline.Mcgavin@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager, Corporate

Temporary Vacancy (18 December 2023 to 20 January 2024)

**Chief Minister, Treasury and Economic Development Directorate
Corporate**

Position: E790

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Senior Executive List

date circulated: 6 November 2023

Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 18 December 2023 to 20 January 2024.

The Executive Group Manager, Corporate reports directly to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, the Senior Executive Group and other Executives within CMTEDD, as well as with other key government and non-government stakeholders.

The role also demands effective engagement with key external stakeholders, including the provision of advice and support to the Chief Minister's Office and consultation and negotiation with unions, and the ability to apply sound judgement and integrity to all work matters. The Executive Group Manager, Corporate is also the CMTEDD Senior Executive Responsible for Business and Integrity Risk.

The Executive Group Manager Corporate is the chair of the CMTEDD Executive Management Group, which is the Directorate's Corporate Executive meeting, with membership comprising of the Director General, Under Treasurer and Chief Financial Officer. In addition, this role chairs the Public Sector Chief Operating Officers meeting driving whole of government best practice and strategy in corporate activities.

The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.

For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Robert Wright via email, Robert.wright@act.gov.au by COB Monday 13 November 2023.

Contact Officer: Robert Wright 0404 455 574 Robert.wright@act.gov.au

Senior Apple Mac SOE Developer

Classification: Senior Information Technology Officer Grade B \$135,355 - \$152,377 plus superannuation (PN: 19603)

Gazetted: 07 November 2023

Closing Date : 21 November 2023

Details: Endpoint User Services is looking for an experienced Senior Apple SOE Developer. This position will work within a team to deliver whole of Government MacOS and IOS solutions. The successful applicant will have specialist skills across these technologies and platforms and will be able to work with a high level of autonomy as well as in a team environment.

The successful applicant will work using modern configuration as code methodologies along with tools and platforms to facilitate delivery of automation, applications, and configuration. They will be required to utilize multiple platforms to develop and deliver solutions for both MacOS and IOS operating systems. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other Requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Note: This is a temporary position available 5 February 2024 until 5 February 2025 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit an application of up to two pages, addressing the capabilities listed under the "What You Will Do" and "What You Require" in the Position Description along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Dean Parrott on Dean.Parrott@act.gov.au or (02) 6205 3103

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Integrated Facilities Management

Property Upgrade Assistant

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 58545)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: ACT Property Group are looking for an admin wizard, someone who can support and keep the team organised. The person in this role needs to be a confident self starter able to speak with a range of people in this multi-disciplinary team. This role provides administrative support to teams managing property upgrade services. The role involves liaising with project officers, suppliers, building owners and ACT Property Group managers to deliver high quality and timely secretariat, reporting and administration tasks. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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 a current driver's licence (car), qualification/s in business, administration or property related areas are desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Evan Byrne (02) 6205 3991 Evan.Byrne@act.gov.au

Procurement ACT

Procurement Policy and Capability

Procurement Capability and Governance

Capability Communications Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 51909)

Gazetted: 02 November 2023

Closing Date: 9 November 2023

Details: A fantastic opportunity exists for a Capability and Communications Officer (ASO6) to join the Capability and Governance Section. The Capability Communications Officer is responsible for leading the development of communication and engagement initiatives that support the delivery of the Procurement Reform initiatives, including the implementation of the Accreditation Program: Goods and Services Procurements, Template Modernisation, and the Procurement Training Pathways. The Capability and Communications Officer will report to the Assistant Director – Capability, and will work closely with staff across Procurement ACT and the ACT Government to deliver these projects.

The Capability and Communications Officer will deliver effective, well-evidenced and targeted community and stakeholder engagement activities as well as write content and transform it into engaging videos and digital content.

This position may include the supervision of staff.

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

Notes: This is a temporary position available from 27 November 2023 for a period of 6 months, with the possibility of extension up to 12 months and/or permanency

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position 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 one page pitch, addressing the professional/technical and behavioural capability set out in the position description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes (02) 6205 9145 Kristine.Reyes@act.gov.au

Office of Industrial Relations and Workforce Strategy

Whole of Government Public Sector Employment

Public Sector Industrial Relations

Director, Whole of Government Workplace Relations

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63507)

Gazetted: 02 November 2023

Closing Date: 13 November 2023

Details: About the Job

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

We have an opportunity for a Director, Public Sector Industrial Relations to join us here in the Public Sector Employment team and make meaningful change and contributions in the ACTPS employment framework.

As the Director, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice! We are also undertaking a review of the public sector classifications to ensure we remain on the forefront on attracting and retaining people to the Service.

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

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

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

The 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.

Need ACTPS experience?

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

Where can you work?

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

Note: This is a temporary position available from 10 November 2023 for a period of 18 months with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill similar vacancies should they arise over the next 12 months.

How to Apply: Please submit a maximum two-page pitch addressing the Selection Criteria (found under the "What You Require" section of the Position Description), along with your current curriculum vitae, listing two referees and their contact details. 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

Office of Industrial Relations and Workforce Strategy
Whole of Government Public Sector Employment
Whole of Government Public Sector Employment
Assistant Director, Whole of Government Workplace Relations

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63506)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

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

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

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice! We are also undertaking a review of the public sector classifications to ensure we remain on the forefront on attracting and retaining people to the Service.

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

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

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

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

Where can you work?

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

Note: This is a temporary position available immediately for a period of 18 months with the possibility of extension and/or Permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill similar vacancies should they arise over the next 12 months.

How to Apply:

Please submit a maximum two-page pitch addressing the Selection Criteria (found under the "What you require" section of the Position Description), along with your current curriculum vitae, listing two referees and their contact details. 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.

Applications should be submitted via the apply now button below.

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

DDTS**Technology Services Branch****End User Services****Senior Automation Test Analyst**

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32015)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: End User Services (EUS) is seeking an experienced person to take on the role of the Senior Automation Test Analyst. This role is responsible to develop, execute and maintain automated tests of desktop applications and environment smoke test, using industry standard tools such as Tricentis Tosca.

Being Senior within the Automation team, you will effectively manage assigned tasks along with contributing to overall automation capability and EUS Test Team deliverables and continuous improvement. The ability to liaise with clients for the development of automated test scripts required for project related activities is paramount.

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

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent). ITIL and ISTQB Foundation Certification would be advantageous.

Note: Selection may be based on application and referee reports only. Former ADF members are also encouraged to apply. This position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What You Require" taking into consideration the 'What You Will Do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and no more than two pages of response that addresses the required capabilities.

Applications should be submitted via the Apply Now button below.

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

Treasury**Budget, Procurement, Investment and Finance****Procurement ACT****Procurement Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 59353, several)**

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: The Sourcing, Advice and Supply (SAS) team within Procurement ACT is looking for enthusiastic and capable applicants to fill a number of Procurement Officer positions within the team.

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

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

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

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent). ITIL and ISTQB Foundation Certification would be advantageous.

Note: This is a temporary position available immediately until 28 March 2024 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a

workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are required to submit a two-page pitch addressing the Selection Criteria, a current curriculum vitae, and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dom Kraljevic (02) 6207 4415 Dom.Kraljevic@act.gov.au

Economic Development

Venues Canberra

Venues Canberra Operations Assistant

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: C09787)

Gazetted: 03 November 2023

Closing Date: 24 November 2023

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

Venues Canberra are seeking experience operations assistants to work on a casual basis across all venues. Operations assistants regularly deliver and plan events and functions along with ensuring compliance requirements. A broad range of operational duties are undertaken including equipment hire, contractor coordination, checklists and event briefs and planning. The successful applicant will have experience in the delivery of events or functions and an understanding of tasks in a medium or large venue. As the position engages with a variety of stakeholders, excellent communication skills are needed as well as the ability to work independently and prioritise tasks.

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:

Drivers license

First aid certification or the ability to obtain

Forklift license or the ability to obtain

white car, working at heights, asbestos awareness certificates or ability to obtain

At times this role is hands on and includes manual handling tasks requiring a good level of physical fitness.

The role is required to perform after hours, public holiday and weekend work in support of booked events.

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

How to Apply: Please supply a current curriculum vitae with details of two referees. Please supply a one-page expression of interest outlining how you meet the requirements of the role.

Applications should be submitted via the Apply Now button.

Contact Officer: RossA McMillan (02) 6205 4948 RossA.McMillan@act.gov.au

Treasury

Shared Services Finance

Accounts Payable

Team Leader

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 07493)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: Shared Services Finance Operations has a vacancy for a temporary Team Leader role at the ASO5 level.

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

We are seeking enthusiastic and highly motivated individuals to join our team. In this role, as Team Leader, you will be responsible for coordinating and leading a range of support services and processing functions in a Finance Operations environment. You will be someone who has demonstrated leadership capability, is a strong and clear

communicator with exceptional time management skills and a proven commitment to identifying and promoting business improvement initiatives.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads across your area of operations and responsibility in order to meet tight deadlines in a fast-paced operational environment. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other Requirements:

Previous experience in a finance operation, call centre or processing environment would be highly regarded.

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

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only. Please note, as part of the shortlisting process, candidates may be contacted for an impromptu discussion.

How to Apply:

To apply for this role, candidates should provide the following:

Write a Personal Pitch - Candidates are to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of up to two pages.

A personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment.

Please note a Personal Pitch is not a Selection Criteria.

An up-to-date curriculum vitae must be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: Brett Carey (02) 6205 0092 Brett.Carey@act.gov.au

Access Canberra

Service Delivery and Engagement

Parking Operations and Traffic Camera Compliance

Assistant Director – Operational Support and Capability

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57827)

Gazetted: 03 November 2023

Closing Date: 10 November 2023

Details: Are you ready to undertake an exciting adventure? Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

We are looking for an Assistant Director to join our Parking Operations and Traffic Camera Compliance Team immediately for 6-12 months. The team provides parking education and enforcement patrols throughout the ACT, monitors the repair and servicing of all government pay parking machines and is responsible for the mobile and fixed speed camera enforcement as part of the ACT's Road Safety program.

Apply now and you could be joining a great, supportive and enthusiastic team and have the opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to do something different.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available 11 December 2023 for a period of six months with the possibility of extension up to 12 months. Selection may be based on application only.

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

How to Apply:

If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge, and behavioural capabilities.

Applications should be submitted via the Apply Now button.

Contact Officer: Lynette Troy (02) 6207 9280 Lynette.Troy@act.gov.au

Digital, Data and Technology Solutions Group

ACT Cyber Security Centre

Cyber Security Governance, Risk and Assurance

Assistant Director, Cyber Security Governance, Risk and Assurance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 31212)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: Are you our next Assistant Director, Cyber Security Governance, Risk and Assurance? Do you have a passion for building strong relationships, are highly organised and have an interest in providing customers with solutions to improve their cyber security posture?

Then this role is for you!

The Cyber Security Governance, Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments and compliance audits of ICT systems and infrastructure across the Whole of Government.

The Assistant Director, Cyber Security Governance, Risk and Assurance will work with business clients, DDTS teams, vendors, and external stakeholders to provide high quality cyber security risk management services to enhance cyber security outcomes. The role may be tailored to suit the applicant's skillset, individuals without strong technical skills are also encouraged 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 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:

Permanent Residency or Australian Citizenship is required.

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Note: The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future. A Merit Pool will be established from the selection process and may be used to fill further temporary or permanent vacancies over the next 12 months.

How to Apply:

To apply for this position please provide your curriculum vitae with contact details of two referees and a maximum two-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for the role. Your response should consider the activities of the role. Where possible the position may be tailored based on the successful candidate's expertise and skillset. Selection may be based on application and referee reports only.

You are encouraged to contact Ben Mathwin at benjamin.mathwin@act.gov.au to find out more about the role before applying.

Applications should be submitted via the Apply Now button.

Digital, Data and Technology Solutions

Technology ServicesCloud and Platform Services

Cloud and Platform Services

Senior Microsoft 365 Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33263)

Gazetted: 02 November 2023

Closing Date: 9 November 2023

Details: The role of the Senior Microsoft 365 Specialist is to act as a subject matter expert for the Microsoft 365 environment.

You will provide technical leadership for the platform in both the Project and BAU space, helping to identify where adoption of new or existing M365 services can be used to better meeting the needs of the ACT Government.

You will provide high-level technical support for the platform, dealing with the more complex technical problems.

You will be a promoter/evangelist of the M365 platform for the ACT Government, who works with IT professionals and other related team members to design, build, and execute new M365 services across the Territories multiple M365 environments.

You will represent the interested of DDTS at the Architectural Review and Design Panel, reviewing Conceptual Design put forward by other areas and developing and presenting Conceptual Design for DDTS as required.

You will be involved in the negotiation of large scale enterprise agreements in excess of 20,000 seats.

You will be deploying and managing MS Teams, SharePoint Online, One Drive, Windows 10/11, Yammer to very large accounts in a strategic manner.

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

Eligibility/Other requirements: This role requires an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's license.

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

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

How to apply: 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

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Customer and Tenancy Management

Senior Director, Customer and Tenancy Management, ACT Property Group

Senior Officer Grade A \$160,541, Canberra (PN: 19059)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: ACT Property Group are seeking an experienced senior leader with expertise in commercial real estate management, property management and leasing. The Senior Director leads the Customer and Tenancy Management Team ensuring the team provides a central customer service, business development, leasing advice, negotiation, and conversation as well as lease management to support and manage tenants, customers, and clients, while optimising the revenue to the ACTPG business. The team manages customer enquiries from occupants of buildings and ensures resolution of the customer's request or question in consultation with other areas of the Group. The team provides professional customer management on property management and tenancy related services to government and non-government clients.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains both owned and leased buildings that enable the ACT Government to provide Government and community accommodation and services. The group supports the ACT Governments delivery of its services through flexible, efficient, and cost-effective accommodation solutions and property services. ACT Property Group operates on a fee for service basis.

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:

Significant experience in property tenancy and leasing roles in a government and/or commercial property environment

hold or have capacity to obtain White Card and Asbestos Awareness certification; and

hold a current driver's licence (car).

Qualifications in Property, Business Management, Building Management, Procurement, Project Management, Commercial Real Estate or related areas are highly desirable.

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the apply now button below.

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: Belinda Hedley (02) 6205 2250 ACTpgcorporate@act.gov.au

Corporate

Corporate Management

Governance Security and Audit

Director Security and Risk

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 30984)

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit, and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security. Coordination and performance activities including the annual report and commitment reporting. Collaborates to ensure a consistent approach for facilities, fleet, and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

The Director Security and Risk works in a small technical team of subject matter experts. The Security and Risk team is a dynamic and customer-oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment. No working day will ever be the same with portfolio management requirements for business continuity, disaster recovery, protective security and risk management.

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

Eligibility/other requirements:

A qualification in risk management or a recognised management discipline would be highly regarded.

An NV1 Security Clearance is required or the ability to obtain and maintain one is demonstrated.

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

How to apply: Applicants should provide a written response addressing the role and capabilities in a pitch of no more than two pages; a current curriculum vitae and the names of two current referees.

Applications should be submitted via the apply now button below.

Contact Officer: David Hart (02) 6207 3067 David.Hart@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Procurement and Compliance

ICT Software and Contracts Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 16986)

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: Fast-paced and dynamic team seeks motivated and enthusiastic self-starter for an ICT Contracts and Software Coordinator role.

Do you like to find innovative solutions to complex problems? Do you love working with diverse stakeholders and negotiating with vendors to achieve good outcomes? Are you fascinated by the inner workings of the ACT Government's agreements with companies like Microsoft and Adobe? If you said yes, then this is the role for you! The ICT Contracts and Licensing team in Strategic Business Branch is responsible for the delivery of whole of government Information and Communication Technology (ICT) agreements and ensuring compliance with procurement legislation and ACT Public Service values. From making sure our vendors are doing their part to providing software licenses for our colleagues in the directorates, we play a diverse and essential role in the ACT Government ecosystem.

This role is suited to a highly organised and driven applicant who can apply a commercial lens in order to identify opportunities for innovation and improvement. They will provide advice to key stakeholders on contract and software obligations and facilitate the administration of ICT contracts, software licensing, and associated support services.

No prior experience in contract and software management or ICT is necessary.

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 in procurement or contract management would be advantageous.

An ACT Government CMTEDD baseline clearance is required for this position.

Highly Desirable:

Knowledge of procurement and contract management activities within ACT Government.

Well-established research skills to support and develop a strong understanding of key concepts and issues, and the ability to leverage skills to propose data-driven solutions.

Experience in the use of contract lifecycle management and customer relationship management tools.

Knowledge of the administration and governance processes that apply to ICT contracts as well as software procurement, supply, and maintenance.

Note: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. A merit list will be established from this selection process and may be used to fill future vacancies over the next twelve months that may be shorter in duration.

Remote working can be facilitated for the suitable applicant, noting it will be necessary to attend the office under a hybrid working arrangement as required. When in the office, the workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should submit a pitch of no more than two pages outlining their suitability for the position in line with the Selection Criteria identified in the Position Description and a current curriculum vitae with the details of at least two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Corey Stinson (02) 6205 4618 Corey.Stinson@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS) / Property and Government Insourcing Group

ACT Property Group

Integrated Facilities Management: Property Maintenance and Upgrades

Assistant Director, Business Support and Development

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 50472)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: This position will be responsible for reviewing the Property Maintenance and Upgrades Teams operational governance and developing a suite of documents to support the day-to-day running of the business. You will be responsible for working with the Teams to gain a clear understanding of the business and required steps to undertake each task and then develop appropriate process maps, standard operating procedures and processes as well as any file management structures needed to streamline and manage the Teams tasks and activities.

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.

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:

Qualifications and/or significant experience in a relevant field such as Public Sector Management, Business Administration, Governance, Policy Development or Business Analyst that will support your capabilities to undertake the requirements of this position.

A current driver's licence (car)

Relevant training and/or qualifications in construction, building, property management are desirable.

Note: This is a temporary position available for up to 12 months with the possibility of extension for up to 18 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. How to Apply: Please review the Position Description 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.

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: SeanA Colson 0412 931 834 actpgcorporate@act.gov.au

Treasury - BPIF**Shared Services Finance****Accounts Payable****Customer Experience Specialist****Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 36217)**

Gazetted: 07 November 2023

Closing Date: 21 November 2023

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

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!

If this sounds like you, we want to hear from you!

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

Eligibility/Other Requirements:

Experience in a call centre or similar environment is 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.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

You are strongly encouraged to contact Brett Carey (contact officer) should you have questions regarding this role.

How to Apply: To apply for this role, candidates should provide the following;

Write a Personal Pitch - Candidates are to review the key accountabilities and duties outlined in the Position Description under the "What You Will Do" and "What You Require" sections and submit a personal pitch of up to two pages. A personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. Please note a Personal Pitch is not a Selection Criteria. An up to date curriculum vitae must be provided. Please note, as part of the shortlisting process, candidates may be contacted for an impromptu discussion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Carey (02) 6205 0092 Brett.Carey@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Cloud and Platform Systems

Senior Linux Engineer and Mulesoft Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 00477)

Gazetted: 07 November 2023

Closing Date: 14 November 2023

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Senior Linux Engineer and Mulesoft Specialist,

You will require experience in the following;

Demonstrated experience in system administration in a Solaris, Unix and Linux enterprise environments. This should include experience in both traditional server hardware environments as well as virtualised and cloud environments.

Applicants will be required to have at minimum 6+ years of demonstrated experience in the following speciality areas:

Oracle Solaris system maintenance and upgrades

Redhat, Oracle Linux, Ubuntu system maintenance and upgrades including system builds and templates, system hardening techniques and auditing.

Mulesoft platform maintenance and upgrades to Salesforce Cloudhub and Anypoint, including certificate generation and maintenance, resource allocation and reporting.

Solaris SPARC system administration, installation, and maintenance of 3rd party software.

Linux/Unix operating system maintenance including ZFS, EXTx, XFS and NFS file systems and 3rd party applications such as GitLab, Oracle OLAM, Proxmox.

Microsoft Azure administration of Linux virtual machines.

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

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

Eligibility/Other Requirements:

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, at minimum. Negative Vetting Level 1 clearance is preferred.

This position does not require a pre-employment medical.

Driver's license is not essential.

This position does not require a Working with Vulnerable People Check

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your 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: Argir Micev (02) 6207 5404 Argir.Micev@act.gov.au

Economic Development

Events ACT

Assistant Director Marketing

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44619)

Gazetted: 07 November 2023

Closing Date: 14 November 2023

Details: Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As the Assistant Director, Marketing at Events ACT, you will play a leading role in developing and implementing tactical campaigns to promote a suite of events at a local and national level. You will have opportunities to put your creativity, copywriting and organisational skills to the test as you lead campaign managers, public relations, web and graphic design teams to execute fully integrated marketing, communications and PR campaigns which are fundamental to the success of our major and community events. The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running, leading a small team and utilising your effective time management skills will be a key asset in this role. You will work closely with creative and media buying agencies, partners, and internal stakeholders to support the delivery of multiple projects at any one time. You will establish relationships with industry, stakeholders, media and partners to develop a strong understanding of Canberra's events industry needs. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to bring to life strategic, innovative, targeted and effective marketing campaigns. You will work closely with the Event Delivery team to bring our event to life, along with the market research team to evaluate and prepare reports on your campaigns, to help identify and celebrate our wins and guide the development of future marketing activity.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be enthusiastic about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Eligibility/ Other Requirements: A qualification in marketing, public relations or related disciplines is desirable. A minimum of five years' experience in marketing, advertising or related areas is desirable. Ability to work occasional weekends, evenings and public holidays during key event periods.

Note: This is a temporary position available immediately until 2 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please provide your curriculum vitae and in no more than two pages, address the Professional/Technical Skills and Knowledge and

Behavioural Capabilities as per the Position Description, highlighting why you are the best candidate for the position.

Applications should be submitted to the contact officer.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Payroll and HR Systems

HR Systems

Assistant Director - Business Systems Enablement and Governance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 06411)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: The HR Systems, LMS Platform Administration team is looking for an enthusiastic and motivated team player who can hit the ground running and help sustain the Whole of Government (WhoG) Learning Management System (LMS), managed by Shared Services. This is a great opportunity to enhance the work of the LMS Operating Committee that will provide governance of the LMS used by all directorates. In doing so, you will obtain additional insight into the features of LMS, what is required to manage the system, and how it is being used by directorates. We're looking for someone with excellent written skills, have experience managing vendor contracts and is an organised, team player.

This position reports directly to the Lifecycle and Enablement Manager, Kronos and SAP Learning, within the HR Systems 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. Hear about CMTEDD from some of our staff.

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

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button.

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

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group

Corporate Governance

Corporate and Records Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 22605)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: We are looking for someone with experience in supporting a busy corporate or government business area, preferably with experience in corporate, HR or records management. This role supports the delivery of professional development, good governance, records management and human resource aspects of the business. The role works with senior staff in the team to assist in the coordination of professional development for the Group and supports the human resources work of the team. This person coordinates our records management system in conjunction with the Directorate and ACT Government records managers ensuring adherence to Directorate requirements and government legislation and assisting staff in using the system effectively. The person also develops and manages systems and processes to ensure ACT Property Group manages our staff development, HR, Inter/Intranet pages, and records effectively.

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.

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

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

Eligibility/other requirements:

A current driver's licence (car) is desirable.

Qualification/s in Government, Business or Management are desirable.

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the apply now button below.

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: Tania Shaw 0417 207 990 Tania.Shaw@act.gov.au

Payroll & HR Systems

HR Systems

Assistant Director Systems Testing

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 16486)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: As the Assistant Director of the HR Systems Test Team, you will manage the chris21 and HRMS test environment, test processes and procedures, ensuring all HRMS system functionalities, changes and interfaces are fully tested before deployment to the production environment. This includes assisting the design and implementation of best practice payroll systems processes and the development of procedures to support these processes. This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and team leaders across the Human Resources network, and Digital, Data and Technology Solutions.

This position reports directly to the Senior Director, HR Systems.

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

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your resume/curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button.

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

Digital, Data and Technology solutions

Technical Services

Cloud and Platform Systems

Senior Cloud Technical Architect

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14289)

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: The role of the Senior Cloud Technical Architect is to act as a subject matter expert for the ACT Government cloud environment. You will provide technical leadership for the platform in both the Project and BAU space, helping to identify where adoption of new or existing cloud services can be used to better meet the needs of the ACT Government. You will provide high-level technical support for the platform, dealing with the more complex technical problems.

You will be a promoter/evangelist of the offered platforms for the ACT Government, who works with IT professionals and other related team members to design, build, and execute new Cloud services across the Territories multiple Cloud environments.

You will represent the interested of DDTS at the Architectural Review and Design Panel, reviewing Conceptual Design put forward by other areas and developing and presenting Conceptual Design for DDTS as required.

Further detail of the roll requirements can be found in the Position Description.

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

Eligibility/ Other Requirements:

This role requires an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's license.

Note:

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

Selection may be based on application and referee reports only.

Attraction and Retention Incentive may be negotiated for exceptional candidates.

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

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

How to Apply: 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.

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

Office of Industrial Relations and Workforce Strategy

Property and Government Insourcing Group

ACT Property Group

Director, Corporate Governance

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 13952)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: ACT Property Group are seeking an experienced, dynamic, and highly organised person to fill the position of Director, Corporate Governance. This role will drive the corporate governance, strategic human resources, professional development, corporate information, good governance and identified business improvement projects in collaboration with the Senior Director.

The Director, Corporate Governance will work with the ACT Property Group team and liaise across government with various external stakeholders as required, whilst maintaining a high level of confidentiality and discretion. The role requires someone who can respond quickly to business needs and tight timeframes, considering relevant legislation, regulations, Whole of Government policies and communications. The person in this role needs a good eye for detail and the ability to collaborate effectively with team members.

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 Government's delivery of its services through flexible, efficient, 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.

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 in Government Business, Management or similar areas are highly desirable.

Current driver's licence.

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

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the apply now button below.

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: Tania Shaw 0417207990 ACTPGCorporate@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

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Senior Project Officer, Procurement, Delivery

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62290)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: Working within the Community Services Directorate (CSD) represents a fantastic opportunity to do meaningful work and have a positive impact in the local Canberra community. CSD currently has vacancy for a Senior Project Officer, Procurement, Delivery.

The primary duties of the role are to support the procurement team, and the Design and Delivery teams within Infrastructure Delivery. The Senior Project Officer may also be responsible for project management of properties marked for redevelopment as part of the Growing and Renewing Public Housing program. The role supports the Assistant Director, Director, and Senior Director, Infrastructure Delivery, by engaging and collaborating within the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra

community. Depending on work allocation the Senior Project Officer may be responsible for managing projects in either procurement, design, and/or construction phases.

Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

More information can be found in the Position Description.

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: Applications are to be written as if writing to an expression of interest, addressing the Selection Criteria, no more than two pages together with a current curriculum vitae and details of two references.

Applications should be submitted via the apply now button below.

Contact Officer: Brendan O'Brien (02) 6205 8799 Brendan.O'Brien@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Assistant Director

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 32521)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: Are you passionate about improving the lives of Aboriginal and Torres Strait Islander people in the Canberra community? Are you interested in ACT Government policies and programs that aim to support, strengthen and improve service delivery to Aboriginal and Torres Strait Islander Canberrans? Do you have a strong understanding of Aboriginal and Torres Strait Islander history and culture that you can bring to policy development and program delivery in the ACT?

If this is you the Office for Aboriginal and Torres Strait Islander Affairs would like you to consider joining our team. OATSIA is seeking highly motivate applicants who are comfortable in working in a high-pressure environment, meeting tight frames, and liaising with a wide range of stakeholders, both external and internal. The Office for Aboriginal and Torres Strait Islander Affairs aims to be an employer of choice for Aboriginal and Torres Strait Islander people, and we strongly encourage First Nations people to apply.

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

How to apply: Please attach your curriculum vitae, a response addressing each of the Selection Criteria, and two referees (including current supervisor/employer).

Applications should be submitted via the apply now button below.

Contact Officer: Brian Wilson (02) 6205 2507 Brian.Wilson@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36129, several)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: Are you an enthusiastic and experienced Speech Pathologists who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service. Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The Child Development Service has several vacancies available for Health Professional Level 3 Speech Pathologists. These are permanent positions. Full-time and part-time applicants will be considered.

Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Essential qualifications and experience:

Tertiary qualifications in Speech Pathology

Eligibility for membership of Speech Pathology Australia

At least 3 years recent practice experience working with children and their carers and families as a speech pathologist

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)

A current Australian Drivers Licence

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 are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description. (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 Katherine.Francis@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist HP1/2

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 36125, several)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The Child Development Service has several vacancies available for Health Professional Level 1 or 2 Speech Pathologists. These are permanent positions. Full-time and part-time applicants will be considered.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Compliance Requirements / Qualifications

1. Tertiary qualifications in Speech Pathology

2. Eligibility for membership of Speech Pathology Australia

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

4. Current Australian Drivers Licence

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

How to Apply: Applicants are required to respond to the selection criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date. Applications may be assessed by Selection Criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 Katherine.Francis@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Senior Director

Senior Officer Grade A \$160,541, Canberra (PN: 40204)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details:

The Domestic, Family and Sexual Violence Office has vacancies for two Senior Directors to join our Office. The Office is seeking passionate and experienced senior leaders who will oversee a significant staffing profile and program of projects to support integrated, timely and coordinated responses to victim-survivors of domestic, family and sexual violence.

The successful candidates will have strong leadership and mentoring skills, a proven ability to deliver outcomes in a government environment, and demonstrated knowledge of domestic, family and sexual violence issues, including the systemic challenges facing victim survivors and the sector.

We are looking for people who can work collaboratively, manage large work streams, support the executive in briefings to Ministers and sector leaders, and be responsive to the changing domestic, family and sexual violence landscape.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available 1 December 2023 until 30 November 2024 with the possibility of extension (not exceeding 12 months) and/ or permanency. A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Please submit 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.

Include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

Children, Youth and Families

CYPS Practice and Performance

Child and Youth Record Information System (CYRIS)

Director, CYRIS Initiative Lead

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63512)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Director to join the Child and Youth Record Information System (CYRIS) Business System team.

The role of Director CYRIS Initiative Lead will support the Senior Director, CYRIS Business System team by supporting and mentoring external developers, providing strategic advice and guidance on maintenance of systems, providing

strategic advice on system design, and recognising and resolving problems. As a member of the CYRIS team, the role will also be expected to support other related activities as needed including business analysis, requirements definition and testing. The responsibilities of the CYRIS team are diverse and this role encompasses both system and business process elements, with frequent interaction with key stakeholders including end users, Policy, Learning and Development.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

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

A merit pool may be established from this selection process and may be used to fill temporary and/or permanent 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: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

Office of the Director General

Office of the Deputy Director General

Executive Support

Executive Officer

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 53395)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: The Community Services Directorate (CSD) Office of the Deputy Director General is seeking expressions of interest for the Executive Officer to the Deputy Director General role. This is a temporary opportunity with the possibility of extension (not exceeding 12 months) and/or permanency available from mid Nov 2023 to 30 June 2024.

You will be part of a small team providing direct support to the Deputy Director General and working closely with the Office of the Director General. This is an exciting opportunity to learn from close interaction with the Deputy Director General and other senior executives.

Applicants will have demonstrated experience in working within Government structures and business processes; effective oral and written communication skills; strong stakeholder management skills; the ability to provide oversight of the workflow of the Office of the Deputy Director General; and manage issues sensitively and confidentially including preparing written correspondence and briefs. Applicants will have the ability to work under pressure in a fast-paced environment.

Applicants with experience in executive officer roles are encouraged to apply.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for seven months with the possibility of extension up to 12 month 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: To apply, please provide your curriculum vitae, the names and contact details of two referees, and in two pages provide details of your skills and experience against the provided Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Webb (02) 6205 3650 Gabrielle.Webb@act.gov.au

Children, Youth and Families**Practice and Performance****CYRIS****CYRIS Reform Project Officer****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61838)**

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Project Officer to join the Child and Youth Record Information System (CYRIS) Business System team.

The Project Officer, CYRIS Reform will support the Senior Director, CYRIS Business System Team to collaborate, design, implement and operationalise the CYF reform projects within CYRIS. The project officer will need to facilitate project and change management activities, manage extensive reporting requirements which will have tight timeframes, develop business requirements and business process maps, undertake research and analysis, identify risks and the expenditure required to deliver the program of work and develop communications and training material.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/ Other Requirements:

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available immediately until 24 June 2024 with the possibility of extension (not exceeding 12 months) and/or permanency. A merit pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

Cultural Facilities Corporation**ACT Galleries, Museum and Heritage****Visitor Services Officer****Administrative Services Officer Class 2 - CFC \$60,620 - \$66,939, Canberra (PN: 1304)**

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: ACT Galleries, Museums and Heritage is looking for energetic part-time Visitor Services Officers to join our front of house team at Canberra Museum and Gallery, Lanyon Homestead, Calthorpes House and Mugga Mugga Cottage. If you love working with people and telling stories about Canberra's artistic, history and natural culture through guided tours, education programs and events – this could be the perfect job for you.

As a Visitor Services Officer, you will be central to ensuring that our visitors have the best experience through exceptional customer service and when delivering interpretative experiences. Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and delivering tours and programs.

This is an exciting opportunity to work at Canberra's most significant cultural tourism destinations.

In return, we can offer you a friendly, creative inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.

Experience working in ACT Government would be welcome but not essential.

Notes: This is a permanent part-time position at (32.5) hours per week and the full-time salary noted above will be pro-rata. Successful applicants will be required on weekdays, weekends, public holidays and occasional evenings.

Penalty rates apply to weekend and public holidays.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Black 0479 173 366 louise.black@act.gov.au

ACT Galleries, Museum & Heritage

Visitor Services Officer

Administrative Services Officer Class 2 - CFC \$60,620 - \$66,939, Canberra (PN: 1303)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: ACT Galleries, Museums and Heritage is looking for energetic part-time Visitor Services Officers to join our front of house team at Canberra Museum and Gallery, Lanyon Homestead, Calthorpes House and Mugga Mugga Cottage. If you love working with people and telling stories about Canberra's artistic, history and natural culture through guided tours, education programs and events – this could be the perfect job for you.

As a Visitor Services Officer, you will be central to ensuring that our visitors have the best experience through exceptional customer service and when delivering interpretative experiences. Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and delivering tours and programs.

This is an exciting opportunity to work at Canberra's most significant cultural tourism destinations.

In return, we can offer you a friendly, creative inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.

Experience working in ACT Government would be welcome but not essential.

Note: This position is part-time at (19.5) hours per week and the full-time salary noted above will be pro-rata.

Successful applicants will be required on weekdays, weekends, public holidays and occasional evenings. Penalty rates apply to weekend and public holidays.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

ACT Galleries, Museum and Heritage

Visitor Services Officer

Administrative Services Officer Class 2 \$62,994 - \$69,376, Canberra (PN: C0002)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: ACT Galleries, Museums and Heritage is looking for energetic casual Visitor Services Officers to join our front of house team at Canberra Museum and Gallery, Lanyon Homestead, Calthorpes House and Mugga Mugga Cottage. If you love working with people and telling stories about Canberra's artistic, history and natural culture through guided tours, education programs and events – this could be the perfect job for you.

As a Visitor Services Officer, you will be central to ensuring that our visitors have the best experience through exceptional customer service and when delivering interpretative experiences. Successful applicants will have experience working with members of the public from different backgrounds and ages, excellent communication skills, and delivering tours and programs.

This is an exciting opportunity to work at Canberra's most significant cultural tourism destinations.

In return, we can offer you a friendly, creative inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.

Eligibility/Other Requirements: Experience working in ACT Government would be welcome but not essential.

Note: This is a casual position with varying working hours. The full-time salary noted above will be paid pro-rata + casual loading. Successful applicants will be required on weekdays, weekends, public holidays and occasional evenings. Penalty rates apply to weekend and public holidays.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Black 0479 173 366 louise.black@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

Date Advertised Gazette: 09 November 2023

Vacancy Number: 58978

Taleo Req ID (if applicable):

Education

System Policy and Reform

Education and Care Regulation and Support

Children's Education and Care Assurance

Educate and Inform Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322 , Canberra (PN: 40109)

Gazetted: 09 November 2023

Closing Date: 15 November 2023

Details: Are you passionate about communications and quality outcomes for children? Do you have excellent written and verbal communication skills?

The Strategy, Innovation and Response team is seeking an innovative, motivated, and high performing individual who can support the delivery of strategic communication and engagement priorities.

As part of the Strategy, Innovation and Response team you will contribute to the design and delivery of communication and engagement opportunities for key stakeholders. To be successful in this role you must have a knowledge and understanding or interest in the National Quality Framework.

Note: Selection may be based on application and/or referee reports only.

How to apply: If this position interests you, and you are looking to grow your communications skill set in a supportive and flexible environment please call the contact officer and consider applying for the role.

Applicants should provide a two-page summary of the skills and experience that would assist them in performing the role, with reference to the Professional/Technical Skills and Behavioural Capabilities in the attached Position Description.

Applications should be submitted via the apply now button below.

Contact Officer: Kylie Berry (02) 6205 2482 Kylie.Berry@act.gov.au

South/Weston

Malkara School

Allied Health Manager - Malkara School

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62838)

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: Malkara School is a P - 6 specialist educational setting that celebrates the individuality of every student and ensures students are at the centre of everything we do. With a focus on communication and personal and social capabilities, we are committed to ensuring student voice and independence. Staff at Malkara are passionate about differentiation curriculum to meet student needs within a positive learning environment.

Malkara School are seeking an experienced Speech Language Pathologist to join the leadership team. The successful applicant will have strong leadership skills and work collaboratively with school leaders to manage and support an interprofessional practice team approach to wholistically support students with complex needs. The ideal applicant will have a demonstrated understanding of evidenced based, universal, selected and targeted supports and be familiar with specialist educational settings.

The role will be pivotal in providing advice and guidance for working with students with complex communication needs and will work alongside the leadership team to build the capacity of staff to improve the wellbeing and safety of students and staff.

The successful applicant will work directly with teachers and students and in consultation with families and therapy providers to deliver an integrated allied health service which informs individual students and whole class programs.

Eligibility/Other Requirements:

Professional membership or eligibility for professional membership to Speech pathology Australia.

A current registration issued under the Working With Vulnerable People (Background Checking) Act 2011 will be required.

Note: This is a temporary position available 24 January 2024 to 23 January 2025 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a statement of claims addressing the Selection Criteria in three pages or less. A current curriculum vitae and the names and contact details of two referees, one of whom is a current or recent supervisor.

Applications should be submitted via the Apply Now button.

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

Business Services

School Facilities Management

School Cleaning Service

Director, Business Support

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 42234)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Director, Support Systems to join the School Cleaning Service.

The School Cleaning Service is responsible for the delivery of school cleaning across all ACT Government schools and some ACT Government offices. We manage around four hundred cleaning services officers across ACT public schools and ACT Government office sites.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygienic then we'd love to hear from you.

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

Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders with full-time work rights are issued to the extent of the current visas with the possibility of extension up to a maximum of 5 years.

Eligibility/Other requirements: Prior to commencing employment evidence of the following will be required:

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

A current Australian driver's licence.

Notes: This is a temporary position available from 08 January 2024 for a period of 12 months with the possibility of permanency.

Selection may be based on the application and referee reports only. This recruitment activity will be used to establish an Order of Merit to fill any future vacancies (both permanent and temporary) over the next 12 months.

For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>

How to apply: The attached position description provides further details of the position and should be read before you submit your application.

To apply, please provide a written response no longer than three pages, to the selection criteria (relevant knowledge and relevant skills and abilities) provided in the position description. Your response should outline your previous work and other experience and how this experience relates to the knowledge, skills and abilities required for the job.

You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Foote (02) 6207 6632 Robert.Foote@act.gov.au

School Improvement

Narrabundah College

Administration Officer - Staffing Narrabundah College

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 59156)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: As part of the administration team the Staffing and Human Resource (HR) Officer will be required to work independently and collaboratively with the executive staff across the school. Narrabundah College has approximately 120 staff and 1,000 students, the successful applicant will manage the daily staffing requirement within the school and HR management of the team. The applicant will organise and engage relief teachers, support staff and learning support assistants, induct new staff, process contracts and recruitment paperwork, process and manage leave acquittals, and work closely with the senior executive team regarding HR management.

The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. Applicants will require excellent knowledge of Sentral, Timetable Solutions and the KRONOS booking system. Knowledge and understanding of SSEMS or staff budgeting tools would be desirable. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Jenny Street (02)6142 3200 Jenny.Street@ed.act.edu.au

School Performance and Improvement

North/Gungahlin

Ngunnawal Primary School

Building Service Officer - Ngunnawal Primary

Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 56835)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 750 students. Our vision is for Ngunnawal Primary School to be an inclusive learning community with high expectations for growth and achievement for all students.

We are looking for a highly motivated and dedicated person. The Business Service Officer (BSO) will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community.

Immediate Supervisor: Principal/Business Manager

In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement. The position may include coordinating, mentoring and supervising other BSOs and may be a cluster position with specific responsibilities.

Key Responsibilities: Maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

DUTY STATEMENT

The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

In accordance with Directorate policies and in consultation with the supervisor, a Building Service Officer (BSO3/GSO8) will:

Assume responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes.

Assume responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to:

Undertaking regular inspections to determine priorities.

Coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work

Develop, coordinate and implement an annual maintenance program.

Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes.

Assume responsibility for day-to-day grounds maintenance work enhancing the school, cluster and associated preschool(s) including, but not limited to:

Undertaking regular inspections to determine priorities.

Completing an annual systematic grounds maintenance program

Coordinating and supporting the school's sustainability initiatives as required.

Operate and monitor the school's heating and cooling systems and initiate and implement strategies to minimise energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.

Within reasonable safety limits, manage, coordinate and assist with:

Stocktake and the receipt and storage of equipment and supplies.

Rearranging or relocating furniture and equipment.

Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements.

SELECTION CRITERIA

Undertaking a range of repairs and maintenance to building, grounds and equipment, estimating resource requirements if required.

Supervising and monitoring the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.

Communicating and liaising effectively with staff, students, members of the public and contractors.

Working with minimal or no supervision, efficiently determining work priorities, operating effectively under pressure and organising workloads to meet deadlines. Maintain accuracy in required record keeping.

Complying with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

Eligibility/Other Requirements:

Evidence of a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to: Access Canberra
Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra

Mandatory Crystalline Silica Exposure Training: Evidence of completion of training delivered by a Registered Training Organisation for Crystalline Silica Exposure Prevention is required prior to commencement. For further information refer to: WorkSafe website

Mandatory White Card: Evidence of completion of training delivered by a Registered Training Organisation for Prepare to work safely in the construction industry (White Card) is required prior to commencement. For further information refer to: Access Canberra

A pre-employment medical clearance is required prior to commencement. This assessment is at the cost of the Directorate and not the applicant. If/when a request for registration is in the final stages of completion, contact will be made with the applicant to organise the medical assessment.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

How to Apply: Please submit your response of up to three pages addressing the Duty Statement and Selection Criteria, together with your current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Emma Davidson (02) 6142 1500 Emma.Davidson@ed.act.edu.au

School Improvement

Narrabundah College

Administration Officer - Reception

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 01337)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: As part of the administration team the Receptionist will be required to work independently and collaboratively with all staff across the school. Narrabundah College has approximately 120 staff and 1,000 students, the successful applicant will be responsible for the operation of the reception desk, telephone, website, and central email address.

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

Eligibility/ Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Relevant Skills and Abilities

Communication, interpersonal and liaison skills; ability to communicate effectively with staff, students, and parents/carers.

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

Experience in dealing with Photocopiers, Laminators and Binding Machines. Ability to work as a member of a team, communicates effectively, liaise with staff, parents, and students, and provide excellent customer service. Ability to provide professional assistance and support to teaching and other staff with a high degree of integrity and discretion.

Understanding and strong commitment to ACTPS values covering ethical standards, equity and diversity, customer service, participative management and workplace, health and safety.

Compliance Requirements / Qualifications

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

Highly Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Desirable

Knowledge of Sentral.

Note: This is a temporary position available 24 January 2024 to 30 June 2024.

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

Applications should be submitted to the Contact Officer.

Contact Officer: Jenny Street 0261423200 info@narrabundahc.act.edu.au

Service Design and Delivery

Student Engagement

Flexible Education

Student and Family Engagement Officer

Administrative Services Officer Class 6/Health Professional Level 3 \$93,996 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 42848)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of a multidisciplinary team, the SFEO will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. These positions will work directly with students and families, which could involve completing outreach in settings such as homes, schools and community.

The Student and Family Engagement Officer (SFEO) will either work as part of the Distance Education or Muliyan teams:

Distance Education is provided in partnership with NSW, Finigan School of Distance Education. The role focuses on working closely with the family to access services and supports and support the engagement of their child as well as transition support the child or young person when they are exiting the program.

Muliyan is an alternative education program with a holistic and trauma informed lens. Muliyan provides an academic program and wellbeing support to young people Year 7 to 10. The role focuses on working closely with the young person and their family, building skills and capacity to move toward independence and transition goals.

Eligibility/ Other requirements:

Currents drivers' licence

Highly Desirable experience

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Essential qualifications and experience for the Health Professional Level 3

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

At least three years post qualification experience in a relevant field of case management working with children and families.

Note: This is a temporary position available for 12 months with 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 response to the Selection Criteria (maximum four pages) curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button.

Business Services

School Cleaning Services

Supervisor

Cleaning Services Officer 3 \$58,857 - \$61,181, Canberra (PN: 51448, Several)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Supervisors to join the ACT Government Public Schools' cleaning workforce. Supervisory positions work across a number of public schools (usually between 7 and 10 schools) in each of Canberra's four school networks. Supervisors work full time rotating shifts rostered Monday – Friday, operating between the hours of 12:00pm and 10:00pm, but some work outside of these hours and weekend work may also be required.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygiene then we'd love to hear from you.

Eligibility/ Other requirements:

Prior to commencing employment evidence of the following will be required:

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to [Access Canberra](#).

Completion of NAT10830 Course in Crystalline Silica Exposure Prevention.

A current Australian driver's licence.

Note: There are several full-time permanent and full-time temporary positions. Temporary roles are available for a period of 6 months with the possibility of extension or permanency. Offers of temporary employment contracts for visa holders with full-time work rights are issued to the extent of the current visas with the possibility of extension up to a maximum of five years.

Selection may be based on the application and referee reports only. This recruitment activity will be used to establish an Order of Merit to fill any future vacancies (both permanent and temporary) over the next 12 months.

For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>

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. Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years. 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.

How to Apply:

The attached Position Description provides further details of the position and should be read before you submit your application.

Please provide a written response no longer than three pages, to each of the Selection Criteria (relevant knowledge and relevant skills and abilities) provided in the Position Description. Your response should outline your previous work and other experience and how this experience relates to the knowledge, skills and abilities required for the job.

You also need to provide a copy of your curriculum vitae along with the names and contact numbers for two referees as part of your application.

Applications should be submitted via the Apply Now button.

Contact Officer: Andrea Diaz (02) 6207 2316 Andrea.Diaz@act.gov.au

People and Performance

Tuggeranong

SLB Student Wellbeing

School Leader B \$157,341, Canberra (PN: 63433)

Gazetted: 02 November 2023

Closing Date: 9 November 2023

Details: Erindale is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school community and is highly competent in

The strategic oversight of the Erindale College Talented Sports Program

Working with the Senior Executive team to manage daily operational and strategic planning for HR including SRA.

Strategic and operational leadership of student wellbeing.

Leading and managing the implementation of a range of BSSS and Directorate processes and policies.

Working with the Senior Executive team to actualise the college Strategic Plan.

Providing coaching support across the college as needed.

Assisting the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Stretton (02)614 22977 Katherine.Stretton@ed.act.edu.au

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

School Improvement

Tuggeranong Network

Lanyon High School

Executive Teacher - Learning Coach and Languages

School Leader C \$135,383, Canberra (PN: 02499)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

We are seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership with coaching and mentoring support to implement school programs and initiatives. As part of the executive team they will lead the school's improvement plan, working closely with senior leadership to achieve common goals.

Eligibility/Other Requirements:

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

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

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)

How to Apply: Questions about individual school leader positions should be directed to the Contact Officer. This can help when preparing your submission as the Contact Officer be able to share with you more detailed information about the needs of the school and the requirements of the position, allowing you to tailor your response.

Applicants need to provide an up to date curriculum vitae, including the names of two referees. A written statement in response to the ACT School Leader Capability Framework must be included with responses of around five pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@ed.act.edu.au

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

Education**School Improvement****Tuggeranong Network****Namadgi School****Business Manager - Namadgi School**

Senior Officer Grade C \$117,845 - \$126,715 , Canberra (PN: 19560)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Weeks to Close: 2

Details: Namadgi School is in search of a Business Manager to join our school leadership team. In this role, you will be responsible for managing and leading the school's business operations, ensuring compliance with relevant legislative requirements set forth by the ACT Education Directorate. The Business Manager holds a pivotal position within our school community and contributes significantly to our ongoing improvement efforts, fostering a safe and positive learning environment that inspires students.

The duties will include supporting and advising the principal on school-related business matters, as well as day-to-day and long-term operational strategies to enhance service delivery. You will also lead and manage support and administrative staff, aligning their efforts with our business objectives, establishing priorities, monitoring workflow, and refining school-specific procedures and work practices.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance.

Given the dynamic and ever-changing nature of school environments, the selected applicant must possess the capacity to prioritise and oversee workflows and procedures in accordance with Directorate policy and protocols. Exceptional communication and liaison skills are essential for effective interaction with a diverse range of clients.

If you believe you have the qualifications required for this dynamic leadership role, we eagerly await your application.

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) Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

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

How to apply: Please submit a response to the selection criteria, no more than half of a page per criteria, a curriculum vitae and two written referee reports. Please use the referee report template that can be found at www.jobsact.gov.au

Applicants are strongly encouraged to call the contact officer prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richards (02) 6142 0900 Gareth.Richards@ed.act.edu.au

School Improvement and Performance

Tuggeranong School Network

Isabella Plains Early Childhood School

Preschool Assistant

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 16573)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: Isabella Plains Early Childhood School (IPECS) is a place of learning where all young children thrive and belong. IPECS is a birth to eight (year 2) school in Tuggeranong that operates under an integrated service delivery model. We have 182 children enrolled across three preschool groups and five kindergartens to year two groups. We have 14 teaching staff and 13 support staff. We value strong partnerships with families and our Education and Care provider Communities at Work.

We are seeking an energetic and motivated Preschool Assistant to join our vibrant team. This position requires someone with high levels of initiative and a proven ability to work as part of a team and with minimal supervision. The successful applicant will demonstrate effective communication and the ability to develop trusting relationships with all stakeholders. We are seeking a person who can work as a member of a collaborative team to support children's learning in an early childhood environment through the implementation of education programs consistent with the school vision and philosophies, The Early Years Learning Framework 2.0 and the National Quality Standard.

This is a full-time position. The successful applicant will work with two preschool groups across the week. Applicants are encouraged to contact the school principal before applying to learn more about the school and the specific role of Preschool Assistant.

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

Eligibility/Other requirements:

MANDATORY

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

Certificate III in Education and Care or equivalent

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training

Note:

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

How to Apply:

To apply, please provide a written response to the following Selection Criteria (maximum three pages) and a copy of your current curriculum vitae, including the names of at least two referees.

RELEVANT KNOWLEDGE

Knowledge of the Early Years Learning Framework and the National Quality Standard.

Knowledge of the educational and social needs of children in an early childhood setting.

RELEVANT SKILLS AND ABILITIES

Ability to interact with, establish and maintain respectful relationships with and provide positive guidance to children.

Organisational skills including the ability to organise own work, set priorities and meet deadlines.

Proven written and oral communication and liaison skills; ability to communicate effectively with staff, students and parents/carers.

Proven interpersonal skills including cultural competence, inclusivity and respect.

Proven capacity to work as part of a team; ability to use own initiative and to work independently when necessary.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the apply now button.

Contact Officer: Simon Barker (02) 6142 3777 Simon.Barker@ed.act.edu.au

Business Services

School Facilities Management

School Cleaning Service

Assistant Director, School Cleaning Service People Management

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 42235)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details:

The School Cleaning Service is seeking an enthusiastic Assistant Director that is ready to lead the delivery of the People Management function within the Section. This role plays a key role in ensuring that cleaning operations are delivered to ACT public schools on a daily basis while also providing support to staff and managers enquiring about current enterprise agreement issues, leave issues, second job applications & monitoring and WWVP compliance. The role is central to facilitating the compliance aspect of cleaning operations by co-ordinating and managing a team of staff responsible for ensuring mandatory requirements are being monitored and adhered to. The section will also be instrumental in developing language support mechanisms to increase communication strategies within the School Cleaning Workforce.

The role will also support performance reporting and monitoring to report to the Leadership Team and Executive.

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:

To be successful in the role, you will have the ability to provide high quality support and guidance to staff around current enterprise agreement issues and the ability to build and lead teams to achieve outcomes in an operational environment. An understanding of government processes as they relate to the delivery of organisational support services, including human resource, finance and administration including the ability to effectively prioritise work and meet deadlines is essential.

Note: An Order of Merit will be established from this selection process and will be used to fill similar temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written response to the Selection Criteria (maximum three pages) outlining relevant skills and experience related to the Selection Criteria and why they believe they will be suitable for the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the apply now button below.

Environment, Planning and Sustainable Development

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

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

Statutory Planning**Impact Assessment****Senior Director, Environmental Impact Assessment****Senior Officer Grade A \$160,541, Canberra (PN: 37840)**

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: The Statutory Planning Division is responsible for assessing and determining development applications, administering environmental impact assessment processes, coordinating reporting for strategic assessments, administering the ACT leasehold system, assisting the ACT Civil and Administrative Tribunal in its review of decisions and providing advice to the community and industry on development matters.

The Impact Assessment team is looking for a motivated Senior Director with excellent communication and judgement skills to lead the team in managing environmental impact assessment processes for development proposals across the ACT. In addition, you will be responsible for assessing and approving development applications and for strategic assessment reporting to the Commonwealth.

In this role you will be exposed to a broad range of projects and will liaise with proponents, government agencies, entities and the Commonwealth government.

As part of the broader Statutory Planning leadership team you will support the division as the new planning system is implemented.

Note: This is a temporary position available immediately until 10 May 2024 with the possibility of extension for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae. Applications should be submitted via the Apply Now button.

Office of the Director General**Communications, Engagement and Media****Assistant Director - Communications and Engagement - Planning and Development****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 29256)**

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Planning and Sustainable Development portfolio of the ACT Government's Environment, Planning and Sustainable Development Directorate. We are looking for a dynamic and enthusiastic communications and engagement manager who can develop, deliver and evaluate strategic communications and engagements for government priorities and new and emerging issues.

The Assistant Director, Communications and Engagement will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities across the Planning and Urban Policy, Statutory Planning, and Development and Implementation teams. You will work on a range of interesting and challenging projects that shape the ACT's future while acknowledging and respecting our natural environment. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

Eligibility/Other Requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Accreditation under the International Association of Public Participation (IAP2) is highly desirable.

Note: This is a temporary position available immediately until February 2025 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch, clearly addressing the Selection Criteria along with an up-to-date curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

City Renewal Authority

Administration Support Officer**Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 57480, Several)**

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: The Administration Support Officer will report to their Executive Branch Manager as well as assist Authority's Chief Operating Officer to provide advice, support, and assistance to the Authority Board, its committees, the Chief Executive Officer, and the Authority's executive and staff as required.

The duties allocated to this position from time-to-time will be, by necessity, fluid to account for the wide variety of matters that fall within the remit of the team, as well as competing priorities. Key duties will include:

Providing business support to their team and stakeholders.

Financial processing for your team (APIAS, P2P) - raising purchase orders, processing invoices for payment as well as chasing outstanding unpaid invoices and notifying contracts on the ACT Government Contract Register.

Responding to email requests.

Meeting coordination, venue booking, minute taking and distribution when necessary.

Records management - document filing, mail management.

Assisting with maintaining the Authority's Project Register, co-ordinating project reporting and where required provide secretariat support to relevant meetings.

Providing administrative support to the broader CRA.

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

Adhering to and understand ACT Government Policies and Procedures.

Further information on the City Renewal can be found at <https://www.act.gov.au/cityrenewal>

Eligibility/ Other requirements:

Previous experience providing administration support is highly desired.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note several positions are available both permanent and temporary with the possibility of permanency.

How to Apply: Please submit a two-page response to the Selection Criteria, your curriculum vitae and two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Mark Usherwood (02) 6207 6033 Mark.Usherwood@act.gov.au

Climate Change & Energy**Program Delivery****Senior Director****Senior Officer Grade A \$160,541, Canberra (PN: 30613)**

Gazetted: 06 November 2023

Closing Date: 13 November 2023

Details: Climate Change and Sustainability Division is seeking to employ a Senior Director to lead the households' sections within our Division. These programs include the Sustainable Households Scheme, Vulnerable Households Energy Support Scheme, the Energy Efficiency Improvement Scheme, and several other programs supporting sustainability in households across our community.

The Climate Change and Sustainability Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. And provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

We currently have a vacancy in role of Senior Director, Program Delivery for a 12 month term with the possibility of extension and/or permanency. This process may be used to create a merit list for Senior Director - programs positions within the Programs Branch over the next 12 months.

Eligibility/ Other requirements: Occasional weekend work may be required.

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

How to Apply:

Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing Selection Criteria.

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Ros Malouf (02) 6207 5335 Ros.Malouf@act.gov.au

Corporate Services and Operations

Governance Compliance and Legal

Legal Policy and Information Access

Information Governance Coordination and Projects

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 18728)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment? We would love to hear from you. The Legal Policy and Information Access team are looking for a highly motivated, and enthusiastic staff member to assist in team coordination, as well as taking on projects related to the management of records.

This position is newly established and provides a great opportunity to support the Directorate to improve recordkeeping and public access processes, as well as contributing to a welcoming and supportive team culture.

The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in.

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.

Eligibility/ Other requirements: Experience in the use of the Objective Electronic Document and Records Management System, Objective, would be an advantage.

Note: A merit pool may be established from this selection process to fill similar vacancies over the next 12 months.

How to Apply:

Please submit a written response to the Selection Criteria of no more than three pages, contact details for at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Environment

ACT Parks and Conservation Service

Parks and Partnerships / Environmental Offsets

Ranger In Charge

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 18960, several)

Gazetted: 03 November 2023

Closing Date: 19 November 2023

Details: The Ranger-In-Charge position is responsible for the supervision of Rangers, Technical Officers and Field staff in the coordination and delivery of a broad range of protected area management programs within a specific management unit.

The position is outcome focused and works closely with the Area Manager in ensuring the efficient and effective delivery of coordinated programs, adhering to the development of operational works and risk management plans.

The Ranger-In-Charge also maintains effective and courteous relationships with all other stakeholders including neighbours, other government agencies and members of the public.

Eligibility/Other requirements

Highly Desirable:

A degree in natural resource management with diversified experience AND/OR equivalent associated natural resource management qualifications (eg. cert IV, associate diploma) and extensive experience in a relevant field.

Manual Drivers licence

Desirable:

Infectious Waste and Sharps,

Working with Vulnerable People card

Chem Cert III and IV,

ATV and/or Quad Bike, 4WD,

Senior 1st Aid,

WHS White Card

Asbestos awareness

Notes: This is a temporary position available immediately for a period up to October 2024 with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application 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: Maree Gilbert (02) 6205 2842 Maree.Gilbert@act.gov.au

Statutory Planning

Development Assessment

Coordinator, Development Assessment

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 45397)

Gazetted: 03 November 2023

Closing Date: 10 November 2023

Details: The Statutory Planning Division is seeking a motivated and enthusiastic person to fill the role of Coordinator, Development Assessment.

The Coordinator, Development Assessment has an integral role in ensuring the efficient and effective coordination of Development Applications (DAs) within the Planning and Land Authority (the Authority) – Merit Assessment section.

Having a largely autonomous role and working closely with senior managers across the Merit Assessment section, the DA Coordinator allocates, monitors and reports on the progress of DAs to support the Authority in meeting targets.

The Coordinator, Development Assessment is a central point of contact in relation to the progress of DAs and responds to enquiries from applicants and other stakeholders over the phone and in writing.

You will need excellent organisational and communication skills with an ability to provide direction, set targets, allocate tasks and monitor workloads in a high-pressure environment.

Note: This is a temporary position available 1 December 2023 until 30 June 2024.

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

How to Apply: Please provide a two page statement addressing the Selection Criteria.

Applications should be submitted via the apply now button below.

Contact Officer: Craig Weller (02) 6205 3846 Craig.Weller@act.gov.au

Development and Implementation Division

Loose Fill Asbestos Coordination

Assistant Director, Personal Support

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 34629)

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: The Environment Planning and Sustainable Development Directorate (EPSDD) is seeking applications from highly motivated individuals who excel at stakeholder relations, interested in implementing complex programs to support the community to fill the role of Assistant Director, Personal Support.

The Loose Fill Asbestos Coordination team (LFAC) within the Development & Implementation Division of EPSDD is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. The team facilitates the delivery of the Loose Fill Asbestos Insulation Eradication Scheme, and activities within the Canberra

community related to Governments ongoing legislative, policy or legacy commitments in addressing the risks and impacts from loose fill asbestos insulation. The Assistant Director is a critical member of LFAC, leading the support and engagement program with affected homeowners, members of the public and stakeholders. The role reports to the Director, Complex Property and Assistance, and works under limited direction.

We value people with a breadth of professional practice experience, that bring innovative, and solution focussed ideas, who communicate with candour and respect, enjoy being a part of multidisciplinary team, are strategic thinkers, community focussed and committed to excellence in the sensitive delivery of projects to meet Government priorities.

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

Eligibility/ Other Requirements:

The position occupant is required to not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Essential:

A current drivers licence.

A current registration issued under Working with Vulnerable People (Background Checking) Act 2011 or ability to acquire this registration.

Highly Desirable:

Relevant qualifications and / or experience in Human Services

Note: This is a temporary position available immediately until 31 December 2023, with the possibility of extension for up to 18 months. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future similar vacancies until 30 June 2025. The ACT Government offers flexible working arrangements including working from home where appropriate. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applications are sought from potential candidates and should include a:

Pitch of no more than two pages addressing the selection Criteria, taking into account the duties/responsibilities of the role.

Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Shobaz Kandola (02) 6205 0351 Shobaz.Kandola@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

ACTCT

ACAT

ACAT Deputy Legal Registrar

ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352, Canberra (PN: 40319)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking an experienced legal officer to be a member of a legal team working closely with ACAT members and registry to deliver dispute resolution services to the ACT community. The ACAT Deputy Legal Registrar is responsible for:

Supporting the ACAT Registrar and registry staff through guidance and advice on ACAT procedure and law.

Conducting conferences and minor hearings (such as interim applications) as required.

Undertaking case work and management of applications across ACAT's jurisdictions.

Providing advice and guidance to a range of stakeholders as well as developing and managing positive working relationships.

Provide advice to senior managers of ACTCT on the implications of new policy proposals or legal developments and the options for implementation of legislative amendments, developing and overseeing the implementation of policies, practices, systems, and processes.

Responding to correspondence and complaints as required.

Eligibility/Other requirements:

Have a degree in laws of an Australian territory institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office.

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Demonstrated knowledge of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal, or the ability to quickly acquire this knowledge.

Note: An order of merit 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 pitch, which addresses the professional/technical skills and knowledge, and the behavioural capabilities, as set out in the attached Position Description (the pitch is to be a maximum of two pages)

a current curriculum vitae

contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

Corrective Services

Offender Reintegration

Sentence Management

Alexander Maconochie Centre (AMC) Case Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 46143)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for highly motivated, values-driven professional to join Offender Reintegration as Alexander Maconochie Centre (AMC) Case Manager (ASO6).

AMC Case Managers are responsible for providing 'end-to-end' integrated management for people in custody, through the development and review of case management strategies and processes, to ensure the provision of timely and high-quality interventions for detainees.

The successful applicant will oversee the development and implementation of individualised sentence management plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors.

In addition, you will provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes.

To be successful in this role, you will be able to work collaboratively and compose and edit complex written material. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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

Eligibility/Other Requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

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: Applicants are required to submit three items:

A one-to-three-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

A copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button.

Contact Officer: Shannon Bradbury (02) 6207 9433 Shannon.Bradbury@act.gov.au

ACTCS

Offender Reintegration

Team Leader, Corrections Programs

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 15978)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the role of Team Leader, Corrections Programs within Offender Reintegration. This position is based at the Alexander Maconochie Centre (AMC)

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicant will provide leadership and support to staff to facilitate a range of programs and services within the AMC and Community, including oversight of the delivery of programs to male and female detainee cohorts.

In addition, through a thorough understanding of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs, you will work collaboratively with other internal and external stakeholders to deliver services promoting rehabilitation and reintegration.

Further to this, you will contribute to the planning, development and evaluation of client programs and services and analyse client needs to review and promote client service, to ensure responsiveness in service delivery.

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.

Eligibility/other requirements:

Relevant tertiary qualifications or management experience is desirable.

Demonstrated experience in working with offenders in the criminal justice setting is desirable but not essential.

This position requires a Police Record Check.

A current driver's licence is essential.

This position requires a pre-employment medical.

This position requires a Working with Vulnerable People Check.

How to apply: To apply, applicants are required to submit three items:

A one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements, a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their drivers licence. Please ensure you submit all required items.

Applications should be submitted via the apply now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 Elisabetta.Marin@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Communications Centre Coordination Officer

Ambulance Support Officer 4 \$79,104 - \$89,398, Canberra (PN: 21992)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: The ACT Ambulance Service is recruiting to the role of a Communications Centre Coordination Officer within our Support Services team.

The Communications Centre Coordination Officer plays a vital role in coordinating the Ambulance response to the ACT Community. Leading the team ACT Ambulance Service Communication Centre, the Communications Centre Coordination Officer is responsible for the welfare of all the call centre staff. The Communications Centre Coordination Officer oversees the receipt of incoming calls to the ACT Ambulance Service and dispatch of emergency and non-emergency cases to Ambulance Resources.

Successful applicants will be able to be a competent communicator and leader. They will demonstrate the key behaviours as set out in the ACT Ambulance Service Leadership Framework.

As part of the ACTAS, the Communications Centre Coordination Officer will be expected to contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other requirements:

Certificate IV Ambulance Communication or equivalent.

Qualifications as an Emergency Ambulance Dispatcher with a minimum 2- year experience as an ACTAS Emergency Dispatcher.

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: To apply for this position please submit your online application via the Apply Now button before the advertisement closing date. The following documents must be attached:

A short pitch of no more than 2 pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should address the Professional / Technical Skills and Knowledge and Behavioural Capabilities listed in the position description when completing your pitch.

A current resume/curriculum vitae

A copy of your Ambulance Communication qualification

A completed Statutory Declaration (found in the attached documents)

Applications should be submitted via the Apply Now button below.

Contact Officer: John Berry (02) 6205 4822 John.Berry@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.

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Advocacy Support Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 60113, several)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: The ACT Public Advocate (who is also the ACT Children and Young People Commissioner) is seeking highly motivated, and well organised people to fill Advocacy Support Officer roles within the public advocacy team.

The Public Advocate has legislative responsibility for protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Some of these functions are specific to children and young people, and others encompass people with complex disability needs, including older persons and those with mental health conditions and/or forensic patients.

Advocacy Support Officers work alongside Advocates and Senior Advocates to ensure that the services and systems that support persons experiencing vulnerability do so in a way that assures their safety and wellbeing, while being appropriately cognisant of their rights.

Successful applicants will have high level skills in administration and data entry, as well as demonstrated empathy and the communication and interpersonal skills necessary to build rapport with a diverse range of clients and stakeholders, including vulnerable people. Advocacy Support Officers may also represent the Public Advocate in a wide variety of forums, including at court and tribunals.

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

Eligibility/Other Requirements: Experience and/or qualifications in relevant administration and/or human services roles in the fields of Social Work, Psychology, Law, Mental Health, Child Protection, etc. are highly desirable. This position does require Working with Vulnerable People registration.

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: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Powsey (02) 6207 5058 Jack.Powsey@act.gov.au

Corrective Services

Service Improvement and Community Operations

Strategy, Data and Research Unit

Data Analyst

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 44151)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Data Analyst (ASO5) within the Strategy, Data and Research team.

Strategy, Data and Research supports the development and implementation of evidence-based strategies and policies for ACTCS operations through comprehensive data collection/extraction, analysis, evaluation methods and research.

The position will report to the Senior Analyst and contribute to Strategy, Data, Research's team priorities. We are looking for a high calibre applicant, with excellent technical skills, a solutions-focused mindset, and the ability to nurture positive team and stakeholder relationships.

The successful applicant will assist in delivering data requirements in relation to ACTCS operations, designing data collections or using ACTCS administrative data for statistical purposes and meeting output requirements. You will also extract and cleanse data for statistical reporting using data management software (e.g. Excel, SQL and PowerBI).

In addition, you will interpret statistical analysis for policy development and decision making. You will also address ad-hoc requests and contribute to work on the current and emerging projects within ACTCS.

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

Eligibility/Other requirements

Experience using PowerBI, SQL, or other statistical software would be highly desirable.

The successful candidate will be required to undergo a National Police Check.

How to Apply: To apply, applicants are required to submit two items: (1) a one to two page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

Applications should be submitted via the Apply Now button below.

Contact Officer: Simone Georg (02) 5124 0000 Simone.Georg@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Emergency Call Taker

Ambulance Support Officer 1 \$62,860 - \$66,802, Canberra (PN: 40104, Several)

Gazetted: 06 November 2023

Closing Date: 27 November 2023

Details: The ACT Ambulance Service is recruiting to the role of an Emergency Call Taker within our Communications Centre.

The Emergency Call Taker plays a vital role in providing Ambulance Services to the ACT Community and are the first point of contact for someone experiencing an emergency and seeking assistance. Working within the team of Communication Centre the details obtained by the Emergency Call Taker will allow for the correct dispatch of Ambulance resources. The Emergency Call Taker will also give pre-arrival advice to the 000 caller.

If you can remain calm in a stressful situation and are good with detail and are interested in serving the ACT Community, we would like to hear from you.

As part of the ACTAS, the Emergency Call Taker will be expected to contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare outcomes.

Eligibility/ Other requirements: Excellent typing skills (at least 30 words per minute with an accuracy of 95 percent), this will be assessed using the typing test at www.typingtest.com.

Pre-employment psychometric testing will occur as part of the recruitment process.

An advanced first aid certificate is highly desirable.

Cert III in Ambulance Communications (Call Taking) is highly desirable. Successful applicants who do not already possess the Certificate III in Ambulance Communications (Call Taking) will be temporarily engaged (or temporarily transferred for existing permanent ACTPS employees) at the Ambulance Support Officer Level 1. Permanent appointment will be subject to successful completion of the qualification within 12 months.

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. Current and former ADF members are encouraged to apply.

How to Apply:

To apply for this position please submit your online application via the Apply Now button before the advertisement closing date. The following documents must be attached:

A short pitch of no more than two pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should consider the Professional / Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description when completing your pitch.

A current curriculum vitae

Any relevant qualifications

A completed Statutory Declaration (found in the attached documents)

Applications should be submitted via the Apply Now button.

Contact Officer: John Berry 0 John.Berry@act.gov.au

ACT Courts and Tribunal

Magistrates Court Operations

Director, Registry Services and Support

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 62856)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: Applications are sought to fill the position of Director Registry Services and Support where you will provide high quality management of the Registry Services and Support function servicing the Magistrates and Supreme Courts and the ACAT.

Working closely with the Senior Director Magistrates Court Operations, Senior Director Supreme Court Operations and Senior Director ACAT Operations as well as other leaders across ACTCT, the Director, Registry Services and Support oversees the effectiveness of registry operations by leading workforce planning, resourcing, onboarding, training, quality and process improvement. This position has a particularly important role in considering workloads, priorities and capacity across teams and assists with surge resourcing or devising plans to close capability or resourcing gaps. This position is also responsible for coordinating quality and process improvement initiatives, and performance monitoring and reporting in support of registry operations.

The successful applicant will be able to demonstrate the following:

Strong leadership, management, interpersonal and collaboration skills including the ability to consult, negotiate and influence on complex and sensitive matters;

Experience in leading administrative and service-based teams and sustaining an innovative and customer focused culture;

Management of counter services, identifying opportunities for efficiency and improving the user experience;

Lead reporting, quality and performance monitoring across Court Operations, including the development and delivery of relevant metrics, key performance indicators and reporting frameworks that inform ongoing workforce planning and ensure the Courts are meeting agreed KPIs;

Ability to engage and negotiate with internal stakeholders and external clients to deliver solutions that meet required outcomes. This includes strong oral and written communication skills and an ability to build productive partnerships; and

Demonstrated high level organisational skills, including the ability to effectively prioritise work across multiple teams, positively respond to business requirements and manage multiple tasks and ensure delivery of quality and timely results in a high-pressure environment.

Eligibility/Other Requirements:

This position involves direct supervision of staff.

Tertiary qualifications and experience in management, business, human resources or training and development are desirable.

How to Apply: Interested applicants should provide a three – four page pitch addressing the capabilities in the Position Description. A current curriculum vitae with two referees should also be provided. All enquiries regarding the role can be directed to Elizabeth McAuliffe on 02 5124 9613 or elizabeth.mcauliffe@courts.act.gov.au

Applications should be submitted via the Apply Now button below.

ACT Courts and Tribunal

Corporate and Strategic Services

Infrastructure Property and Contracts

Senior Procurement Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62375)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: The Senior Procurement Officer has overall responsibility for managing and scheduling the range of procurement activities required under the ACTCT Annual Procurement Plan to ensure services are delivered within required timeframes for project activities.

The role is responsible for co-ordinating business unit efforts, fostering relationships with support partners such as Procurement ACT, ensuring compliance and providing subject matter expertise to the organisation on all aspects of procurement activity, including guiding development of procurement documentation, helping establish appropriate panels, ensuring probity and integrity in processes.

The ideal candidate for the role will have extensive experience in procurement in a government context and in managing a program of works to coordinate resource allocation and timing outcomes to ensure success. A customer oriented and focused individual, with strong coordination and liaison skills and a 'can do' attitude will be vital.

Eligibility/Other requirements:

Certificate IV in Government (Procurement and Contracting) (or higher) is considered highly desirable.

High level experience in government procurement, preferably in the ACT Government environment.

Experience in program management or project management.

Experience in working a complex environment such as the ACTCT; servicing a variety of stakeholders with often competing needs

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months.

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

How to apply: Please provide your curriculum vitae as well as your response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria outlined in the Position Description, outlining how your demonstrated skills and experience make you the best candidates for this position. Responses to the criteria should not exceed two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Hadjitofi (02) 6207 0081 Helen.Hadjitofi@courts.act.gov.au

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

Corporate**Office of the Chief Operating Officer****Senior Procurement & Contracts Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37930, several)**

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: The Senior Procurement and Contracts Officer role works within Directorate to support business units meet their obligations under the *Government Procurement Act 2001* (ACT), *Government Procurement Regulations 2007* (ACT) and relevant policies and procedures.

The ideal candidate for the role will have experience in procurement in a government context and in managing a program of works to coordinate resource allocation and timing outcomes to ensure success.

A customer oriented and focused individual, with strong coordination and liaison skills and a 'can do' attitude will be vital.

Eligibility/Other requirements: Qualifications in procurement and contract management are highly desirable, and/or the ability to undertake relevant training.

Notes: An order of merit will be established from this selection process and will be used to fill identical temporary vacancies available for up to 6 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 should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sylvia Webb (02) 6205 3350 Sylvia.Webb@act.gov.au

ACT Emergency Services Agency**ACT Ambulance Service****Ambulance Operations****Intensive Care Paramedic****Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties, Canberra (PN: 38953, several)**

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: The ACT Ambulance Service (ACTAS) is seeking suitable candidates to apply for the Intensive Care Paramedic (ICP) internal training program to progress to an ICP with ACTAS. The Intensive Care Paramedic position with ACTAS requires an advanced level of clinical competence along with an aptitude for leading and developing others. To be successful in your application you will:

Be a current qualified Ambulance Paramedic (AP) with an ACTAS Authority to Practice.

Have held an unrestricted Authority to Practice for at least 3 years (as of 31 December 2023).

Be working a minimum of 30 hours within a standard eight-day rotating roster.

Be available to attend full-time hours for the scheduled study block and their clinical placements.

This position requires a person who can contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare 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: Applications must be submitted via the jobs.act.gov.au website prior to the advertised closing date and should be marked CONFIDENTIAL. The following documents are required:

A two-page response (maximum 1000 words) addressing the below 5 criteria:

An advanced ability to assess, treat and transport a range of patients.

Ability to critically review your own and other's performance and offer constructive feedback in a supportive manner.

Ability to rapidly build rapport and lead staff to deliver high quality clinical care.

A commitment to ongoing learning/professional development beyond baseline requirements to maintain a high level of clinical skill.

Ability to gain, process and apply new information in a timely manner to guide professional practice.

A brief curriculum vitae (not more than two pages);

A completed Statutory Declaration (found in the attached documents)

For more information, please contact JACSACTASRecruitment@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Wilson (02) 6207 2853 JACSACTASRecruitment@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

Communications and Engagement

Corporate Communications

Assistant Director Communications and Engagement

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61518)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: An exciting opportunity is available at Major Projects Canberra (MPC) to support the Canberra Theatre Redevelopment Project (the Project). This role reports to the Director, Communications and Engagement supporting communications, engagement and stakeholder management initiatives.

Who are we looking for?

An enthusiastic and motivated communications professional with an interest in infrastructure and community engagement, and able to juggle several projects at once.

Some of the key responsibilities include:

planning and management of stakeholder and community engagement initiatives, meetings, workshops, and events, including Performing Arts Reference Group meetings and activities.

assisting with stakeholder meetings, interactions, records, and reporting.

creating project related print and digital content and collateral including newsletters, presentations and displays.

working collaboratively across MPC and with other directorate colleagues.

the ability to work flexibly with some out of hours work.

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

Eligibility/other requirements:

Desirable:

Relevant tertiary qualifications or a minimum of five years' experience working professionally in the fields of community engagement and/or communications.

Experience working on infrastructure projects.

International Association for Public Participation (IAP2) Engagement Qualifications.

Note: A Merit Pool will be established from this selection process and may 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/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: Melanie Clarke (02) 6207 1286 Melanie.Clarke@act.gov.au

Project Development and Support

Project Management Office

PMO Change Manager

Senior Officer Grade A \$160,541, Canberra (PN: 63563)

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: We have an exciting opportunity for a highly experienced and motivated Change Manager to join our Project Management Office within Major Projects Canberra (MPC).

The Project Management Office Branch consists of the Project Controls Team; Prequalification & Contracts Team, Workplace Health and Safety Active Certification Team and the Project Management & Reporting System (PMARS) Team.

The PMO Change Manager will be our go-to person for advice about sustaining changes through improving business processes and delivering projects.

They will be an experienced leader, ready to support the team to deliver a range of projects while actively shaping the broader culture of the team.

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

Eligibility/Other Requirements: A Certificate Certification in Procsci change management is highly desirable, and/or equivalent professional experience in change management.

Note: This is a temporary position available immediately for two years. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Current and former ADF members are encouraged to apply.

How to Apply: 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: Ned McRae (02) 6207 2753 Ned.McRae@act.gov.au

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Executive Assistant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63590)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: Are you our first Executive Assistant for the new Electrification of Government Gas Assets Program?

Major Projects Canberra is delivering the Electrification of Government Gas Assets Program supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program involves electrification of space heating and hot water assets and associated electricity network upgrades in ACT Government owned and operated facilities.

Reporting to the Executive Group Manager, the Executive Assistant will provide administrative support to the Executive Group Manager, Project Director, and the broader Electrification of Government Gas Assets team. We are a small team starting a new program, so the work will be varied, and you might be asked to help out in many new areas. If you bring extra skills and experiences, you may have opportunity to utilise them.

As Executive Assistant you will:

Manage the diaries and schedules of the Executive Group Manager and Project Director including arrangement of appointments, meetings and travel as directed.

Provide secretariat function for meetings: agenda preparation; coordination of papers; minutes / meeting record preparation; tracking of action items.

Prepare confidential correspondence, reports, briefs, including the assembly of supporting documentation necessary for Ministerial correspondence, meetings and forums.

Provide administrative support including account processing, expenditure reconciliation and general business support needs.

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.

The Position Description provides more details on this exciting opportunity.

Eligibility/other requirements:

- Working knowledge of Records Management systems such as Objective is desirable

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.

Current and former ADF members are encouraged to apply.

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: Carolyn Warren (02) 6207 4433 Carolyn.Warren@act.gov.au

Light Rail

Urban Design, Environment, Approvals and Sustainability

Assistant Director, Planning Integration

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 50072)

Gazetted: 03 November 2023

Closing Date: 17 November 2023

Details: Are you our new Assistant Director, Planning Integration for Light Rail Stage 2?

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Assistant Director – Planning Integration will report to the Manager – Design, Environment and Planning, liaising closely with staff and project/technical advisors across Major Projects Canberra (MPC) and within the ACT Government as necessary.

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

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Experience and knowledge of Geographic Information Systems (GIS)

Experience and or knowledge in design and/or delivery of Light Rail.

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

How to Apply:

Please submit no more than 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.

Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Alexandria Furlong (02) 6207 9232 Alexandria.Furlong@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Facilities, Fleet and Corporate Support Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 56797)


Gazetted: 02 November 2023


Closing Date: 16 November 2023


Details: Join our fabulous team as Facilities, Fleet, and Corporate Support Officer at Major Projects Canberra!

Major Projects Canberra (MPC) is seeking a dynamic and customer-focused Facilities, Fleet, and Corporate Support Officer to join our team. As the heartbeat of our operational excellence, you'll play a pivotal role in managing our fleet portfolio, ensuring seamless accommodation and facilities operations, and contributing to our reporting requirements.


What you will do:


 **Fleet Management Guru:** Spearhead the coordination of fleet procurement and disposal processes, implement and maintain fleet management policies, and provide top-notch support to MPC staff for fleet-related activities.


 **Facilities Maestro:** Take charge of accommodation and facilities functions, from stocking stationery to coordinating minor repairs, manage office equipment, issue access passes, and order PPE.

 **Operational Excellence:** Contribute to MPC reporting requirements, exercise initiative to solve minor issues, and prioritise tasks effectively. Your organisational skills will keep our operations running seamlessly.

What you require:

 **Professional Skills:** Your well-developed communication skills, and ability to prepare and review workplace documents will set you apart.

 **Organisational Wizardry:** Strong organizational skills, initiative, and the ability to determine workload are crucial in this role.

 **People Person:** Build meaningful relationships with internal and external stakeholders, ensuring effective communication and collaboration.

 **Driver's License:** A C class driver's license is a must-have for this role.

Why join us:

At MPC, we value diversity, respect, and workplace safety. By joining us, you'll be part of a team that upholds the ACT Government and Major Projects Canberra Values framework, fostering a supportive and inclusive work environment.

As a member of the Ministerial, Governance and Corporate Support Branch, you will be part of a fun, supportive, collaborative, high-performing team.

If you're passionate about operational excellence, thrive in a fast-paced environment, and want to contribute to the success of Major Projects Canberra, we want to hear from you!

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

Eligibility/Other requirements: A class C drivers' license is mandatory.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to apply: 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: Kylie Bailey (02) 6205 4570 Kylie.Bailey@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

Executive Group Manager Infrastructure Delivery and Waste

Temporary Vacancy (24 November 2023 to 23 May 2024)

Transport Canberra and City Services

City Services

Position: E1054

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 6 November 2023

Transport Canberra and City Services is seeking an experienced leader to fill the position of Executive Group Manager Infrastructure and Waste, commencing 24 November 2023 to 23 May 2024. This position is subject to long term recruitment in another role and in the event that this process is completed prior to 23 May 2024 the contract may be terminated early.

The Executive Group Manager, Infrastructure Delivery and Waste reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a range of services to the community.

The Executive Group Manager leads branches that are responsible for:

- The delivery of the City Services capital program for Canberra. This includes municipal infrastructure such as the ACT road network; bridges; stormwater network; shared path network; parks and playgrounds; sportsgrounds; and facilities to support public transport.
- The delivery of sustainable waste management and resource recovery including circular economy policy; and waste collection services.
- The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning and safety.

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

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Bruce Fitzgerald via email, Bruce.fitzgerald@act.gov.au by COB Monday 13 November 2023.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 Bruce.fitzgerald@act.gov.au

Chief Operating Officer**People and Capability****Organisational Development****Assistant Director - Learning and Development****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 47765)**

Gazetted: 08 November 2023

Closing Date: 15 November 2023

Details: We have an exciting opportunity for a Learning and Development professional to join our team. Reporting to the Senior Director of Organisational Development, your role is pivotal to the success of our L&D team and what we do.

You will play a key role in building the capability of staff across the directorate and lead a small team who establish, plan, deliver and review the operational and strategic training needs. The role requires coordination and delivery for a range of learning and development programs and initiatives to support directorate operations and build capability.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills, align team performance, develop capacity to achieve organisational objectives and model commitment to continual learning and encourage ongoing development. You will be valued and supported within your career with TCCS.

Please see the [position description](#) for more information about the role.

Eligibility/Other requirements:

Compliance Requirements / Qualifications

Certificate IV in Training and Assessment is highly desirable.

Tertiary qualifications in Human Resources, Adult Education, Organisational Development or related discipline and or demonstrated relevant experience in a similar role, will be highly regarded.

Notes: This is a temporary position available immediately for a period of three months. This position is available to ACT Government officers and employees only.

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

How to apply: Expressions of interest are sought from potential candidates and should include:

One-page pitch

A current curriculum vitae

Contact details of two referees

Submit your expression of interest to Matt Seaman (matt.seaman@act.gov.au)

Applications should be sent to the Contact Officer.

Contact Officer: Matt Seaman (02) 6207 2786 Matt.Seaman@act.gov.au

Infrastructure Delivery and Waste

Infrastructure Delivery

Administrative Reporting Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 17939)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: Infrastructure Delivery (ID) manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking a highly self-motivated person to fill the role of Administrative Reporting Officer.

This is an important role in the Business Management team and provides support to the Infrastructure Delivery branch. This position is a temporary position, available immediately for 10 months, with the possibility of extension or permanency.

The Administrative Reporting Officer is responsible for the management of Commonwealth reporting for all commonwealth projects in conjunction with the Assistant Director, Financial Reporting and Systems. This position requires a person with strong communication skills who is enthusiastic, considered, and engaging. You will be the primary liaison point between Government agencies, interstate jurisdictions and organisations and lead/represent the area at meetings as required. You will have experience in the co-ordination and writing of correspondence and project or program reporting, with exceptional organisational, analytical and communication skills.

You will have a high degree of sensitivity and confidentiality, great writing skills and the ability to meet competing and tight deadlines whilst working with professionalism in achieving the required outcomes.

In your role you will work effectively within a team and will contribute to the establishment of a positive work culture and the continuous improvement of the team outcomes.

Please see attached position description for details of the duties to be undertaken.

Should you have any questions relating to the position please contact Kae Harradine, kae.harradine@act.gov.au, 6205 3508.

Note: This is a temporary position available immediately for 10 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the Selection Criteria and limit responses to one-two pages (maximum) against each of the criteria. Note: Please take into consideration the "What You Require" section when addressing how you have demonstrated the Selection Criteria. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

City Services**City Presentation****Urban Treescapes****Team Leader, Operations****General Service Officer Level 7 \$70,205 - \$74,037, Canberra (PN: 18119, several)**

Gazetted: 07 November 2023

Closing Date: 14 November 2023

Details: Are you passionate about the health of Canberra's trees, reducing summer heat, and providing habitat for local wildlife?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill several full-time, temporary vacancies for the role of Team Leader, Operations across multiple maintenance depots available immediately for up to 6 months with the possibility of extension. Team Leaders are responsible for a team of workers carrying out tree maintenance activities. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely, allocation of plant and equipment for jobs, record keeping and reporting, and carrying out tree assessments as required.

The successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the position description for further information about the role.

Note: There are several temporary positions available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of no more than two pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lachlan Taylor (02) 6207 7852 Lachlan.Taylor@act.gov.au

City Services**City Presentation****Urban Treescapes****Design and Development Coordinator****Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 62831, Several)**

Gazetted: 07 November 2023

Closing Date: 27 November 2023

Details: Do you have a growing ambition to help plan a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Design and Development Coordinator beginning as soon as possible.

Design and Development Coordinators are responsible for reviewing and coordinating feedback about urban landscape development and design proposals. Typical submissions for review include Estate Development Plans, Development Applications (DA) and pre-DA enquiries, proposed Territory Plan variations, proposed sale of unleased land, Capital Works public infrastructure development projects, green field and brown field development proposals, and utility infrastructure projects.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service. Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'Selection Criteria' section of the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Carma Sweet (02) 6207 7158 Carma.Sweet@act.gov.au

City Services

City Presentation

Urban Treescapes

Supervisor, Operations

General Service Officer Level 9 \$81,664 - \$92,059, Canberra (PN: 09881, several)

Gazetted: 07 November 2023

Closing Date: 14 November 2023

Details: Are you passionate about the health of Canberra's trees, reducing summer heat, and providing habitat for local wildlife?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill several full-time, temporary vacancies for the role of Supervisor, Operations across multiple maintenance depots available immediately for up to 6 months with the possibility of extension.

As a Depot Supervisor within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key factor of this role to ensure positive culture and adherence to workplace health and safety standards.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. A high degree of expertise in arboriculture 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.

The successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the position description for further information about the role.

Note: There are several temporary positions available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of no more than two pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lachlan Taylor (02) 6207 7852 Lachlan.Taylor@act.gov.au

Transport Canberra and Business Services

Strategy Policy and Programs

Transport Policy & Regulation and Policy and Legislation (Business and City Services)

Senior Policy Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 44999, Several)

Gazetted: 07 November 2023

Closing Date: 21 November 2023

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units, Strategic Policy and Legislation, and Transport Policy and Regulation and Programs.

There are three Policy Officer opportunities available in SPP:

Policy and Legislation (Business and City Services) Team – permanent position

Transport Policy and Regulation Team – 12-month temporary contract with the possibility of permanency

Transport Policy and Regulation Team – 9-month temporary contract with the possibility of extension

As a Policy Officer, you will be highly motivated and keen to solve a wide range of issues. In the Policy and Legislation (Business and City Services) team this could include working on ACT Government commitments requiring legislative change across the Territory and Business Services and City Services Divisions of TCCS. Transport policy is relevant to our everyday lives and is always topical. In the Transport Policy and Regulation team, this could involve working with stakeholders on road safety policy issues, or other business as usual work, including drafting responses to ministerial correspondences or disallowable instruments to disapply parking provisions and other road transport legislation to support community events.

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

Eligibility/Other Requirements: Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed suitable is highly desirable.

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

How to Apply:

Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Georgia Nicolls (02) 6207 8969 Georgia.Nicolls@act.gov.au

Transport Canberra and Business Services**Transport Canberra****Planning and Delivery****Customer Service Officer****Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 61105)**

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: The Planning & Delivery Branch is responsible for all enabling and support functions to allow efficient and effective operations of both Bus and Light Rail. The work undertaken includes Strategy, Planning, Procurement, Customer Service, Policy, Network Planning and Asset Management. Working closely with the operational Branches, Planning & Delivery help to shape and form the future of Public Transport.

The Transport Canberra Customer Service Officer will work with a professional and motivated team providing high quality customer services to users of Canberra's public transport network. The role is varied and involves contact with customers over the phone and digitally. This is a fantastic opportunity for a professional customer service officer looking to work in a small, dedicated team with a community focus. This role also provides variety, providing administrative support for Transport Canberra with managing ticketing stock, issuing park and ride permits and working with stakeholder groups internally and externally.

The position reports to the Director, Customer Experience Delivery and provides a range of customer service and administrative support for Transport Canberra services including Transport Canberra buses and light rail and MyWay ticketing, emerging public transport initiatives, and stakeholder groups.

Eligibility/ Other requirements:

Previous customer service experience in a call centre or customer facing environment is highly desirable.

Note: This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office. 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 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.

Contact Officer: Christie Stewart (02) 6207 8059 Christie.Stewart@act.gov.au

Transport Canberra and Business Services**Transport Canberra****Planning and Delivery - Strategy, Planning and Policy****Data Analyst****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 54814)**

Gazetted: 06 November 2023

Closing Date: 20 November 2023

Details: Transport Canberra is seeking a high performing Junior Data Analyst / Reporting Analyst who enjoys applying their well-honed critical thinking skills to transform public transportation data and business insights into patronage and performance reports and understanding of the great service we provide to the community. This role involves meticulously dissecting business data to pinpoint opportunities for enhancing operational efficiency, particularly public transport service optimisation and enhancement, while also enriching decision-making through insightful and clear communication and comprehension of data.

The Junior Data Analyst / Reporting Analyst will be tasked with supporting the creation of routine patronage and performance reports, as well as conducting periodic business data analysis to support business needs. These responsibilities necessitate capability to learn business data systems, accurately extract data from business

systems, transform and interpret data for informed and confident reporting or outputs. Additionally the successful candidate will strive to ensure business data quality for reporting through meticulous data validation and cleansing in compliance with established standards. The ideal candidate should be comfortable responding to unexpected requests for data, reports and advice from both internal and external stakeholders. Additionally the role may include provision of assistance to help others understand and derive meaning from data for evidence informed policy formulation and decision-making. Proficiency in conveying findings through written reports and visual presentations to a diverse audience, who may not be subject matter experts, is highly advantageous.

Eligibility/ Other requirements:

A strong working knowledge of Microsoft Excel is required for this role.

Tertiary level qualifications in business data analytics or a related discipline is highly desirable.

Expertise in/and ability to quickly gain proficiency in new data analysis tools is desirable.

Expertise in/and ability to perform statistical modelling and on administrative data is desirable.

Knowledge or a willingness to acquire proficiency in other Business Intelligence tools such as Power BI is highly desirable.

Note: This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office. 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 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.

Contact Officer: Luke Powter (02) 6205 5017 Luke.Powter@act.gov.au

Chief Operating Officer

Chief Information Officer

Systems and Information Management

Business Process and Systems Improvement Analyst

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63582)

Gazetted: 06 November 2023

Closing Date: 13 November 2023

Details:

We are seeking a motivated individual who thrives when analysing data on the hunt for potential issues and solutions. With a strong customer service focus, you will work with a range of key staff across Transport Canberra and City Services (TCCS) and ACT Government to progress process improvements for the Fix My Street system. If you have an understanding of the integrated nature of asset management, service requests from the public and internal business process in an essential services delivery organisation and are keen to make a difference in how we deliver services to our customers, then we would love to hear from you.

Eligibility/ Other requirements:

Proficiency in the use of Microsoft Office suite.

Experience in the use of Salesforce or other similar case management and customer relationship management systems.

Experience in the use of Business Intelligence and Business process flow software.

Understanding of relational database configuration.

Note: This is a temporary position available immediately until 30 June 2024.

Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your pitch letting us know why you are interested in the role and how your skills and experience apply against the Selection Criteria. Please also provide a curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Silvija Stefanovic (02) 6207 7463 Silvija.Stefanovic@act.gov.au

Infrastructure Delivery and Waste**Infrastructure Delivery****Project Manager****Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 18940)**

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking a dynamic Project Manager with experience in facilities and urban design focused infrastructure projects. The position is a temporary vacancy, available immediately for nine months with the possibility of extension or permanency.

The position is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management and urban realm/ landscape design to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached position description for details of the duties to be undertaken.

Should you have any questions relating to the position, please contact steven.hare@act.gov.au or 6205 9631

Eligibility/Other requirements: Applicants must hold a relevant professional qualification in Landscape Architecture, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant urban and landscape design, building or Infrastructure knowledge and/or project management experience.

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

How to Apply: Applicants must provide a response (maximum of 250-300 words per criteria) addressing the 'What You Require' criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Hare (02) 6205 9631 Steven.Hare@act.gov.au

Transport Canberra & Business Service**Territory & Business Services****Canberra Memorial Parks****Cemetery Horticulturalist****Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 63500)**

Gazetted: 02 November 2023

Closing Date: 16 November 2023

Details: Canberra Memorial Parks is currently offering an exciting opportunity for a highly motivated individual to join our small grounds team at Gungahlin Cemetery. Working in a beautiful bush land setting with a varied range of

both native & exotic shrubs and large established trees the position offers the right person the opportunity to display their horticultural ability and passion.

Eligibility/Other requirements:

Mandatory

Minimum Certificate III in Horticulture

Current ACT/NSW licence class C minimum is essential

White card & asbestos awareness training.

Chemical user accreditation.

Desirable

Demonstrated knowledge of current propagation practices.

Cool climate plant knowledge.

Chainsaw - Trim & crosscut fallen trees.

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

How to apply: Applications should include:

A statement of two to three pages addressing the 'Selection Criteria' section of the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Eppelstun (02) 6207 0000 Stephen.Eppelstun@act.gov.au

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

Worksafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Finance

Assistant Director Finance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 47096)

Gazetted: 08 November 2023

Closing Date: 22 November 2023

Details: The Finance Team at the Office of the Work Health and Safety Commissioner is seeking a motivated and well organised individual who can work independently and as a team member to effectively perform the role and functions of the Assistant Director. The position will be required to manage various financial functions of the organisation including financial reporting, budgeting financial analysis and technical accounting support. The successful applicant will have excellent communication skills, a strong background in accounting and finance management, sound understanding of financial systems, and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders.

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

Eligibility/other requirements:

Tertiary qualifications in Accounting/Finance or similar discipline are highly desirable. CAANZ, CPA Australia or other accounting body membership or substantial completion of required coursework is highly desirable. Working knowledge of the Oracle, APAIS and TM1 systems is also desirable.

Note: This is a permanent position available immediately. 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 written applications and referee reports only.

How to apply: Please submit a two-page written response addressing each of the selection criteria in the Position Description, and a current curriculum vitae with the names and contact details of two referees (one should be your current Supervisor/Manager). Please ensure you submit both items.

Applications should be submitted via the apply now button below.
Contact Officer: Crystal Wang (02) 6207 8524 Crystal.Wang@worksafe.act.gov.au

APPOINTMENTS**Canberra Health Services****Specialist /Senior Specialist, \$188,151 - \$254,198**

Kishore Kumar SAJJANRAJ, Section 68(1), 28 August 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Immaculate FABROS, Section 68(1), 06 November 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Alpha Bah, Section 68(1), 24 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sushma Bhurtel, Section 68(1), 27 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Laxmi Budhamagar, Section 68(1), 3 November 2023

Clinical Coder Level 1 \$89,649 - \$124,387

Gareth Cooke, Section 68(1), 27 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Julian Dmello, Section 68(1), 27 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Yeshi Dorji, Section 68(1), 27 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ashmita Ghimire, Section 68(1), 1 November 2023

Radiation Therapist Level 2 \$73,662 - \$101,811

Alex Gooley, Section 68(1), 29 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Debbie Hunter, Section 68(1), 9 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Seela Kharel, Section 68(1), 27 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Kathryn Kimber, Section 68(1), 6 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Kate Moreau, Section 68(1), 6 November 2023

Health Professional Level 2 \$70,679 - \$97,028

Oluyinka Olanrewaju, Section 68(1), 6 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Mai Pham, Section 68(1), 23 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Karsang Tsering Sherpa, Section 68(1), 30 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Sylvie Townsend, Section 68(1), 1 November 2023

Health Service Officer Level 4/5 \$57,149 - \$63,169

Christopher Whitlock, Section 68(1), 25 October 2023

Senior Medical Physics \$162,616 - \$190,761

Christopher Williams, Section 68(1), 9 November 2023

Registered Nurse Level 3.1 \$115,743 - \$120,506

Megan Wood, Section 68(1), 1 November 2023

Canberra Institute of Technology**Administrative Services Officer Class 2/3 \$62,994 - \$76,427**

Maxwell Davidson, Section 68(1), 1 November 2023

Senior Officer Grade B \$138,476 - \$155,668

Jessica Strong, Section 68(1), 7 November 2023

Senior Officer Grade C \$117,845 - \$126,715

Konstantin Vilkov, Section 68(1), 7 November 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Balram Adhikari, Section 68(1), 31 October 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Connor Jack, Section 68(1), 7 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Karam Kim, Section 68(1), 2 November 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Natalie Martyniak, Section 68(1), 6 November 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

Aiden Sakul-Thongbai, Section 68(1), 6 November 2023

Information Technology Officer Class 1 \$73,920 - \$84,144

William Short, Section 68(1), 6 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Himani Thanki, Section 68(1), 3 November 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Jiefei WANG, Section 68(1), 9 November 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Mellisa Willumsen, Section 68(1), 6 November 2023

Community Services**Senior Officer Grade C \$117,845 - \$126,715**

Jane Flanagan, Section 68(1), 6 November 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Dana Ivetic, Section 68(1), 7 November 2023

Education**Classroom Teacher \$75,004 - \$117,538**

Anav Deo, Section 68(1) 9 November 2023

Classroom Teacher \$75,004 - \$117,538

Ivana Plessnitzer, Section 68(1) 9 November 2023

Classroom Teacher \$75,004 - \$117,538

Kirra Shaw, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Terry Gibson, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Virginia Vennonen, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Drishti Narula, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Daniel Newman, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Deborah Wilson, Section 68(1) 23 January 2024

Classroom Teacher \$75,004 - \$117,538

Sarah Comben, Section 68(1) 9 October 2024

Administrative Services Officer Class 4 \$78,785 - \$85,159

Ellie Brislane, Section 68(1), 3 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Montana Harrington, Section 68(1), 3 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Pat Martin, Section 68(1), 3 November 2023

School Assistant 2/3 \$53,566 - \$64,989

David Moller, Section 68(1), 3 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Abby Morton, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Karolyn Odum, Section 68(1), 3 November 2023

Senior Officer Grade C \$117,845 - \$126,715

James Rice, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Rebecca Richards, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Anna Sofios, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Jessica Stevens, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Marley Thomas, Section 68(1), 7 November 2023

School Assistant 3 \$60,493 - \$64,989

Marni Waaka, Section 68(1), 7 November 2023

School Assistant 4 \$72,353 - \$78,207

Ryan Watt, Section 68(1), 7 November 2023

School Assistant 2/3 \$53,566 - \$64,989

Jeff Wyatt, Section 68(1), 7 November 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$87,364 - \$92,370

Thinley Gyem, Section 68(1), 6 November 2023

Justice and Community Safety

Patient Transport Officer 1 \$62,860 - \$66,802

Michael Forrest, Section 68(1), 30 October 2023

Senior Officer Grade A \$160,541

Karen Milton, Section 68(1), 6 November 2023

Major Projects Canberra

Senior Officer Grade A \$160,541

Patrick Atkinson, Section 68(1), 6 November 2023

Suburban Land Agency

Administrative Services Officer Class 6 \$93,996 - \$107,322

Cornelia Louw, Section 68(1), 6 November 2023

Transport Canberra and City Services

General Service Officer Level 3/4 \$56,173 - \$61,181

Stuart Campbell, Section 68(1), 8 November 2023

Senior Officer Grade C \$117,845 - \$126,715

Rechelle Fisher, Section 68(1), 3 November 2023

General Service Officer Level 2 \$53,202 - \$55,072

Samantha Hearps, Section 68(1), 3 November 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Natalia Ovens, Section 68(1), 2 November 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Callum Scott, Section 68(1), 8 November 2023

Worksafe ACT

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Alan Hartcher, Section 68(1), 1 November 2023

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Brooke Schofield, Section 68(1), 6 November 2023

TRANSFERS**Canberra Health Services****Vibin Thomas**

From: Health Service Officer Level 7 \$63,169

Canberra Health Services

To: Health Service Officer Level 6 \$63,169 - \$65,888

Canberra Health Services, Canberra (PN. 60572) (Gazetted 23 June 2023)

Canberra Institute of Technology**Bianca Davis**

From: Administrative Services Officer Class 4 85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Institute of Technology, Canberra (PN. 18396) (Gazetted 30 August 2023)

Chief Minister, Treasury and Economic Development**Frances Kaye**

From: Senior Professional Officer Grade B \$135,355

Canberra Health Services

To: Health Professional Level 5 \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 62635) (Gazetted 30 August 2023)

Community Services**Anita Gardner**

From: Senior Officer Grade C 126,715

Community Services

To: Senior Officer Grade C \$117,845 - \$126,715

Community Services, Canberra (PN. 17385) (Gazetted 23 August 2023)

Environment, Planning and Sustainable Development**Stacee Coghill**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development, Canberra (PN. 41847) (Gazetted 31 May 2023)

PROMOTIONS**ACT Health****Digital Solutions Division****Applications Support****Technology Operations Hub****Luke Cartwright**

From: Senior Officer Grade B \$138,476 - \$155,668

ACT Health

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 60790) (Gazetted 15 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.

Mental Health and Suicide Prevention Division**Office for Mental Health and Wellbeing****Lee-Anne Rogers**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 40301, several) (Gazetted 26 September 2023)

ACT Long Service Leave Authority**Executive****Elena Agrizko**

From: Senior Officer Grade C \$117,845 - \$126,715

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Long Service Leave Authority, Canberra (PN. 24844) (Gazetted 11 September 2023)

Canberra Health Services**Clinical Services****Surgery****Surgical Services****Carly Ballard**

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. 58504) (Gazetted 14 September 2023)

Clinical Services**Acute Allied Health Services****Surgery****Operating Room****Jaime Cook**

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. 24446) (Gazetted 13 September 2023)

Clinical Services**Surgery****Surgical Services****Reena Cyriac**

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. 58501) (Gazetted 14 September 2023)

Chief Executive Officer

Allied Health

Acute Allied Health Services

Timothy Daley

From: Health Professional Level 2 \$70,679 - \$97,028
 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. 53594) (Gazetted 2 February 2023)

Medical Services

Pharmacy - TCH

Pharmacy

Rose Dingal

From: Technical Officer Level 1 \$62,599 - \$65,631
 Canberra Health Services
 To: Technical Officer Level 2 \$67,760 - \$77,593
 Canberra Health Services, Canberra (PN. 24224) (Gazetted 18 August 2023)

Allied Health

Acute Allied Health Services

Physiotherapy

Geerthika Galister

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. 61918) (Gazetted 21 September 2023)

Clinical Services

Medicine

Medical

Jarrold Gammell

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
 Canberra Health Services
 To: Administrative Services Officer Class 4 \$78,785 - \$85,159
 Canberra Health Services, Canberra (PN. 21546) (Gazetted 15 September 2023)

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Alyssa Hughes

From: Health Professional Level 2 \$70,679 - \$97,028
 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. 63581) (Gazetted 11 August 2023)

Clinical Services

Women Youth & Children

Women and Babies

Kerryn Lavercombe

From: Registered Midwife Level 1 \$72,698 - \$97,112
 Canberra Health Services
 To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22393) (Gazetted 1 September 2023)

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Brooke Mitchell

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

Canberra Health Services

To: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services, Canberra (PN. 40152) (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.

Office of Deputy CEO

Quality Safety Innovation and Improvement

Quality and Safety Executive

Ryan Murray

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. 32557) (Gazetted 24 August 2023)

Medical Services

Pharmacy - TCH

Pharmacy

Radha Regmi

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 24210) (Gazetted 18 August 2023)

Office of Deputy CEO

Quality Safety Innovation and Improvement

Quality and Safety Executive

Navjeet Sahota

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 34923) (Gazetted 31 August 2023)

Clinical Services

Cancer and Ambulatory Services

CRCC Operational Management

Debra Schell

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 12647) (Gazetted 5 October 2023)

Clinical Services

Surgery

Surgical Services

Samjhana Shah

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. 22211) (Gazetted 14 September 2023)

Clinical Services**Surgery****Surgical Wards****Sabita Sharma**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 42021) (Gazetted 31 May 2023)

Allied Health**Acute Allied Health Service****Occupational Therapy****Melinda Symon**

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. 29169) (Gazetted 3 August 2023)

Clinical Services**Women Youth and Children****Women Youth and Children****Nicola Anne Williams**

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22739) (Gazetted 14 September 2023)

Canberra Institute of Technology**Education & Training Services****CIT Technology and Design****Technology & Design Management****Andrea Aranguiz**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Institute of Technology

To: †Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Institute of Technology, Canberra (PN. 61320) (Gazetted 14 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Industry Engagement and Strategic Relations**Industry Engagement****Training Initiatives Unit****Jordan Ellem**

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Institute of Technology, Canberra (PN. 51181) (Gazetted 30 August 2023)

Chief Minister, Treasury and Economic Development**Economic and Financial Group****Economic and Financial Analysis****Revenue and Concessions Policy****Conrad Asmus**

From: Senior Officer Grade C \$117,845 - \$126,715
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade A \$160,541
 Chief Minister, Treasury and Economic Development, Canberra (PN. 33965) (Gazetted 11 May 2023)

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Education ICT
Alpha Bah

From: Information Technology Officer Class 1 \$73,920 - \$84,144
 Chief Minister, Treasury and Economic Development
 To: Information Technology Officer Class 2 \$91,315 - \$104,509
 Chief Minister, Treasury and Economic Development, Canberra (PN. 15206) (Gazetted 7 September 2023)

Economic Development
Minister and Executive Coordination Team (MECT)
Grant Barlow

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427
 Canberra Health Services
 To: Administrative Services Officer Class 5 \$87,364 - \$92,370
 Chief Minister, Treasury and Economic Development, Canberra (PN. 32737) (Gazetted 18 September 2023)

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Communication and Customer Experience team
Melissa Carlill

From: Senior Officer (Technical) Grade C \$114,928 - \$123,710
 Chief Minister, Treasury and Economic Development
 To: †Senior Officer Grade B \$138,476 - \$155,668
 Chief Minister, Treasury and Economic Development, Canberra (PN. 63630) (Gazetted 23 August 2023)

Economic and Financial Group
Economic and Financial Analysis Branch
Revenue and Concessions Policy
Lien-Jane Dowding O'Rourke

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. 02828) (Gazetted 30 June 2023)

Access Canberra
Environment Protection
Jeffrey Goolagong

From: Technical Officer Level 3 \$79,105 - \$89,398
 Chief Minister, Treasury and Economic Development
 To: Technical Officer Level 4 \$91,315 - \$104,509
 Chief Minister, Treasury and Economic Development, Canberra (PN. 10691) (Gazetted 29 August 2023)

Access Canberra
CONSTRUCTION, UTILITIES AND ENVIRONMENT PROTECTION
Construction Licensing and Governance
Niki Johnson

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
 Chief Minister, Treasury and Economic Development, Canberra (PN. 18924) (Gazetted 14 June 2023)

Economic Development**Skills Canberra****Branch Coordination and Governance****Thao Nguyen**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 26215) (Gazetted 3 March 2021)

Access Canberra**SERVICE DELIVERY AND ENGAGEMENT****Resolution and Support Team****Jessica Phimpavichith**

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33197) (Gazetted 7 February 2023)

Corporate**Corporate Management****Governance, Security and Audit****Fleur Reid**

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. 62845) (Gazetted 12 September 2023)

Access Canberra**Service Delivery and Engagement****Parking Operations and Traffic Camera Compliance****Sarah Sheather**

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. 24439) (Gazetted 6 September 2023)

Access Canberra**Digital Design and Delivery****Digital Experience Platform****Sindy Tang**

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. 01370) (Gazetted 4 October 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital, Data and Technology Solutions**Strategic Business****Procurement and Compliance****Athilakshmi Rohini Venkatasubbu**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Major Projects Canberra

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 36276) (Gazetted 3 July 2023)

Community Services**Communities****Community Relations and Funding Support****Patrick Connor**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 03884) (Gazetted 14 September 2023)

Housing Assistance**Infrastructure and Contracts****Infrastructure Delivery****Cenk Hakbilen**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Community Services, Canberra (PN. 39375) (Gazetted 10 July 2023)

Strategic Policy**Housing & Inclusive Policy****Child & Family Reform****Veronica Molloy**

From: Senior Officer Grade C \$117,845 - \$126,715

Community Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Community Services, Canberra (PN. 43556) (Gazetted 22 November 2022)

Corporate**Business Transformation and Systems****Data Excellence Team****Marco Santos**

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. 07812) (Gazetted 21 April 2023)

Director of Public Prosecutions**Office of the Director of Public Prosecutions****Corporate****Admin Support****Joanne Smith**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Director of Public Prosecutions, Canberra (PN. 63077) (Gazetted 26 September 2023)

Office of the Director of Public Prosecutions**Corporate****Cam Tang**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Director of Public Prosecutions, Canberra (PN. 63078) (Gazetted 28 September 2023)

Education**Office for Schools****North Gungahlin****Black Mountain School****Courtney Bedford**

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 53029) (Gazetted 12 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement**North Canberra and Gungahlin Network****Shirley Smith High School****Thinley Tobgay**

From: Cleaning Services Officer 2 \$56,173 - \$58,199

Education

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education, Canberra (PN. 62437) (Gazetted 14 September 2023)

Environment, Planning and Sustainable Development**City Renewal Authority****Business Operations****Fiona Codd**

From: Senior Officer Grade C \$117,845 - \$126,715

Environment, Planning and Sustainable Development

To: Senior Officer Grade B \$138,476 - \$155,668

Environment and Planning, Canberra (PN:61410) (Gazetted 3 October 2023)

Justice and Community Safety**Office of the Director of Public Prosecutions (ACT)****Legal Services****Rachael Cannell**

From: Paralegal Grade 3 \$78,591 - \$82,566

Justice and Community Safety

To: Paralegal Grade 4 \$84,749 - \$89,705 (Retention Point DPP Only \$92,802)

Justice and Community Safety, Canberra (PN. 04209) (Gazetted 25 September 2023)

Public Trustee & Guardian**Various****Mani Sahu**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety, Canberra (PN. 37243, several) (Gazetted 22 March 2023)

Emergency Services Agency**ACT Ambulance Service****Ambulance Operations****Taylor West-Taylor**

From: Graduate Paramedic Intern \$76,422 plus penalties

Community Services

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties
 Justice and Community Safety, Canberra (PN. 62758) (Gazetted)
 This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT
 Ambulance Service Enterprise Agreement 2021-2022

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Lauren Cunningham

From: Senior Officer Grade C \$117,845 - \$126,715

Major Projects Canberra

To: †Senior Officer Grade A \$160,541

Major Projects Canberra, Canberra (PN. 61440) (Gazetted 29 September 2023)

Infrastructure Delivery Partners

Social Project Management

Jennifer Edmunds

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Institute of Technology

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 58229) (Gazetted 21 June 2023)

Transport Canberra and City Services

City Services

ACT NoWaste

Waste Policy

Marianne Ching

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. 41441) (Gazetted 5 September 2023)

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations Recruitment and Training

Ryan Hutchinson

From: Transport Officer Grade 2 \$97,911

Transport Canberra and City Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Transport Canberra and City Services, Canberra (PN. 35978) (Gazetted 28 September 2022)

City Services

ACT NoWaste

Strategic Coordination and Planning

Athilakshmi Rohini

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Major Projects Canberra

To: †Senior Officer Grade C \$117,845 - \$126,715

Transport Canberra and City Services, Canberra (PN. 33638) (Gazetted 21 September 2023)

Transport Canberra and City Services

Transport Canberra

Planning and Delivery - Procurement & Strategic Assets

Kylie-Anne Smith

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Transport Canberra and City Services

To: †Senior Officer Grade B \$138,476 - \$155,668
Transport Canberra and City Services, Canberra (PN. 49309) (Gazetted 15 September 2023)

Worksafe ACT

WorkSafe ACT

Executive

Executive

Alice Pocock

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Worksafe ACT

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Worksafe ACT, Canberra (PN. 62617) (Gazetted 8 September 2023)

CORRIGENDA

Canberra Health Services

Gazetted on 02/11/2023 as an Appointment for Sabita Sharma: 88738789, Section 68 (1), 30/10/2023
Amended onboarding request to a promotion Gazetted 09/11/2023