



ACT Government Gazette

Gazetted Notices for the week beginning 01 April 2021

VACANCIES

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

Funding and Disclosure Project Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50889)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team.

The successful applicant will be required to provide clerical and administrative support in relation to the ACT's election funding, expenditure and financial disclosure scheme. Work activities will include processing, publishing and reviewing financial disclosure returns to ensure electoral participants are in compliance with Part 14 of the *Electoral Act 1992*.

Applicants should possess effective writing and communication skills and are expected to demonstrate high quality customer service skills. the ability and wiliness to work within a small team environment and actively seek out opportunities for continual improvement. 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.

The ACT Electoral Commission is committed to building a culturally diverse and inclusive workplace. As part of this commitment we encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a one-two page pitch addressing the capabilities set out in the position description and a copy of their curriculum vitae including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

ACT Executive

Minister Berry's Office

Officer Manager

Adviser Level 1 (upper) \$79,310 - \$83,200, Canberra (PN: 39882)

Gazetted: 06 April 2021

Closing Date: 19 April 2021

Details: The Deputy Chief Minister is looking for a dynamic and experienced person to fill the role of office manager for a 12 month period. The office manager's primary focus will be on diary and schedule management, effective office systems and high-quality service to stakeholders and the community.

Eligibility/Other Requirements:

Applicants will need to demonstrate:

- A keen interest in achieving good social outcomes for our community
- Strong office administration skills.

- Excellent written, oral and interpersonal and relationship management skills.
- Capacity to work independently, meet deadlines and work under pressure.
- Proficiency in Microsoft Office products.

The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 - 2021. It is not an ACT Public Service position.

Note: This is a temporary position available from May for 12 months and is an Adviser Level 1 Upper position with a salary of \$79,310 – \$83,200 plus 7% allowance and superannuation.

How to Apply:

A two page expression of interest including a Curriculum Vitae, Application Coversheet and contact details of two referees, should be sent to yersheena.odonoghue@act.gov.au COB 19 April 2021.

For further information please contact Yersheena O'Donoghue on yersheena.odonoghue@act.gov.au or 0401672118.

Contact Officer: Yersheena O'Donoghue (02) 6207 4655 yersheena.odonoghue@act.gov.au

Minister Davidson's Office

Chief of Staff

Senior Adviser Level 2 \$146,368 - \$153,777, Canberra (PN: 49970)

Gazetted: 06 April 2021

Closing Date: 15 April 2021

Details: ACT Greens Minister Emma Davidson is seeking applicants for a Chief of Staff to coordinate her office and provide high-level policy and political advice.

The role includes strategic advice on and coordination of the Minister's portfolio and political responsibilities. Your ability to manage relationships with a diverse range of stakeholders and work with limited supervision in a dynamic environment will be critical to your success in this role. The successful candidate will have strong problem-solving and analytical skills and be a good communicator. An understanding of parliamentary processes and the ACT political system would be an advantage.

The successful candidate will have a demonstrated commitment, or willingness, to implement ACT Greens principles and policies.

Eligibility/Other Requirements:

The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021. This is not an ACT Public Service position.

Note: The role is for the term of the Government - Senior Adviser Level 2 tier 1 position at \$146,368 plus superannuation and allowances. Applications from Aboriginal or Torres Strait Islander people are encouraged. The role is based in the Legislative Assembly, however, given the need for a COVID-safe work environment, flexible arrangements will be supported where possible.

How to Apply: Applications should include a resume; a one-page cover letter that addresses the Selection Criteria and highlights relevant experience; contact details of two referees.

Applications should be submitted to carol.bunt@act.gov.au by COB 15 April 2021.

Please contact Carol Bunt on carol.bunt@act.gov.au or 6205 8500 for more information.

Contact Officer: Carol Bunt (02) 6205 8500 carol.bunt@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 20545, several expected vacancies)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: There are several exciting opportunities for enthusiastic and dedicated Project Officers to work in the Health Promotion Section within the ACT Health Directorate. The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

Notes: There are several expected temporary positions available for up to 6 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current Curriculum Vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynn Spratt (02) 5124 9480 Lynn.Spratt@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Emergency Control Centre

Database Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49166, several)

Gazetted: 01 April 2021

Closing Date: 15 April 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for highly efficient and dedicated staff members to join the COVID-19 response team as Database Officer.

These exciting roles support the technical management of all databases and systems related to COVID-19, including case management and quarantine databases, and develop projects and system solutions to help support and improve the public health response to COVID-19.

We are seeking individuals with demonstrated experience in the management and development of complex databases. The suitable candidates will have well developed analytical skills, good attention to detail, and great teamwork and interpersonal skills.

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:

Undergo a pre-employment National Police Check. This position may require weekend and shift work.

Notes: This is a temporary position available for 12 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: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the professional / technical skills as well as the behavioural capabilities, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Prescott (02) 5124 6219 Vanessa.Prescott@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Program

Technical Specialist

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49891)

Gazetted: 01 April 2021

Closing Date: 8 April 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for multiple Technical Specialists in the data conversion team. In this role you will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

There is no doubt this project will be demanding at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health 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.

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months. Depending on the skills and experience of the candidate, the position may come with an Attraction and Retention Incentive (ARIn) for the program period. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The value of such ARIn would be negotiated as part of the selection process.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Travis Wu (02) 5124 9845 travis.wu@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

Rehabilitation Aged and Community Services

Assistant In Nursing- University of Canberra Hospital

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 44687, several)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details:

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

The University of Canberra Hospital is a 140 sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental health.

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the AIN is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care.

Eligibility/Other Requirements

Mandatory:

- Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing).
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

- Experience and qualification in working with Dementia patients and patients with challenging behaviours.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

There are several temporary full-time and part-time positions available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. All positions work a 24/7 rotating roster, including a regular contribution to night shift. Selection may be based on written application and referee reports only.

Contact Officer: Maria Harman 0466 634 639 maria.harman@act.gov.au

Clinical Services

Clinical Services

Medicine

Ambulatory

Advanced Practice Nurse Dermatology

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38273)

Gazetted: 01 April 2021

Closing Date: 20 April 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

About Us

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/>

Dermatology is a clinical unit within the Division of Medicine largely an outpatient-based service that provides clinical assessment and treatment for patients with dermatological conditions from the ACT and surrounding region. The Dermatology team cares for patients of all ages and consults inpatients and conducts multiple outpatient clinics in various outpatient areas, including Paediatrics.

The Advanced Practice Nurse (APN) provides comprehensive Dermatology nursing assessment with advanced skill sets in the care of patients, as per the APN scope of practice. The position implements comprehensive and tailored clinical care for patients and their families living with dermatologic conditions in collaboration with the Dermatology Medical team.

This collaboration and coordination supports coordinated clinical care and provision of timely and appropriate access across health care settings.

The APN position engages in clinical governance management, quality improvement activities, multidisciplinary clinical education and seeks to conduct research where the results can be applied to enhance Dermatology and service delivery.

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

Behavioural Capabilities

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

- Strong clinical assessment skills and decision-making ability.
- Ability to provide clinical leadership to inpatient and outpatient services.
- Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.
- Commitment to ongoing personal and professional development and the ability to work at an advanced practice level.

Eligibility/Other Requirements:

- Relevant – be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).
- Tertiary qualifications in relevant field.

Prior to commencement successful candidates will be required to:

- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
- Undergo a pre-employment National Police Check.
- Undergo credentialing by the Nursing and Midwifery Credentialing and Scope of Clinical Practice Committee.

Contact Officer: Marg McManus (02) 5124 5164 margaret.mcmanus@act.gov.au

Infrastructure and Health Support Services

Infrastructure and Health Support Services

Health Infrastructure Program

Canberra Hospital Expansion (CHE) Program Administrator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50255)

Gazetted: 01 April 2021

Closing Date: 21 April 2021

Details: **Our Vision:** creating exceptional health care together

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

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POSITION OVERVIEW

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

The Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site.

The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Program Administrator will report to the Project Director, Campus Modernisation and will work closely with the CSB Project Team and CHS Clinical and Corporate Executive areas.

This role will manage all office administration systems, functions and processes associated with the operational commissioning program and governance committees established for the Canberra Hospital Expansion Project. This will include following up stakeholders and project team members on outstanding actions, risk and issue updates to support the program schedule, prioritisation of the development and clearance of Executive and Ministerial requests and file documentation management.

ABOUT YOU

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

Behavioural Capabilities

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

Well-developed analytical and problem-solving skills.

Well-developed written and oral communication skills.

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

Eligibility/Other Requirements:

Desirable:

Proficiency in the use of Microsoft Office including Word, Excel and PowerPoint.

Administration experience and expertise including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic team office environment.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Ceinwyn Whittaker (02) 5124 8073 Ceinwyn.Whittaker@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 2 - Exercise Physiologist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 50784)

Gazetted: 01 April 2021

Closing Date: 21 April 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to The Canberra Hospital.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity.

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

About You

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

Behavioural Capabilities:

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

Strong organisational skills with a high degree of drive

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

Team work and ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Mandatory:

Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under the ACT Working with Vulnerable People Act 2011

Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current Drivers Licence.

Desirable:

Experience in working with adolescents with moderate to severe mental health conditions.

Previous experience working in mental health

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 and vaccination processes against specified infectious diseases.

Undergo a pre-employment Police check.

Note: The successful candidate will be required to;

This position is part-time at (14:42) hours per week and the full-time salary noted above will be pro-rata.

Be available to work within all program areas of CAMHS as service needs arise

An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

How To Apply:

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

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Clinical Services

Medicine

Hospitals in the Home Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44403, several)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: : **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

POSITION OVERVIEW

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

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed. The Registered nurse in this role will provide complex clinical care to patients, for example working independently while visiting patients in the home, providing guidance to other nurses, applying critical thinking, troubleshooting and coordinating of the complex needs of patients in the service. Advanced clinical assessment and escalation of clinical concerns to the medical staff. The service requires driving to the patient's home to deliver the care. This role includes ward rounds to initiate and promote referrals to the HITH service.

The hours of work are normal shift work pattern, morning and evening shift seven days a week and after orientation and training being on call will be a requirement.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to work with a high degree of autonomy

Strong communication skills

Eligibility/Other Requirements:

Relevant, be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and experience working professionally in Clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management is preferred.

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

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police Check.

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

Contact Officer: Louisa Andrews (02) 5124 3957 Louisa.Andrews@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Psychologist, Custodial Mental Health

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 20503)

Gazetted: 06 April 2021

Closing Date: 4 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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POSITION OVERVIEW

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

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of 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. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS 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)

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively with complex and challenging clients

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Eligibility/Other Requirements:

Mandatory:

Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA

Minimum one year post-qualification experience.

Desirable:

Experience of working in public or acute mental health services or via other services engaged with public mental health clients

Other:

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

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

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

Undergo a pre-employment National Police Check.

Notes:

This is a temporary position available for 12 months with the possibility of extension and/or permanency. Part-time hours will be considered at a minimum of 0.6 FTE and the above full-time salary will be pro-rata. This position is based at the Alexander Maconochie Centre (AMC). Successful applicants will also be required to undergo ACTCS vetting and security awareness training. AMC permits smoking by detainees. Staff working on site may be exposed to intermittent secondary exposure to cigarette smoke.

Contact Officer: Gilliam Sharp (02) 5124 1813 Gillian.Sharp@act.gov.au

Ambulatory Care

Medicine

Luminal Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28920)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

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

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

- Gastroscopy
- Colonoscopy
- Bronchoscopy
- Endoscopic ultrasound (EUS)
- Endoscopic Retrograde Cholangiopancreatography (ERCP)
- Ano-rectal manometry services

The GEHU performs approximately over 20,000 occasions of service per year including approximately 6000 procedures. It provides an outpatient clinical service for patients with inflammatory bowel disease (IBD), hepatological, pancreatobiliary and general gastrointestinal conditions.

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

Behavioural Capabilities

1. Strong organisational skills with a strong work ethic.
2. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
3. Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

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

Contact Officer: Anne Corney (02) 5124 3488 anne.corney@act.gov.au

Clinical Services

Child and Adolescent Mental Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Administrative Service Officers Grade 3 - CAMHS Acute Services

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50786)

Gazetted: 01 April 2021

Closing Date: 21 April 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

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

ABOUT YOU

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Behavioural Capabilities:

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

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Position Requirements/Qualifications:

Mandatory:

Must hold a current driver's license.

Experience in working within the mental health sector.

Desirable:

Experience in working with children and young people.

Experience with medical terminology would be an advantage.

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

undergo a pre-employment Police check.

Note: The successful candidate will be required to;

Be available to work within all program areas of CAMHS as service needs arise.

This position is a full time permanent ASO3 position. Appointment may be based on written 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:

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

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Neuropsychologist Clinical Lead

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 21852)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: **Our Vision:** creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

The Canberra Health Services Division of Allied Health Services provides a range 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.

Overview of the work area and position

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions.

We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical neuropsychology assessment and intervention as part of the Allied Health team providing services to a range of services from acute ward settings to specialised outpatient services such as Neurology and Neurosurgery. The overall functions of the Neuropsychologist will be:

- Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.
- Perform a consultative role when expert matter advice is required relating to Neuropsychology area of practice.
- May perform novel, complex, critical or difficult tasks within scope of practice at a high level of expertise
- Participate in the supervision and training of other staff, as directed.
- This position will report to the Psychology Manager, Acute Allied Health Services .

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

Behavioural Capabilities

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

Eligibility/Other Requirements

Mandatory:

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology
- General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)
- Area of Practice Endorsement in Neuropsychology.

Desirable:

- Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Neuropsychology.
- Previous experience working with a multidisciplinary team in an acute care setting
- Current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

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

This is a part-time permanent position available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata. This position is eligible for a Psychology Group Attraction and Retention Incentive of \$1,023. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The combined salary and ARIn amount for this position is \$119,855.

Contact Officer: Elissa Jacobs (02) 5124 5045 elissa.jacobs@act.gov.au

Clinical Services

Medicine

Medical

Specialist 1-5 - General Medicine

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 10499, several)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

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About us:

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CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Five Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services. For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Position Overview:

The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities.

We are a diverse specialty and are looking at introducing joint roles to give applicants the opportunity to have a flexible job plan and work in complementary areas within the Division. As such, the General Medicine role will be combined with the expanding Hospital in the Home (HITH) Service with the aim of managing patients with a wide array of acute medical conditions in the home (e.g. infections, heart failure, COPD, exacerbations of neurological conditions) rather than in the hospital setting. The HITH department is well resourced with medical, nursing and allied health staff. The position will undertake rapid access clinics and 'in reach' into the Emergency Department to assess suitable patients to transfer to the HITH model of care.

Applicants should have had training and experience in Acute and General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects.

About You:

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Eligibility/Other Requirements:

Mandatory:

Relevant registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) preferably with General Medicine accreditation although relevant specialty accreditation will be considered or equivalent specialist qualifications.

Desirable:

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

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

Note: Within this recruitment process there are both permanent and temporary positions available. The hours for each role will be determined when positions are offered. Annual Salary: Specialist 1-5 - \$180,732 - \$223,029. Total Remuneration Package: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise). Reimbursement of relocation costs may be available if you are the successful candidate for a permanent position.

Contact Officer: Dr Ashwin Swaminathan (02) 5124 5148 Ashwin.Swaminathan@act.gov.au

Emergency Department

Administration

Billing Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 40699)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: About us

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Overview of the work area and position

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff. Within the Emergency Medicine Unit (EMU), the Billing Officer is responsible for patient admissions and administrative support to the staff in that area.

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Behavioural Capabilities

1. Strong communication skills, written and verbal
2. Excellent customer service skills
3. Ability to work in a fast-paced environment

Eligibility/Other Requirements

Mandatory:

- The successful applicant will need to be available for weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Notes

This is a part-time permanent position available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

Finance and Business Intelligence

Patient Accounts

Team Leader Billing and Debt Recovery

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 27345)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

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We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

High level of data integrity skills.

High level of skills in oral and written communication.

Eligibility/Other Requirements:

Relevant is preferred:

Experience with hospital patient information systems, admission and billing systems and a sound understanding of billing in a public health setting would be an advantage

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Clare Crawford (02) 5124 9016 clare.crawford@act.gov.au

People and Culture

Workforce Capability

Education and Training Manager/Project Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 23773)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

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About Us

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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, Work Health and Safety, organisational development, diversity and inclusion, general clinical, leadership and work safety 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.

Overview of the work area and position:

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L and D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Senior Director of WC.

The purpose of this role is to manage, monitor and report on the mandatory and required education training programs and associated policies and procedures across the organisation. This includes management of organisational online orientation welcome booklet and strategic project work related to education and training in CHS.

In this position, you will fulfill a quality and safety role consistent with the CHS "Exceptional Care Framework". You will work as part of an inter-professional education team providing leadership and support to the small WC administration team including managing components of the LMS.

As a member of Workforce Capability team and working with limited supervision:

Manage, monitor, and report on mandatory and required training, policies and procedures.

Provide leadership in WC related to administration and function enhancements of the LMS.

Coordinate projects, undertake training needs analysis, and report outcomes related to education and training.

Provide reports related to the education and training procedure and organisation wide training compliance aligned with the National Safety and Quality Health Service Standards.

Undertake strategic project work related to the development of an organisation wide learning and development framework.

Establish and maintain professional relationships with internal and external stakeholders, including coordinating committees and working groups for relevant education and training.

Coordinate and facilitate training courses (e.g. Night Duty In-services). While manage and support a small team of administration officers.

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

ABOUT YOU

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Behavioural Capabilities

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

Strong customer service and leadership skills;

Strong organisational skills with a high degree of drive to complete tasks within set timeframes;

Understands strategic thinking and applies it to achieve key project outcomes.

Ability to provide training / presentations for large audiences.

Eligibility/Other Requirements:

Relevant qualification and experience in project management and/or education and training and a minimum of three years' experience working professionally in Health is preferred.

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Deborah Moore (02) 5124 7057 deborah.moore@act.gov.au

Clinical Services

Rehab, Aged and Community Service

Acute Care of the Elderly

Assistant in Nursing Ward 11B Acute Care of the Elderly

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 31145)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients. This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Must hold a current driver's license and have a safe driving record.

Be registered under the Working for Vulnerable People Act.

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

Undergo a pre-employment Police check.

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

Note: This position is open to both part time and full time applicants. This position is part-time at 27 hours per week and the full-time salary noted above will be pro-rata.

How to Apply:

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

Contact Officer: Terri Smith 0414 966 850 terrianne.smith@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Centre for Rehabilitation - University of Canberra Hospital

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 40015, several)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

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.

About Us:

CHS administers a range publicly funded health facilities, programs and services including but not limited to:
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

University of Canberra Hospital (UCH) is located conveniently on the North side of Canberra with easy access to onsite free parking and public transport. UCH is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery or injury, or experiencing mental illness. (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse level.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

Prior to commencement, successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: These are temporary positions available for a period of up to six months with the possibility of extension and/or permanency. There are part time and full time positions available. The salary noted above will be paid pro rata for part-time hours. All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Selection may be based on application and referee report only.

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Clinical Services

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Assistant in Nursing Ward 11A Acute Care of the Elderly

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 32394)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients. This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Must hold a current driver's license and have a safe driving record.

Be registered under the Working for Vulnerable People Act.

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

Undergo a pre-employment Police check.

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

Note: This position is open to both part time and full time applicants. This position is part-time at 27 hours per week and the full-time salary noted above will be pro-rata.

How to Apply:

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

Contact Officer: Terri Smith 0414 966 850 terrianne.smith@act.gov.au

Clinical Services

Canberra Ambulatory Services

Haematology Nursing

Registered Nurse level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22338)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: **Our Vision:** creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Haematology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Haematology and chronic illness knowledge.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology Outpatient Unit treats patients with malignant and non-malignant haematological conditions. The unit also functions as a day infusion centre for a variety of other disorders. The successful applicant will be

working with chemotherapy agents, immunotherapies, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team. Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

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

Behavioural Capabilities:

Patient focused

Ability to work well with a team

Eager to learn

Eligibility/Other Requirements:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) a minimum of 4 years' experience working professionally in Haematology/Infusion centres is preferred.

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

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

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

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

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

Undergo a pre-employment Police check.

How to Apply:

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

Contact Officer: Sally McCloy (02) 51248458 sally.mccloy@act.gov.au

Clinical Services

Medicine

Cardiology

Electrophysiology Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38887)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: **About Us**

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Cardiac Electrophysiology (EP) Service at Canberra Hospital is delivered through consolidated delivery of services for patients with cardiac rhythm disorders by a team of highly specialised clinicians. The service will provide patients with timely and accurate diagnoses and therapies. Electrophysiologists will partner closely with other Cardiologists and the multidisciplinary team to achieve best outcomes for patients with simple to complex cases. Electrophysiology procedures are performed in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to very fast or very slow rhythms which may need specific treatment.

The main role of the registered nurse in this service is to provide support to patients with rhythm disorders. The registered nurse will require advanced clinical skills in Cardiovascular nursing, have complex decision-making skills and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to

represent the service throughout the ACT and liaise with colleagues nationally. The position will run nurse led clinics with the support of Cardiologists, to assist in pre and post-operative device education and follow up.

About You:

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

Behavioural Capabilities:

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant, be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and is working towards relevant tertiary qualifications is preferred.

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

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

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

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

Undergo a pre-employment National Police check.

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

How To Apply:

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

Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Trade Skill's

Automotive, Metals and Logistics

Automotive Metals and Logistics Co-ordinator

Teacher Level 2 \$110,445, Canberra (PN: 48308)

Gazetted: 01 April 2021

Closing Date: 15 April 2021

Details: CIT is seeking an experienced senior teacher to fill the role of Teacher Level 2 in CIT Trade Skills, Automotive Metals and Logistics department located at Fyshwick Campus.

The primary focus of the position is to work closely with the Head of Department to provide leadership, guidance and support to the Automotive/Metals team to ensure consistently high education and training outcomes.

The successful applicant will need a strong background in the Automotive or Metals industry and in Vocational Education and Training.

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 QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

How to Apply: Please submit a written response addressing the Selection Criteria along with a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 Fiona.Dace-Lynn@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

Access Canberra

Construction, Utilities and Environmental Protection

Lease Compliance and Occupational Licensing

Assistant Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50965, several)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: If you are looking for a role where you can turn legislation into real world regulation to keep the community safe, then keep reading, Access Canberra has the position for you.

We have several vacancies at the Assistant Manager level in the Leasing and Occupational Licencing team within the Construction, Utilities and Environmental Protection Branch of Access Canberra.

Assistant Managers of the Leasing and Occupational Licencing team participate in high level regulatory decision making. They have the opportunity to make connections with industry while working to empower the ACT community. Assistant Manager in this team are supported to sharpen their skills and knowledge in interpreting and applying legislative instruments in a great team where the work is always interesting. There are further opportunities for Assistant Managers to lead cross Directorate project work that improves the way we do business and the way we regulate Construction Occupations.

If you are looking to work in a team that values flexibility and is committed to demonstrating the ACTPS Values while delivering good regulatory outcomes for the community then we would like to hear from you.

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.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description. Please provide a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Adams (02) 6207 7916 Courtney.Adams@act.gov.au

Digital Data and Technology Services

Customer Engagement Services

Project Support Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 48588)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: This role is an important role in assisting the embedded Information and Communication Technology (ICT) team deliver project services to the ACT Courts and Tribunal within the Justice and Community Safety (JACS) Directorate. It's a varied and exciting role providing both support and small scale project management activities including management of complex service requests.

What you will do includes:

Manage, and assist with the management of, a range of business and information technology projects, often concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances.

Draft essential project artefacts, including project management plans, risk management plans, project status reports, both scheduled and ad hoc.

Employ sound project management principles and practices, including financial management, to ensure projects deliver planned outcomes.

Will take primary responsibility for the delivery of tier 3 project delivery/management activities to the Directorate, delivering small scale projects and complex service requests.

Work as a part of a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver project outcomes.

This position will not include direct supervision of staff.

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.

Eligibility/Other requirements: We'll be looking for a candidate with experience to meet the below requirements: Knowledge the Information Technology Infrastructure Library (ITIL) framework or completion of the ITIL Foundation Certificate would be advantageous.

Knowledge of or accreditation in Project Management methodologies would be advantageous.

with the additional experience aligning to the below SFIA skill sets:

Portfolio, Programme and Project Support PROF 4: - Takes responsibility for the provision of support services to projects. Uses and recommends project control solutions for planning, scheduling and tracking projects. Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques. Supports programme or project control boards, project assurance teams and quality review meetings. Provides basic guidance on individual project proposals. May be involved in aspects of supporting a programme by providing a cross programme view on risk, change, quality, finance or configuration management.

Quality Management QUMG 4: - Assists projects, functions or teams in planning the quality management for their area of responsibility. Assists in the development of new or improved practices and organisational processes or standards. Facilitates localised improvements to the quality system or services.

Measurement MEAS 4: - Supports projects, functions or teams in the development of project and/or operational methods for measurement. Specifies base and derived measures which support agreed information needs.

Identifies and prioritises appropriate measures, scales, and targets. Specifies how to collect and store the data for each required measure. Provides guidance on collection of data including automation. Designs reports and reporting formats.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wlodek (02) 6207 1198 andrew.wlodek@act.gov.au

Digital Data and Technology Solutions

Strategic Business Branch

Business Enablement and Analysis Services

Assistant Director, ICT Procurement Specialist

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10452)

Gazetted: 07 April 2021

Closing Date: 14 April 2021

Details: Digital Data and Technology Solutions, Strategic Business Branch is seeking a highly motivated Procurement Specialist to contribute to a multi-disciplinary team. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. This role requires a commercial focus, ability to identify opportunities for innovation, and is responsible for providing procurement advice to all levels of management. You will be responsible for facilitating the procurement of Information and Communication Technology (ICT) hardware, software and related support services. 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.

Eligibility/Other requirements:

Mandatory:

You should possess strong communication and customer service skills.

Desirable:

Experience working within an ICT environment and culture is highly desirable.

Relevant tertiary qualifications.

Qualifications of interest include a Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting).

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

How to Apply: Applications should submit a two-page pitch (maximum) outlining your suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description; a current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arnie Kapcejevs (02) 6207 7327 arnie.kapcejevs@act.gov.au

Economic Development

Skills Canberra

Vocational Education Training Promotion and Support

Field Officer Team Leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 25196)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: Skills Canberra is seeking a highly motivated and enthusiastic Field Officer Team Leader.

This customer-centric leader will manage workflow, provide advice and resolve complex enquiries and issues, conduct investigations associated with the Field Officer program and coordinate responses to queries from stakeholders. The successful candidate will lead a small team who engage with Australian Apprentices, registered training organisations, schools and businesses across the ACT, facilitating linkages between ACT Government and relevant vocational education and training stakeholders. As a team leader you will need to have excellent communication skills and the ability to work with people across different levels. You will contribute to the development, review, testing and implementation of new systems, processes and procedures in relation to the field officer program.

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.

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. This position is in an activity-based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with the contact details of two referees. For more information about this position please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Oakleigh (02) 6207 0803 Alison.Oakleigh@act.gov.au

Shared Services

Finance Services

Financial Applications Support

Director - Finance Applications Support

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 18753)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: The successful candidate will join the Shared Services Financial Applications Support business unit to provide business and technical expertise in different modules for Cloud Financial Applications, manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance including but not limited to Oracle Expense Management and Whole of Government banking contract. You will also manage strategic relationships between internal program areas and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities.

This position may supervise staff and will report directly to the Senior Director, Finance Applications Support.

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.

Eligibility/Other Requirements: The position requires demonstrated experience, knowledge and skills in Oracle fusion applications, procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects and business initiatives.

How to Apply: Please submit a maximum two-page pitch addressing and providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in Position Description. Please provide a current Curriculum Vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Digital Data and Technology Services

Customer Services Engagement Branch

Business Operations Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14673)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: Based at the Emergency Services Agency (ESA) offices at Fairbairn and reporting directly to the Senior Director, ICT, this role plays an integral part in the successful delivery of agreed business outcomes and solutions. The successful candidate will need to provide contextual ICT advice and guidance as well as business system support services to the team and to the Directorate.

What you will do: You will lead a small team in the delivery of the agreed service offering to ESA. This will include the management of service requests, application portfolio management (including overseeing the development and review of supporting documentation, risk and security plans), business system improvement, asset lifecycle management and effective resource management to support inhouse projects.

What you require: Effective leadership skills including well developed time management and priority setting skills and effective resource planning to meet expected business deadlines. This will necessitate excellent communication, liaison and negotiation skills.

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.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly regarded.

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

How to Apply: If you are interested and have the necessary skills and experience, please forward your curriculum vitae, the contact details of two relevant referees along with your pitch detailing why you would like to undertake the role, and how you would make a positive impact to the role to the contract officer list below. The attached Position Description outlines the Professional Skills and Knowledge and behavioural capabilities required for the position and should be used as a guide for your pitch - which should be short and to the point.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

Digital, Data and Technology Solutions

Portfolio Governance and Support Services

Project Communication Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51139)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: The ACT Government's Digital, Data and Technology Solutions (DDTS) Group has a line-up of ICT projects that will help improve the lives of Canberrans and transform the way the ACT Government does business. It's an exciting time, so we need an influential communicator to promote these projects.

To succeed in this role, you will be a great writer who is able to explain technical and abstract information to different audiences in plain English. You will be joining a high performing change management and communication team and will enjoy variety in the types of projects you will support. The ability to juggle deadlines is a must!

In return, you will work in a fully supported environment where innovation and creativity is encouraged, have the opportunity to cross-skill, and enjoy flexible work arrangements, including working from home.

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.

Notes: This is a temporary position available immediately for up to six months, 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 may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Cummings 0426 819 478 shane.cummings@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Service Development Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 31684)

Gazetted: 06 April 2021

Closing Date: 22 April 2021

Details: The Service Portfolio Management team in the Customer Engagement Services Branch is seeking a highly motivated, service focused individual to work on the development and defining of ICT services.

The successful applicant will have an eye for detail, outstanding verbal and written communication skills, and the ability to get inside the heads of both our customers and service owners (internal and external).

Experience with Microsoft Visio and experience working within the IT Infrastructure Library (ITIL) best practice framework would be advantageous.

Working closely with service owners across Data, Digital and Technology Solutions you will:

Document the end to end lifecycle for all ICT services, including the resourcing required to deliver each service.

Develop process documentation, maps and associated internal service documentation.

Communication plans for both internal and external customer communication pieces in respect of ICT products and services.

Produce service descriptions, FAQs, and other supporting documents for the customer facing service catalogue.

Assist in the establish and review of Service Agreements.

This work is an important step towards building a 'service first' culture. It's a shift from managing tech to delivering value through services that are designed to meet our customers' business objectives.

In a nutshell, it's about putting the 'service' in Service Portfolio Management. The outputs of Service Development are clearly documented inputs and outputs of all ICT services, defined roles and responsibilities of internal operations teams in the end to end service delivery, support and maintenance, as well as clearly defined and business focused customer facing information for all ICT services.

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.

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

How to Apply: Please submit a one to two page pitch highlighting your suitability for the role addressing the Professional/Technical skills and Behavioural Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Hobbs (02) 6207 1281 melanie.hobbs@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

Executive Branch Manager, Policy and Business Transformation

Temporary Vacancy (asap to 30 April 2021)

Community Services Directorate

Housing ACT

Position: E819

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 01 April 2021

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours with Housing ACT. Current Band 1s are encouraged to apply to leverage this mobility opportunity.

Housing ACT is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism and leadership. Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

The Policy and Business Transformation Branch is responsible for housing and homelessness policy at the national, jurisdictional and operational level. The Branch is also responsible for Housing ACT's quality and risk function, ICT and business systems and overseeing complaints management. Key priorities for the Director during this period are progressing the development of the ACT Housing Strategy (in relation to reducing homelessness and strengthening social housing assistance), the long-term asset management plan including related financial modelling and social landlord framework, and Housing ACT's business transformation program including the development of a suite of customer-centric policies, practices and digital solutions.

To be successful in this role, you will have a proven record, as well as demonstrable skills, in management, community sector reform and development, business and project planning and management and effective leadership.

To apply: Please provide a one page expression of interest detailing your suitability for the role, along with your curriculum vitae and the names of two referees to shane.nielsen@act.gov.au by COB Tuesday 6 April 2021.

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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Shane Nielsen (02) 6205 2571 shane.nielsen@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Operational Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 33733)

Gazetted: 07 April 2021

Closing Date: 23 April 2021

Details: The position is responsible for providing all administrative requirements for Melaleuca Place, such as finance, facilities management, records management, Work Health and Safety, data entry and analysis, and preparation of reports and correspondence. The position is responsible for maintaining therapeutic resources for therapy programs and ensuring office presentation is of a high standard. The position is often required to transport clients and is occasionally an active participant in individual and group therapy sessions. The position is the first point of contact for Melaleuca Place and will require an applicant with an understanding of developmental trauma and excellent interpersonal and de-escalation skills.

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

A current driver's licence.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available for a period of six 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: Please submit your written response addressing the Selection Criteria located in the Position Description along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Curcio (02) 6205 4081 angela.curcio@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Senior Practitioner, Melaleuca Place

Child and Youth Protection Professional Level 3/Child and Youth Protection Professional Level 4 \$102,353 - \$125,587, Canberra (PN: 14049)

Gazetted: 07 April 2021

Closing Date: 23 April 2021

Details: The Child and Youth Protection Professional 4 (CYPP4) Senior Practitioner position at Melaleuca Place requires an experienced clinician in the field of trauma-targeted assessment and evidence-based interventions. The CYPP4 Senior Practitioner is responsible for driving excellence in service delivery through a range of strategies, including trauma-targeted interventions, collaborating with and advising clinicians, therapeutic assessors and case managers on trauma-informed care, providing expert advice and leadership through consults and training with internal and external partners, and providing clinical supervision to psychologists and other allied health professionals on complex cases when requested. The Senior Practitioner will act as an advisor to panels and provide assessment and therapy for a caseload of children at Melaleuca Place.

Eligibility/Other Requirements:

Essential qualifications and experience

Advanced level of training, knowledge and experience in relation to therapeutic work with traumatised children and young people.

Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. To be employed as the Child and Youth Protection Professional Level 4 classification the following qualifications are mandatory: At least 5 years experience in human services fields (or 3+ years experience with specialised training in relevant evidence-based interventions).

To be employed at the Child and Youth Protection Professional Level 3 classification, relevant qualifications and/or experience in the area of, at least 3 years experience in human services fields.

Current Driver's Licence

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This position will be filled at either the Child and Youth Protection Professional Level 4 or the Child and Youth Protection Professional Level 3 classification dependant on the skills qualifications and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response addressing the Selection Criteria located in the Position Description along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Curcio (02) 6205 4081 angela.curcio@act.gov.au

Corporate

People Management Branch

Workforce Management

Assistant Director, Workforce Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 01969, several)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: The Assistant Director, Workforce Management works within, and manages a small team delivering diverse HR strategic and operational outcomes. Under general direction, the position manages a range of human resource functions for the Community Services Directorate crossing recruitment, recognition, workforce planning/reporting, strategic human resource policy development/implementation and maintaining associated systems, process and data. If you have a history of strong organisation and communications skills, combined with experience in analysis, research, planning and decision making, within the boundaries of relevant human resource legislation, this role offers opportunities to apply those skills and build new capabilities in a dynamic team with a growth focus. More information can be found in the position description. 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.

Notes: These are temporary positions available immediately for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Chandler (02) 6205 0949 Cathy.Chandler@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

Deputy Director-General

Temporary Vacancy (19 April 2021 to 7 May 2021)

Education Directorate

Position: E716

(Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 07 April 2021

The Education Directorate has a temporary vacancy from 19 April 2021 – 7 May 2021 to fill the position of Deputy Director-General.

The Deputy Director-General (DDG) will assist the Director General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement. The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2018-21. The DDG will work closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The Deputy Director-General will work with and may deputise for the Director-General to:

- provide high level policy advice to the Minister for Education;
- develop a culture of safety first and build capability to strengthen inclusive education services;
- foster quality teaching by building the professional capability of school leadership and educators;
- implement ACT Government policy on early childhood education and care and school education; and
- manage and drive continuous improvement in the delivery of public education.

The Deputy Director-General will:

- lead integration of policy and services across the organization
- promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;
- implement ACT Government policy on school education for all school age students;
- drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and
- monitor enterprise and strategic risk.

The function also provides direct advice to Director-General for the Minister and the Cabinet as required.

To apply: Interested candidates should submit a one page expression of interest and a current curriculum vitae (including the contact details of two referees) to Director General, Education Directorate, via email at katy.haire@act.gov.au by COB Monday 12 April 2021.

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 \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: Katy Haire, Director-General, Education Directorate on (02) 6205 9158 or katy.haire@act.gov.au.

Business Services

Strategic Finance and Procurement

Executive and Branch Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 00439)

Gazetted: 06 April 2021

Closing Date: 13 April 2021

Details: The Education Directorate is seeking an enthusiastic Executive and Branch Support officer to provide executive support to the Chief Finance Officer and financial and administration support to the Strategic Finance and Procurement Branch. You will have excellent organisational and time management skills and demonstrated experience working in a fast-paced and dynamic working environment. You will also need to have an eye for detail and be a real team player who enjoys learning new skills and contributing to streamlining our processes.

Eligibility/Other Requirements: Knowledge or experience in a finance related field is desirable but not mandatory. Well-developed ICT skills, including the use of Microsoft applications, Oracle Financials, APIAS, TRIM and online ACT Government travel booking system.

Notes: This is a temporary position available immediately for up to 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applications should include a two-page maximum statement of claims outlining your skills and experience taking into account the Selection Criteria, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Daly (02) 6205 2685 lynette.daly@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Junior Business Analyst

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44257)

Gazetted: 01 April 2021

Closing Date: 21 April 2021

Details: Our ideal candidate will have business analysis experience. You will work in an environment where the legacy systems are being replaced and old processes are evolving, being re-designed and continually undergoing process improvements.

This role will provide support to the Director, School Corporate Business Systems and will be required to support the team with business process mapping, requirements gathering, stakeholder engagement, communications, and facilitation and training.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement.

Eligibility/Other Requirements:

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

Driver's licence and access to a private vehicle

Formal qualifications in a related field or relevant experience will be highly regarded.

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

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and;

Describe an achievement that you are most proud of that is relevant to this role.

Along with your applications please include a current curriculum vitae and details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Black (02) 6205 2039 nicole.black@act.gov.au

Environment, Planning and Sustainable Development

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

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

City Renewal Authority

Business Operations

Financial/Management Accountant

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41559)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: An exciting opportunity has become available for a Financial/Management Accountant to join the Strategic Finance team of the City Renewal Authority. The position would be suitable to applicants seeking variety and exposure to a broad range of financial functions.

The Finance Team is a small high performing team that is responsible for partnering with the business to support strategic, operational and financial decision making. The team provides strategic financial advice to the Executive team and Board and ensures the day-to-day financial management of the organisation including, but not limited to;

Annual and monthly financial reporting.

Management and project accounting.

External budgets.

Taxation and other statutory reporting.

Accounting for the Authority's land release and capital works programs.

The team is responsible for leading and managing financial governance across the organisation with a strong focus on continual business improvement.

Eligibility/Other Requirements: Qualifications in a finance related field are highly desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowena Woods (02) 6205 9836 rowena.woods@act.gov.au

Office of the Director General

Engagement and Executive Support

Content and Media Team

Digital Communications Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44654)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: The Environment, Planning and Sustainable Development Directorate is seeking a talented Digital Communications Officer who has a passion for creating compelling and engaging social media and video solutions across our digital and online channels.

As part of a small team, you will be responsible for managing the day to day delivery of the directorate's digital channels ensuring a community focus and helping to communicate the Directorate's important work to key stakeholders and the Canberra community.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of three years' experience working professionally in digital communications is preferred. The ability to work flexibly with some out of hours work is required.

Notes: This is a temporary position available until 31 December 2021 with the possibility of extension 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and address the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Blake Reeves (02) 6207 0969 blake.reeves@act.gov.au

Corporate Services and Operations

Finance Information and Assets

Financial Reporting

Finance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 17218)

Gazetted: 06 April 2021

Closing Date: 13 April 2021

Details:

Our Business

The Directorate is responsible for a wide range of policies and programs within the ACT Public Service (ACTPS) that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to its community.

In addition the Directorate provides corporate and governance support for the Suburban Land Agency and the City Renewal Authority. The Directorate, the Authority and the Agency when considered together are referred to as the Environment, Planning and Sustainable Development Directorate (EPSDD) Portfolio.

Our Workforce

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

Strategic Finance

Strategic Finance is part of the Business Governance Capability stream which services financial requirements the Directorate through the provision of a financial framework and financial reporting, accounting, budget and estimates functions and systems.

The Role

Financial Management and Governance including:

Providing strategic and operational financial advice and support.

Developing and allocating budgets.

Preparing management and other stakeholder reports.

Accounts payable and accounts receivable.

Accounting for the Directorate's assets.

Producing the annual financial statements.

The primary responsibilities for this position are:

Assist in the coordination and preparation of the Directorate's monthly reporting in Oracle/TM1, external reporting to Treasury and the annual financial statement process.

Develop and maintain complex spreadsheets for use in budget, capability modelling and performance management.

Provide accurate and timely financial, management and performance indicator reporting and analysis of performance to senior management.

Assists in the daily management of the finance team and contributes to the goals and business improvements.

Maintain records in accordance with the Territory Records Act 2002.

Eligibility/Other Requirements:

Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable.

Experience with TM1 and the Oracle financial management information system would be an advantage.

Notes: This is a temporary position available immediately for a period of six 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the position description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elanor Hughes (02) 6207 7302 elanor.hughes@act.gov.au

Environment

Planning and Policy

Biosecurity and Agriculture Policy

Assistant Director Agriculture Policy and Drought Planning

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51016)

Gazetted: 01 April 2021

Closing Date: 15 April 2021

Details: You are invited to apply for the opportunity to work with passionate and experienced people and develop innovative ways to support sustainable food production in the ACT as well as focus on how to build regional

drought resilience across the agricultural sector and supporting industries. In this role you will undertake high-level communication, negotiation, representation and liaison with Commonwealth, state and territory governments and other key stakeholders, including the ACT Rural Landholders Association. A key deliverable will be enabling increased resilience of agriculture to future droughts through preparedness and planning at a regional scale.

The skills and knowledge you bring will assist in future-proofing food production and farming, promote diversification, increase participation in agriculture, and promote community activities that contribute to food supply, including through urban community gardens and innovative new businesses that produce fresh produce locally. Through this role you will develop policy and plans to reduce reliance on imported foods and produce, increase resilience to food shocks by climate change through adaptation and mitigation, identify priorities for value-adding to ACT agricultural produce and increase wellbeing and health outcomes for farmers, food producers, supply chains, markets and consumers alike, while protecting and enhancing biosecurity practices.

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

Eligibility/Other Requirements:

Tertiary qualifications in biological, agricultural, natural resource and/or environmental science/policy, or related disciplines is highly desirable.

A sound knowledge of agriculture issues including drought preparedness, planning and policy matters within the ACT and surrounding region.

Notes: This is a temporary position available immediately for a period until 31 August 2022. 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 may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will work in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position will also be required to work from home on a regular basis to meet COVID-19 office requirements.

How to Apply: Please provide a maximum two page pitch for the role, responding to the Skills Knowledge and Behaviours as well as additional qualification and requirements outlined in the Position Description, along with a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Sides (02) 6205 3714 tim.sides@act.gov.au

Environment, Heritage and Water

Conservation Planning and Policy

Biodiversity Planning and Policy

Policy Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 36258, several)

Gazetted: 01 April 2021

Closing Date: 22 April 2021

Details: The Biodiversity Planning and Policy section focuses on policy development for biodiversity conservation and natural resource management. The section has key responsibilities for legislation relating to nature conservation, implementation of the ACT Nature Conservation Strategy and provides policy support for environment and primary industries inter-jurisdictional fora. The Section has a focus on biodiversity adaptation and achieving landscape scale biodiversity outcomes across public and private land.

The position will be tasked to gather, analyse, and interpret spatial and other data from various sources to support the provision of evidence-based biodiversity policy advice, provide GIS mapping support to the team and assist in the development and drafting of ministerial correspondence and other relevant government documentation. It is an opportunity for a highly motivated candidate to utilise their GIS experience and develop skills in environmental policies.

Eligibility/Other requirements: Relevant tertiary qualification and/or experience in Biodiversity Conservation or Natural Resource Management Policy, Law and Economics would be an advantage. Expertise in the application of GIS and spatial analysis in the natural environment context would be highly regarded.

Notes: 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.

There are several positions available and an order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

How to Apply: In applying for the position please provide a response to the Selection Criteria contained within the Position Description. Your claim against the Selection Criteria should not exceed 350 words maximum. A current curriculum vitae with at least two referees is also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Johannes Botha (02) 6207 1773 johannes.botha@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

General Manager, Alexander Machonochie Centre, ACT Corrective Services

Temporary Vacancy (asap – 2 months, with the possibility of extension)

Justice and Community Safety Directorate

Position: E1055

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 01 April 2021

The Justice and Community Safety Directorate is seeking applications from experienced senior executives to fill the role of General Manager, Alexander Machonochie Centre (AMC), ACT Corrective Services (ACTCS) from ASAP for a period of 2 months with the possibility of extension.

ACTCS as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services.

As an operational expert, you will provide strategic advice to the Deputy Commissioner and together, deliver contemporary, best-practice in corrections. Embracing a spirit of collaboration, with fresh ideas and a rehabilitative focus, your efforts will be wide-reaching, with broad impact.

Internally, you will focus on strategic planning and resource utilisation, daily operations, employee engagement, financial and risk management, and compliance and governance. Externally you will balance the deliverables of economic and community connectivity through stakeholder engagement and industry development.

To apply: Applicants are requested to submit an EOI of no more than 2 pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees to

corinne.justason@act.gov.au by COB Wednesday 7 April 2021.

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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Enquiries can be directed to the Deputy Commissioner, Ms Corrinne Justason on (02) 6205 9788 or by email to corinne.justason@act.gov.au

People, Culture and Training

Workforce Planning Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50317)

Gazetted: 06 April 2021

Closing Date: 20 April 2021

Details: Applications are sought for the role of Workforce Planning Officer. The successful applicant will support the deliverables of the Workforce Planning Team in its day to day activities by providing rostering services and business support primarily to the ACT Ambulance Service (ACTAS) and liaising and negotiating with front line staff, managers and Executives.

The Workforce Planning Officer will also work with individual staff members and managers to ensure appropriate roster coverage to meet operational requirements in addition to undertaking the efficient and timely processing of pay, overtime, allowances and leave through the ACT Government HRIMS and Kronos rostering system. The Workforce Planning Officer will work collaboratively with other members in the People, Culture and Training Branch, to assist the Workforce Planning Team Leader in the development of operational policies, procedures and quality control processes. The successful applicant will also produce reports and collate statistical workforce information as required.

This role reports to the Workforce Planning Team Leader.

Eligibility/Other Requirements: Experience working with the Microsoft Office suite of software applications is desirable.

Notes: This is a temporary position available immediately for a period of up to two years. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two page pitch addressing the Professional/Technical and Behavioural capabilities for the role and a curriculum vitae containing the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deirdre MacDonnell (02) 6207 9987 deirdre.macdonnell@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.

ACT Corrective Services

Custodial Operations

Detainee Services

Grounds Maintenance officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 14704, several)

Gazetted: 01 April 2021

Closing Date: 15 April 2021

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious people to fill the roles of Grounds Maintenance Officer (ASO3) at the Alexander Maconochie Centre (AMC), within Detainee Services.

The successful applicant will contribute to the upkeep of the grounds at the AMC. This includes planning and preparing for maintenance activities; monitoring the condition of grounds and plants and ensuring provision of ongoing care and/or remedial action; monitoring and implementing maintenance programs for machinery; and assessing results of maintenance works against the maintenance program.

In addition, you will be required to supervise detainees performing duties related to AMC grounds, including induction in the correct and appropriate operation of grounds maintenance equipment, ensuring Work Health and Safety requirements are met. This also includes the issuing and providing instruction on the correct use of Personal Protective Equipment.

The successful applicant will be expected to demonstrate the ability to supervise and work with detainees and possess well developed interpersonal and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

Qualifications in green keeping / horticulture or demonstrated experience working in similar roles is desirable. Proficiency in the use Microsoft office suite and other data bases or the ability to quickly learn new databases / programs

Eligible candidates will be required to undergo a criminal history 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: To apply, applicants are required to submit four items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Watling (02) 6205 1094 Cameron.Watling@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT**

Legal and Policy Adviser

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36995)

Gazetted: 01 April 2021

Closing Date: 21 April 2021

Details: Victim Support ACT is seeking a highly motivated individual with excellent research and communication skills to join our team at the ACT Human Rights Commission. This role provides a unique opportunity to work directly with people affected by crime and to drive systemic reform to promote the rights and interests of people affected by crime.

Duties of the Legal and Policy Adviser include:

preparing advice for the Victims of Crime Commissioner on issues relating to the rights and interests of victims of crime;

assisting in the implementation of the new Charter of Rights for Victims of Crime;

advocating for the rights and interests of individuals affected by crime;

working with criminal justice agencies, government and non-government entities to promote victim rights; and

providing secretariat support to the ACT Family Violence Intervention Program.

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available immediately for 18 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. Successful applicants should ideally be available to commence in their new role within two weeks of acceptance of offer.

How to Apply: Please review the Position Description for the role and provide a written pitch up to two pages demonstrating your ability and experience to perform the role, addressing both the professional/technical skills and knowledge and the behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees with your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Munro or Heidi Yates a Allison.Munro@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Support

Corporate Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 29536)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Support works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Corporate Support Officer, reports to the Senior Director, Corporate Support and has a strong customer focus. This role is responsible for various administrative activities (including asset management, accommodation, facilities and fleet) on behalf of Major Projects Canberra.

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: Driver's licence C is essential.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Executive Group Manager (Project Director), Canberra Theatre Project

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E1126)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the ACT Government's infrastructure program. It's vision is to deliver the infrastructure for our community which helps make Canberra one of the world's most liveable cities.

The role of Project Director Canberra Theatre Project is a key position within Major Projects Canberra. It involves overseeing the development of the business case for the project and is responsible for overseeing the planning, procurement and delivery of the Project.

The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive community and governmental consultation and communications that a project of this type will demand.

Reporting to the Chief Projects Officer, the Project Director will directly manage a project team (staff and contractors) which may grow in time as the project moves through its various milestones.

The Project Director, Canberra Theatre Project is responsible for providing high quality leadership and strategic planning for the delivery of this large capital works project including:

Overseeing, participating and inputting into the business case development process;

Overseeing procurement processes in accordance with ACT Government procurement guidelines, processes and procedures;

Significant stakeholder engagement and relationship management activities;

Ensuring that Project Team members are fully informed and engaged as part of a collaborative one-team approach and work collaboratively to achieve project objectives and vision;

Overseeing contract management arrangements ensuring projects are delivered within allocated timeframes; and Negotiating outcomes to contractual issues and disputes and, when required, represent the Territory in dispute negotiations which have considerable budgetary impact.

The duties of the Project Director may include:

Overall responsibility for the planning, design development, procurement and delivery of the Canberra Theatre project and any associated development activities;

Establish and implement a Project Management Plan for each stage of the project and manage the project within budget;
Establish and implement an appropriate safety culture across all aspects of the project delivery;
Provide leadership, direction and mentoring to the Canberra Theatre project team;
Liaising with senior stakeholders including other ACT Government and relevant Commonwealth departments, planning authorities and community and business groups;
Ensure robust risk management processes and strategies are in place to deal with contractual/commercial risks as soon as they are identified;
Communicate project scope, deliverables, progress and aspirations to a variety of audiences;
Develop and present appropriate reports to Senior Executives, Project Board and ACT Government Ministers;
Develop robust and flexible governance processes and project management methodologies to ensure ACT Government and other legislative requirements are adhered to, including Work Health and Safety;
Operate with sensitivity and compliance to the Territory's principle's and ethical standards, with special regard to probity, transparency and honesty;
Support the Chief Projects Officer in organisational structuring and resourcing;
Uphold the integrity of the project in familiarisation with the RED framework and relevant internal policies of the Territory; and
Other activities as required.

Remuneration: The position attracts a remuneration package ranging from \$286,648 to \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

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

How to Apply: Submit no more than three pages addressing the Selection Criteria and Job Specific Criteria, a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Duncan Edghill (02) 6205 3842 duncan.edghill@act.gov.au

CIT Woden-Campus Project

Project Manager Early Works

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 51106)

Gazetted: 7 April 2021

Closing Date: 21 April 2021

Details: Are you our new Project Manager, Early Works?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing in the order of \$250 million to \$300 million in the new CIT Campus and youth foyer and new public transport interchange and associated works for Woden., to stimulate the local economy and support the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The development of the CIT Campus-Woden will incorporate extensive sustainable design, Building Information Modelling (BIM) and Smart Precinct/Campus (SP/C) features in the context of the new CIT Campus and Transport Interchange.

The Project Manager Early Works operates from the Delivery section within the CIT Campus-Woden Project Team and reports to the Director Delivery.

The Project Manager Early Works will be required to ensure the project adheres to the government's statutory processes and policies as well as implements value for money design solutions for each package of this project in line with the *Government Procurement Act 2001 (ACT)*, *Workplace Health and Safety Act 2011 (ACT)*, *Secure Local Jobs Code*, and the *Capital Framework*.

The Project Manager Early Works is required to provide technical leadership, contribute to the management of all project assignments within the team, and maintain and manage all business standards and documentation. The candidate will also act on behalf of MPC to provide expert advice and direction on technical issues and policies, and their implications in project development and delivery.

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

Eligibility/Other Requirements:

Mandatory:

relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

relevant building degree; or

significant level of building or Infrastructure knowledge and/or project management experience.

Desirable:

Experience managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Road and transport infrastructure development experience.

Education infrastructure development experience.

Unrestricted drivers licence.

Ability to move around a construction site, including walking between sites and the office.

Notes: This is a temporary position available immediately for up to four years. 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Hawkins (02) 6207 8402 john.hawkins@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Strategic Policy and Customer

Road Safety and Transport Regulation

Policy Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 12499)

Gazetted: 07 April 2021

Closing Date: 21 April 2021

Details: The Road Safety and Transport Regulation Team are looking to fill our Policy Officer position. The successful candidate will be able to work independently across a variety of Transport Policy matters. The Policy Officer will have sound written and verbal communication skills, and a proven ability to deliver quality products within set timeframes. The Policy Officer will also have excellent attention to detail and organisation skills. Important functions of the position includes being able to prepare a variety of materials to support both programs, awareness campaigns and application of the ACT's road transport legislation and successfully promote positive relationships with key stakeholders and write for different government and community audiences.

Notes: This is a temporary position available for a period of six months, with the possibility of extension and/or permanency. This position is part of a workplace designated for Activity Based Working (ABW).

How to Apply: Submit an Expression of Interest of no more than two pages, including contact details for two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Assistant Director Asset and Interface Coordinator

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41121)

Gazetted: 06 April 2021

Closing Date: 13 April 2021

Details: Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail helps manage congestion caused by population growth along light rail corridors and across Canberra more broadly.

The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

The branch manages the interactions with Canberra Metro and also leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on future stages of Light Rail in the ACT.

This position requires a manager with awareness of asset information management systems, and skills in stakeholder engagement to successfully support the Director Light Rail Assets and Technical Management in engaging with Director Light Rail Operations and Performance, Canberra Metro and TCCS technical teams. They will be responsible for reviewing and analysing asset information and other data sources such as identifying safety and performance trends including engaging with City Services stakeholders and TCCS Workplace Health and Safety teams.

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

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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 and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Fawcett (02) 6205 2425 andrew.fawcett@act.gov.au

Chief Operating Office

Legal and Contracts

Director, Legal

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 34313)

Gazetted: 01 April 2021

Closing Date: 15 April 2021

Details: The Director of Legal and Contracts will assist with the provision of advice on a range of legal matters across the directorate including commercial law, administrative law as well as supporting interpretation of some regulatory and legislative legal matters. This role requires a person who can develop and contribute to commercially sensible as well as legal outcomes for stakeholders. The role is responsible for ensuring the accurate and timely provision of legal assistance and providing appropriate support and guidance to stakeholders in the resolution of legal issues. This position requires an ability to work with different members of the team to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning and participate in ongoing development.

Eligibility/Other Requirements:

Tertiary qualifications in Law – Bachelor of Laws (LLB) (or equivalent) are highly desirable.

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

How to Apply: Applicants are required to submit a response of no more than two pages addressing the selection criteria. Please also include current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Scheul (02) 6205 5054 Kristine.Scheul@act.gov.au

City Services

Birrigai Outdoor School

Casual Kitchen Hands

General Service Officer Level 3/4 \$51,742 - \$56,505, Canberra (PN: C11705, several)

Gazetted: 01 April 2021

Closing Date: 20 April 2021

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals? Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking two experienced kitchen hands who are positive and proactive to join our small catering team. If you are skilled, organised and enthusiastic about supporting your team to provide excellent food service, you could be the person we are looking for.

Birrigai is located two kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley.

Eligibility/Other requirements:

Permanent Resident of Australia

Drivers Licence (C-class) is mandatory

Current Working with Vulnerable People Registration

Senior First Aid Certificate or willingness to complete

There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role.

Please note a travel allowance is paid to staff working at Birrigai.

Notes: Selection may be made on application and referee reports only.

There are several positions available and an order of merit list will be established from this selection process and will be used to fill vacancies over the next 12 months. Days of work and working hours will vary depending on Birrigai's kitchen requirements which may include working evenings and weekends. In general, most hours will be worked between 6.00am and 3.00pm Monday to Friday. There will also be periods of time such as school holidays where there may be no shifts available.

How to Apply: Applicants are to submit a one page cover letter addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6207 8044 kirsten.galafassi@act.gov.au

City Services

Development Coordination

Design Review and Asset Acceptance Landscape Team

Senior Landscape Architect Infrastructure Officer 3 \$110,651 - \$121,464 Canberra (PN: 23562)

Gazetted: 08 April 2021

Closing Date: 15 April 2021

Details: This position supervises the landscape team within the Design Review and Asset Acceptance team, an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency. The landscape team plays a critical role to ensure that all developments meet standards and policies on landscape elements, including protection of existing trees and new tree plantings.

The primary responsibilities for this position are to assess a wide range of planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, within given timeframes. This includes liaison with various Government entities and private consultants.

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 small team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

Eligibility/Other requirements:

- Hold a relevant professional qualification in Engineering, Architecture (including Landscape Architecture) or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project management experience.
- A current Australian Class C driver's licence essential.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension. 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. This position is in an activity-based workplace (ABW) where officers do not have a designated workstation/desk.

How to Apply: Please submit

- A response of approximately two pages addressing the Selection Criteria - What you will Require - in the Position Description
- A current curriculum vitae
- Contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Hauzer (02) 6207 1612 angela.hauzer@act.gov.au

APPOINTMENTS

Canberra Health Services

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Jordan Brown, Section 68(1), 29 March 2021

Staff Specialist Band 1-5, \$180,732 - \$244,175

Wei-I Lee, Section 68(1), 08 April 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$87,715 - \$100,388

Swarupa Lathi, Section 68(1), 31 March 2021

Education

Senior Officer Grade C \$110,397 - \$118,832

Judith Pender, Section 68(1), 6 April 2021

Infrastructure Officer 3 \$110,651 - \$121,464

Ilona Wickham, Section 68(1), 26 February 2021

Environment, Planning and Sustainable Development

Technical Officer Level 1 \$60,130 - \$63,043

Bradley Moxon, Section 68(1), 1 April 2021

Park Ranger 1 \$68,976 - \$71,004

Scott Ryan, Section 68(1), 1 April 2021

Justice and Community Safety

Administrative Services Officer Class 3 \$65,976 - \$71,004

Andrew Dailly, Section 68(1), 1 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Aaron Hughes, Section 68(1), 12 April 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Lucy Summers, Section 68(1), 1 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Daniel Weber, Section 68(1), 6 April 2021

Transport Canberra and City Services

Infrastructure Officer 3 \$110,651 - \$121,464

Antony Motha, Section 68(1), 6 April 2021

TRANSFERS

Canberra Health Services

Tammy Souquet

From: Registered Nurse Level 2 100,061

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22871) (Gazetted 1 February 2021)

Justice and Community Safety

Allyson Bandle

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety, Canberra (PN. 41398) (Gazetted 17 November 2020)

PROMOTIONS

Canberra Health Services

Clinical Services

Ashlea Jamieson

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23677) (Gazetted 19 February 2021)

Canberra Institute of Technology

Industry Engagement and Strategic Relations

Strategic Communications

Thomas Hughes

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Canberra Institute of Technology, Canberra (PN. 50719) (Gazetted 12 February 2021)

Chief Minister, Treasury and Economic Development

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

National Arboretum

Peter Mealy

From: General Service Officer Level 5/6 \$57,359 - \$63,127

Chief Minister, Treasury and Economic Development

To: General Service Officer Level 9 \$75,985 - \$85,873

Chief Minister, Treasury and Economic Development, Canberra (PN. 30924) (Gazetted 4 February 2021)

Community Services

Children , Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Joanne Brennan

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 20861) (Gazetted 19 January 2021)

Children , Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Angela Little

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 03291) (Gazetted 19 January 2021)

Children , Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Steven Teofilo

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 19582) (Gazetted 19 January 2021)

Children , Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Victor Teofilo

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 19583) (Gazetted 19 January 2021)

Children , Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Nathan Whitta

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 50402) (Gazetted 19 January 2021)

Education

Service Design and Delivery

Student Engagement

Universal School Support

Rosamaria Pelle

From: Senior Officer Grade B \$130,018 - \$146,368

Education

To: †Senior Officer Grade A \$151,002

Education, Canberra (PN. 49498) (Gazetted 23 February 2021)

Office for Schools

Tuggeranong Network

Namadgi School

Nicole Scandura

From: School Assistant 3 \$56,101 - \$60,379

Education

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Education, Canberra (PN. 50988) (Gazetted 9 February 2021)

School Improvement

Chapman Primary School

Jason Smith

From: School Assistant 2/3 \$49,516 - \$60,379

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education, Canberra (PN. 37405) (Gazetted 18 February 2021)

School Improvement

Gungahlin

Harrison School

Brooke Walsh

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 20499) (Gazetted 5 March 2021)

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.

Environment, Planning and Sustainable Development

Chief Operating Officer

Finance information and Assets

Strategic Finance

Lei Li

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Audit Office

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 48201) (Gazetted 9 March 2021)

Justice and Community Safety

ACT Ambulance Service

Clinical Governance Unit (CGU)

Sandra Nissen

From: Ambulance Support Officer 1 \$60,382 - \$64,168

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 31490) (Gazetted 25 February 2021)

Major Projects Canberra

Light Rail

Gabriela Farrant

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Major Projects Canberra, Canberra (PN. 36969) (Gazetted 21 January 2021)

Transport Canberra and City Services

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Ellie Hedley

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services, Canberra (PN. 40841) (Gazetted 19 October 2020)

CORRIGENDA

Worksafe ACT

Transfer on reduction for Jeffery Beaver was in gazette 01/04/2021 should have been a Transfer.