

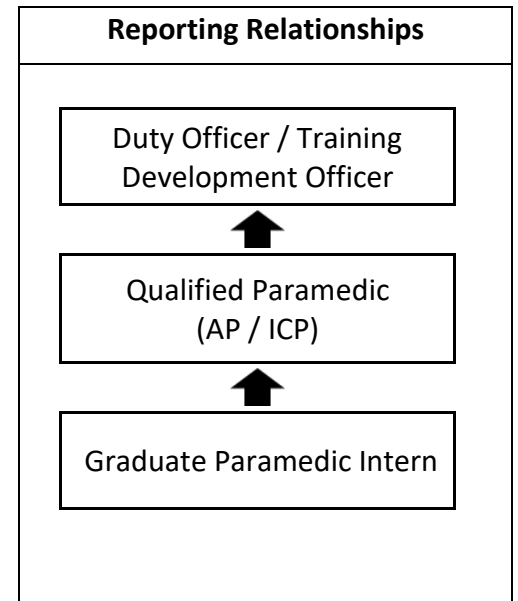


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Emergency Services Agency
Branch	ACT Ambulance Service
Position Number	P09274, Several
Position Title	Graduate Paramedic Intern
Classification	Graduate Paramedic Intern (GPI)
Location	Various ACT locations
Last Reviewed	July 2026



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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient community in the ACT.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a domestic society;
- Strengthen community safety;
- Protect people's legal and human rights and interests;
- Cares for and supporting people who are at high risk of vulnerability;
- Enhance timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Support formal partnerships and shared decision making with First nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General,
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Services Agency undertakes to:

- provide emergency services 24 hours a day, every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

In addition to the operational services, the ESA is made up of several enabling and support divisions.

Further information can be obtained on the ESA website <http://www.esa.act.gov.au>

BRANCH OVERVIEW

The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community.

Further information can be obtained on the ACTAS website <http://www.esa.act.gov.au/ambulance>

POSITION OVERVIEW

The Graduate Paramedic Intern is the entry level position within the emergency operations arm of the ACT Ambulance Service. The Graduate Paramedic Intern will be placed into a 15 – 18 month supported graduate program which includes a series of study blocks. At the end of the intern period the Graduate Paramedic Intern will be expected to undertake a range of assessments based on the experience they have developed, and training received; the successful completion of these assessments, combined with satisfactory performance reviews, will result in the offer of a permanent position as an Ambulance Paramedic.

This is a Category A position.

Please Note: The probationary period for this role is a maximum period of 18 months and subject to the completion of the prescribed training program for a Graduate Paramedic Intern .

WHAT YOU WILL DO

Under the direct supervision of qualified officers, the Graduate Paramedic Intern will:

1. Apply patient centred medical care to members of the ACT community (and surrounds) in emergency and non-emergency settings in accordance with the ACT Emergencies Act 2004 and the ACTAS guidelines, policies, and procedures.
2. Check and maintain ACTAS fleet, facilities, and operational and non-operational equipment in accordance with the ACTAS guidelines, policies, and procedures.
3. Drive an ambulance vehicle in a safe manner.
4. Perform any duties as required and directed by the Chief Officer, within competency and skill level, provided such duties comply with any relevant legislation.
5. Maintain paramedic registration with the Australian Health Practitioner Regulation Agency (Ahpra).
6. This position does not involve direct supervision of staff.
7. Undertake your duties in accordance with the ACT Public Service Values and Signature Behaviours, ACTAS Leadership Framework and overarching Regulatory and Policy frameworks.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Ability to assess, treat and transport a range of emergency and non-emergency patients including medical and trauma cases.
2. A demonstrated understanding of paramedic duties including roles, responsibilities and community expectations.
3. Evidence of a commitment to ongoing learning / professional development beyond baseline training.

Behavioural Capabilities

1. Ability to rapidly build rapport with staff and patients in order to deliver high quality clinical care.
2. Ability to gain, retain and apply new information pertaining to clinical management guidelines.
3. Ability to maintain focus and energy, even during times of uncertainty or change, which inspires resilience and improvement in others.

Compliance Requirements/Qualifications

All expenses associated with obtaining and providing required supporting documentation annotated by ** will be met by the applicant. These costs will not be met by ACTAS nor reimbursed at any time during the process.

1. ** A current unrestricted ACT Class C driver's License (or interstate equivalent) is essential.
2. ** Tertiary qualification as a paramedic i.e. Bachelor of Paramedical Science (by whatever name) or equivalent post graduate qualification.

3. ** Paramedicine Board of Australia Registration.
4. ** A complete driving history (no more than 6 months old) and points demerit transcript from a relevant motor registry authority in your state or territory.
5. **Completed vaccination forms (found in attached Documents).
6. A completed Consent to Release Medical and Personal Information form (found in attached Documents).
7. A pre-employment medical is required for all new employees.
8. Background and security clearance checks will be conducted as part of the Ahpra registration check process.

VACCINATION REQUIREMENTS

All candidates, at the time of application, must complete the following documentation relating to vaccination requirements for Category A roles.

- ACT Government/ACTAS Vaccination Record Certificate of Compliance Form (found in attached Documents)
- ACT Government/ACTAS Undertaking /Declaration Form (found in attached Documents)
- ACT Government/ACTAS Tuberculosis (TB) Assessment Tool (found in attached Documents)

Further information on the ACTAS Occupational Assessment, Screening and Vaccinations Against Specified Infectious Diseases Standard Operating Procedure can be found in attached documents.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Graduate Paramedic Intern (P09274, several) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the workload	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Frequently
Rostered shift work	Frequently

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Frequently
Handling of dangerous goods/equipment (Defibrillator)	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently

