



ACT Government Gazette

Gazetted Notices for the week beginning 20 May 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

Chair - ACT Electoral Commission

Part-Time Public Office Holders, Canberra (PN: C04552)

Gazetted: 21 May 2021

Closing Date: 11 June 2021

The ACT Electoral Commission is an independent statutory authority. Its primary function is to conduct elections and referendums for the ACT Legislative Assembly. It also provides electoral advice and services to a wide range of stakeholders; researches electoral matters; and promotes public awareness through education and information programs. The Commission comprises a Chairperson, the Electoral Commissioner and a Member, all of whom are Officers of the Legislative Assembly, reinforcing the Commission's independence from executive government. The Commission provides strategic guidance and leadership to the Electoral Commissioner in the delivery of electoral services. The Speaker of the Legislative Assembly invites applications for the position of Chairperson. This is a part-time role requiring demonstrable and high-level senior leadership experience in a field relevant to the work of the Commission. A term appointment of up to five years is available. The *ACT Electoral Act 1992* sets out specific eligibility criteria for the appointment. The legislation also precludes the appointment of anyone who is or has been, at any time in the previous 10 years, a member of the ACT Legislative Assembly, the Commonwealth Parliament or the legislature of a State or another Territory. A person who is or has been a member of a political party at any time in the last 5 years is also not eligible for appointment.

Remuneration: Remuneration and other entitlements for the position are outlined in the ACT Remuneration Tribunal's Determination 13 of 2020 - Part-time Public Office Holders.

How to Apply: Comprehensive information on the role, its responsibilities, the eligibility criteria, terms and conditions of appointment and the application process can be obtained by emailing moiya.ford@fordkelly.com.au. Potential candidates *must* request this information before applying.

Note: Further enquiries may be directed to Moiya Ford on 0418 633 352.

Applications close 5:00 pm, Friday, 11 June 2021.

Contact Officer: Moiya Ford 0418 633 352 moiya.ford@fordkelly.com.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

Alcohol and Other Drug Policy

Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51834)

Gazetted: 26 May 2021

Closing Date: 9 June 2021

Details: An exciting opportunity exists within the Alcohol and Other Drug Policy team. Under general direction this position will undertake high-level project and policy work, provide policy advice and respond to emerging and novel policy issues.

Note: This is a temporary position available from the 1 July 2021 up until the 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application 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.

Contact Officer: Rebecca Williams (02) 5124 9755 rebecca.williams@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Alcohol and Other Drug Policy

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51841)

Gazetted: 24 May 2021

Closing Date: 7 June 2021

Details: An exciting opportunity exists within the Alcohol and Other Drug Policy team for an Assistant Director who under the general direction of the Director will oversee the data modelling work of the Drug and Alcohol Service Planning Model and other duties as directed.

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

How to Apply: Please submit a maximum two-page application 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: Rebecca Williams (02) 5124 9755 rebecca.williams@act.gov.au

Office of the Director General

Office for Mental Health and Wellbeing

Aboriginal and Torres Strait Islander Suicide Prevention Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 26947)

Gazetted: 20 May 2021

Closing Date: 27 May 2021

Details: The Aboriginal and Torres Strait Islander Suicide Prevention Project Officer role sits within the Office for Mental Health and Wellbeing and is focused on contributing to suicide prevention policy development and projects which work towards reducing the incidence and impact of suicide amongst Aboriginal and Torres Strait Islander peoples, through a range of health and wellbeing initiatives, collaborative partnerships, and relationship management.

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

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

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: Ros Garrity (02) 6207 5469 Ros.Garrity@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Staff Psychologist

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 51533)

Gazetted: 20 May 2021

Closing Date: 3 June 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.

An exciting and rich professional opportunity exists for a psychologist interested in providing evidence-based psychological interventions to staff working in the Health Emergency Control Centre. The COVID response team are a group of high-performing and passionate individuals who have been working diligently in a stressful environment to ensure our community remains safe from COVID.

Your role will be to co-design and implement tailored team- and systems-based psychological interventions that enable team cohesion, interpersonal support, and wellbeing to ensure we can keep doing our job well. Your role will complement the existing on-site counsellors who provide individual-based interventions to our staff.

This role is the first of its kind in the ACT Public Service. If you are adaptive, responsive to need, and want to work in a team that is driven by innovation, then we want to hear from you. We offer flexible working arrangements, continuing professional development support, and clinical supervision.

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.

General registration with the Psychology Board of Australia.

The work will require overtime, on call or rotation roster.

Notes: This is a temporary position available for up to 12 months. This is a part-time position currently available up to 0.5FTE (18 hours 23 mins/week). Please note that the full-time salary noted will be paid pro-rata.

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 Selection Criteria, 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: Connie Galati (02) 5124 6320 Connie.Galati@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Director, COVID-19 Mental Health and Wellbeing

Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 50794)

Gazetted: 20 May 2021

Closing Date: 3 June 2021

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team. If you are the right person for this position, you will have experience in service and/or community development and the ability to lead the implementation of frameworks and policies in the areas of mental health and wellbeing. You will also be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

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 highly encouraged to apply.

Eligibility/Other Requirements:

- This position may be required to work after hours, weekends and on-call.
- A class-C driver's licence is required.
- The successful application will need to undergo a pre-employment National Police Check.

Note: This is a temporary position available for up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey Butler (02) 5124 6277 jeffrey.butler@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Division: Calvary Health Care

Position Title: Mission Integration Officer

Classification Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (LP6659)

Gazette Date: 20 May 2021

Closing Date: 2 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15472

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Belinda Yates (02) 6264 7239 belinda.yates@calvarycare.org.au

Calvary Public Hospital Bruce

Division: Cardiology

Position Title: Cardiac Rehabilitation Nurse Coordinator

Classification Registered Nurse 3 Grade 1 \$108,237 - \$112,691, Canberra (LP7732)

Gazette Date: 20 May 2021

Closing Date: 2 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15556

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Amanda O'Donnell (02) 6201 6099 amanda.o'donnell@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Emergency Department

Position Title: Assistant In Nursing

Classification: Assistant In Nursing Year 2 \$54,070, Canberra (600769)

Gazette Date: 26 May 2021

Closing Date: 01 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15326

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Angela Devlin (02) 6207 6263 angela.devlin@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Antenatal Clinic

Position Title: Registered Midwife Level 2

Classification: Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP9125)

Gazette Date: 25 May 2021

Closing Date: 07 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15663

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Ash Grimes (02) 6201 6921 ash.grimes@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Clare Holland House

Position Title: Clinical Nurse Consultant

Classification: Registered Nurse Level 3 \$108,237 - \$112,691, Canberra (LP9642)

Gazette Date: 26 May 2021

Closing Date: 08 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15725

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Amanda Keogh (02) 6264 7300 amanda.keogh@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Physiotherapy

Position Title: Senior HITH Physiotherapist

Classification Health Professional Level 3 \$95,883 - \$106,044, Canberra (600729)

Gazette Date: 26 May 2021

Closing Date: 20 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15746

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Jeanie Weber (02) 6201 6194 jeanie.weber@calvary-act.com.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

Executive Director, Nursing and Midwifery and Patient Support Services

Temporary Vacancy (From 1 July 2021 to 31 March 2022)

Canberra Health Services

Nursing and Midwifery and Patient Support Services

Position: E874

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 27 May 2021

Expressions of Interest are sought for the position of Executive Director, Nursing and Midwifery and Patient Support Services at Canberra Health Services. Reporting to the Chief Executive Officer, the Executive Director, Nursing and Midwifery and Patient Support Services is responsible for consulting and partnering with the Executive Directors of clinical services on nursing and midwifery issues, making decisions on across-the-board approaches and plays a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

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

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Ms Bernadette McDonald at CEOHealth@act.gov.au by COB 3 June 2021.

Remuneration: The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Bernadette McDonald (02) 5124 4700 CEOhealth@act.gov.au

Women, Youth and Children

Maternity

Midwife (Maternity Outpatients)

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 43877)

Gazetted: 24 May 2021

Closing Date: 10 June 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.

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

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

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

Promote positive workplace behaviours and be committed to role modelling these

Be committed to collaboration to optimise the safety and quality of care.

Demonstrate strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive.

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 Safety and Quality Health Service Standards (NSQHSS) align with this role.

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

Desirable:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in Midwifery is preferred.

Prior to commencement successful candidates will be required to:

- Provide suitable references
- Undergo a pre-employment National Police Check.

Contact Officer: Emmalee Hamilton (02) 5124 7368 Emmalee.Hamilton@act.gov.au

Acute Allied Health Services

Exercise Physiology

Exercise Physiologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 50825)

Gazetted: 20 May 2021

Closing Date: 3 June 2021

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

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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

The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings. The position will provide staff and student clinical supervision and will be actively engaged in quality improvement, service innovation and research and will work collaboratively with the Exercise Physiology and wider multidisciplinary teams to provide high quality patient-centred care.

This position will be required to work flexibly across services, locations and programs.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and interpersonal skills with a high degree of drive.

Strong clinical leadership and supervision skills.

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

Eligibility/Other Requirements:

Mandatory:

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under *the ACT Working with Vulnerable People Act 2011*

Current Driver's Licence

Applicants must have a minimum of 3 years post-qualification clinical experience

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

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

Desirable:

Previous clinical experience working in a hospital setting

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).

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. An order of merit will be developed from this recruitment process to fill any future temporary and/or permanent

part-time or full-time vacancies that become available during the next 12 month period. Part-time arrangements may be considered within operational requirements. Appointment may be made by written application only. Applicants are strongly encouraged to contact us to discuss the position before applying.
Contact Officer: Tarryn Mair (02) 5124 3616 tarryn.mair@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Nursing

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 24561)

Gazetted: 20 May 2021

Closing Date: 3 June 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

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 Department of Immunology is a tertiary referral service for patients within the ACT and regional areas who require medical intervention in relation to immune-mediated diseases. This encompasses autoimmune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies, and allergies. The Immunology Department is part of the Division Cancer and Ambulatory Support (CAS) and runs adult and paediatric services throughout the Canberra Hospital. The Immunology nursing service operates five days a week from 8:30am till 5pm Monday to Friday. There is a 24 hour on-call service for medical practitioners through the Canberra Hospital switchboard.

The Immunology Department have an exciting opportunity for an experienced Level 1 Registered Nurse to join our team. In this position, you will be working predominantly in the outpatient setting; in the following areas of allergy (paediatric and adult); SCIG; HDU; and Day Treatment Unit.

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

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

Eligibility/Other Requirements

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.

Mandatory:

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

Desirable:

Willing to become a member of ASCIA (Australasian Society of Clinical Immunology and Allergy, professional organisation).

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.

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

Contact Officer: Jessica Ryan (02) 5124 8457 jessica.k.ryan@act.gov.au

Clinical Services

Division of Surgery

Perioperative

Nurse Manager Instrument/Circulating

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25123)

Gazetted: 20 May 2021

Closing Date: 7 June 2021

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Overview of 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

The Nurse Manager- Instrument/Circulating role facilitates the management of the Instrument/ circulating nursing staff within the Perioperative Unit.

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

Proven advanced management experience and clinical leadership in a similar nursing role.

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

Eligibility/Other Requirements:

Mandatory

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification.

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.

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 National Police Check.

Contact Officer: Deanne Cole (02) 5124 3051 deanne.cole@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Clinical Manager

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 38607, several)

Gazetted: 20 May 2021

Closing Date: 7 June 2021

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

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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 encouraged to apply.

Behavioural Capabilities

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.

Eligibility/Other Requirements

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

Highly desirable for all disciplines:

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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:

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

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

Note: These are temporary positions (one full-time, one part-time) available for a period of six months with the possibility of extension. An Order of Merit may be used to fill future identical full time and part time temporary

vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

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

Contact Officer: Elloise Barry (02) 5124 3133 Elloise.J.Barry@act.gov.au

**Mental Health, Justice Health, Alcohol and Drug
Rehabilitation and Speciality Mental Health
Clinician**

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 31825)

Gazetted: 21 May 2021

Closing Date: 14 June 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is located at the Gungahlin Community Health Centre.

ABOUT YOU

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

Behavioural Capabilities

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for persons with intellectual disability, their families, and 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 work environment.

Eligibility/Other Requirements:

For Social Work:

Mandatory

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under *the ACT Working with Vulnerable People Act 2011*
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Psychology:

Mandatory

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.
- 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 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.

Notes: This is a temporary position available from 9 July 2021 until 8 October 2021.

Contact Officer: Janelle Walker (02) 5124 1144 Janelle.Walker@act.gov.au

Strategy, Policy and Planning

Strategic Communication and Engagement

Senior Director (Content and Engagement)

Senior Officer Grade A \$151,002, Canberra (PN: 36673)

Gazetted: 21 May 2021

Closing Date: 4 June 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/>

Communications and Engagement

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals. We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities. We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time: Bring an audience-first lens to your work, informed by research, insights and evaluation.

Work with stakeholders in partnership with a strong client service ethic.

Enjoy working in a fast-paced environment, be flexible and open to change.

Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan. 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

Adaptability to change in a diverse environment.

Well-developed organisational skills with a high degree of drive and responsiveness.

Excellent oral and written communication skills, particularly the ability to produce high impact products and content.

Eligibility/Other Requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications is highly desirable.

Leadership and management experience with a record of achievement in a similar role.

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

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.

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

Contact Officer: David Jean (02) 5124 6115 David.Jean@act.gov.au

Medical Services

Pharmacy

Intern Pharmacist

Pharmacist Level 1 \$72,260 - \$83,418, Canberra (PN: 45091, several)

Gazetted: 24 May 2021

Closing Date: 24 June 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/> Canberra Health Services is seeking to recruit intern pharmacist positions for the 2022 intern year. It is anticipated that these positions will start in January 2022 for 12 months.

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

The CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Directors of Pharmacy the intern pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious, and patient centred service.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

Self-motivated and ability to demonstrate initiative.

Thrive in a busy and dynamic environment.

Eligibility/Other Requirements:

Relevant tertiary qualifications (or equivalent) in Pharmacy is required. The successful applicant should be:

Eligible for provisional registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligible to enrol in an Intern Training Program accredited by the Australia Pharmacy Council.

Registration under the ACT Working with Vulnerable People Act 2011

The successful applicant will need to be available for occasional weekend and after-hours work, according to the departmental roster.

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:

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 National Police Check.

Note: These are temporary positions available for 12 months with an expected commencement of January 2022. Successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements.
Contact Officer: James Wei (02) 5124 7949. James.Wei@act.gov.au

Clinical Services

Clinical Services

Rehab, Aged and Community Services

Oral Health Services

Liaison Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 26590, several)

Gazetted: 24 May 2021

Closing Date: 7 June 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.

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

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

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

These services are delivered in the community to:

Gungahlin Health Centre.

Belconnen Health Centre.

Civic Health Centre.

Phillip Health Centre.

Tuggeranong Health Centre.

Alexander Maconochie Centre.

Mobile Dental Clinics.

The Liaison Officer position is currently located in Civic and is part of OHS Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment including Medicare for the Child Dental Benefits Scheme and liaising with both internal and external stakeholders. This role plays a key part of providing eligible clients within timely Dental treatment.

ABOUT YOU

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Behavioural Capabilities

Strong Organisational skills.

High level of customer service.

Sound time management and communication skills.

Eligibility/Other Requirements:

Previous experience in a dental environment and an understanding of item numbers is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for a period of six months with possibility of extension and/or permanency.

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

Mental Health, Justice Health and Alcohol and Drug Services

CAMHS Community Teams

Clinical Manager

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 23110)

Gazetted: 20 May 2021

Closing Date: 8 June 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

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.

In this role there is the option to work part-time hours to include rotating Saturdays, Sundays and public holidays, from 8:30am to 16:51pm.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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:

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.

Eligibility/Other Requirements:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' post qualification experience is preferred.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Highly Desirable for Psychology:

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under *the ACT Working with Vulnerable People Act 2011*

Highly desirable for all disciplines:

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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:

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

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

Note: An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Elloise Barry (02) 5124 3133 Elloise.J.Barry@act.gov.au

Medical Services

Healthcare Technology Management

Operational Support

HTM Biomedical Technician

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 24032)

Gazetted: 24 May 2021

Closing Date: 10 June 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

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/>

This position reports to the Operations Manager, HTM and is responsible for the efficient implementation of equipment management programs for a broad range of clinical equipment and systems, including assisting the clinical and nursing staff in effectively and safely utilising these devices and systems.

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

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.

Good communication and interpersonal skills.

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

Ability to work independently, with limited supervision.

Eligibility/Other Requirements

Mandatory

Associate Diploma or equivalent in a relevant Electronic/Biomedical Engineering Discipline and/or training / experience which in the opinion of the director enables you to perform the duties of the office OR Bachelor's degree in biomedical engineering or other suitable engineering qualification, providing admittance to Professional Engineer membership category or above of Engineers Australia.

Driver's licence

Desirable

Extensive experience in Healthcare Technology Management or Biomedical Engineering profession
An understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
Ability to 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 12 months with the possibility of extension.

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

Contact Officer: Alan Ringland (02) 5124 3816 alan.ringland@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Senior Director, Performance Standards and Monitoring

Health Professional Level 6 \$151,002, Canberra (PN: 51797)

Gazetted: 26 May 2021

Closing Date: 9 June 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/>
The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

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

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

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

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 4 years' experience working professionally in a health care setting 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.

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.

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

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Clinical Services

Medicine

Emergency

Clinical Support Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 12077)

Gazetted: 24 May 2021

Closing Date: 10 June 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/>

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 area including Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley serving approximately 650,000 people.

Annually, the Emergency Department can have up to and more than 85,000 presentations.

This position provides high level of support in coordinating and managing the undergraduate, graduate, post graduate and department education programs in the Emergency Department to facilitate the learning needs of nursing staff. Applications should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability of their own practice standards, education activities delegated to others, and the guidance and development of the Emergency Department staff.

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

Strong organisational skills with a high level of computer applications and a high degree of drive

Highly conscientious and professional in all aspects of work

Ability to work within an interdisciplinary team

Eligibility/Other Requirements

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

Desirable:

Holds or progressing towards a tertiary qualification at Masters.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last 5 years.

Hold Certificate IV in workplace Training and Assessment of Education program development

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).

Note: This position is for a permanent full time however part time hours may be considered.

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

Contact Officer: Nicole Slater 0434 845 187 nicole.slater@act.gov.au

Medical Services Group

Medical Imaging

MRI Radiographer/Advanced Radiographer

Medical Imaging Level 3 \$105,473 - \$111,136 (up to \$116,647 on achieving a personal upgrade), Canberra (PN: 28811, several)

Gazetted: 24 May 2021

Closing Date: 10 June 2021

Details: Our Vision: creating exceptional health care together.

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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/>

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This Level 3 radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours and for providing leadership to the radiography team afterhours and on weekends. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

The position is required to support the Medical Imaging Department in the provision of a 24 hour 7 days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI.

The 24/7 roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (eg. University Canberra Hospital and Weston Creek satellite sites). CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Ability to work within a multi-disciplinary team, lead by example and demonstrate high level organisational skills.

Adaptable and flexible to accommodate change and provide responsive services to meet clients' needs.

Excellent communicator - both verbal and written - displaying ability to liaise with a diverse range of stakeholders.

Eligibility/Other Requirements:

Mandatory:

Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).

Current ACT Radiation licence (or eligible to obtain).

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

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

Desirable:

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years' post graduate experience working in a multidisciplinary medical imaging department, preferably within a trauma and teaching hospital.

Training, accreditation and experience working in MRI is preferred.

Alternatively, broad experience in CT and /or Angiography is required.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Comply with ACT Health occupational screening requirements related to immunisation.

Undergo a pre-employment National Police Check.

Notes

There are several positions available. There is one permanent position and one temporary are available until 27 January 2023 with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level that arise over the next twelve months.

The 24/7 roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (eg. University Canberra Hospital and Weston Creek satellite sites).

Contact Officer: Sam Wilson/Bridie Player (02) 5124 2159 or (02)5124 2111 Sam.Wilson@act.gov.au

Finance and Business Intelligence

Health Information Services

Medical Records

Clinical Coding Educator/Auditor

Clinical Coder Level 2 \$125,362, Canberra (PN: 25179)

Gazetted: 25 May 2021

Closing Date: 11 June 2021

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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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services (HIS) provides a range of functions including scanning and health record management, clinical coding and casemix data generation, clinical documentation program, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes.

Clinical coding is an essential function for Canberra Health Service to facilitate accurate funding reimbursement, to support clinical research and education, to assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate Diagnosis Related Group (DRG) allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive casemix reviews with clinical staff as well as providing training, mentoring and support to the clinical coding team.

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

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

Ability to work within a team environment as well as independently with minimal supervision

Adaptability and flexibility to accommodate change

Highly motivated with strong organisational skills and attention to detail

Confident communicator with strong liaison/negotiating skills

Eligibility/Other Requirements

Mandatory:

Bachelor of Applied Science (Health Information Management) or eligibility for admission to full membership of the Health Information Management Association of Australia.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of 4 – 5 records per hour.

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.

Provide name and contact details for a referee report to be completed.

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

Contact Officer: Dianne Ramadan (02) 5124 3242 dianne.s.ramadan@act.gov.au

Medical Services

Healthcare Technology Management

Operational Support

Healthcare Technology Management Frontline Support Officer - ICU

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 04306)

Gazetted: 25 May 2021

Closing Date: 10 June 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.

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

This position reports to the Operations Manager, Healthcare Technology Management (HTM) and is responsible for the efficient implementation of equipment management programs for a broad range of clinical equipment and systems, including assisting the clinical and nursing staff in effectively and safely utilising these devices and systems.

ABOUT YOU

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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 organisational skills with a high degree of drive.

Good communication and interpersonal skills

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

Ability to work independently, with limited supervision.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

An approved Technical or Professional qualification or relevant training and experience.

Previous experience working in a clinical setting.

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

Ability to 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.

Contact Officer: Alan Ringland (02) 5124 3816 alan.ringland@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Documentation Support Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40876)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

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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

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services (HIS) provides a range of services including the clinical documentation program, clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

The Clinical Documentation Team consists of Clinical Documentation Specialists and the Clinical Documentation Support Nurse, working closely with the Clinical Coding Team and reporting to the Clinical Coding Manager. The position provides nurses with an opportunity to take up a challenging new role, expand their knowledge and embed clinical documentation improvement into their practice.

The Clinical Documentation Support Nurse will assist the Clinical Documentation Specialists (CDS) in:
Conducting clinical documentation improvement initiatives at Canberra Health Services.

Ensuring the day to day operations meet the agreed goals of the Clinical Documentation Program.

Acting as an intermediary between clinical coders and clinicians to identify deficiencies in the clinical record that directly impact the clinical coding process and patient outcome data.

Eligibility/Other Requirements:

Mandatory:

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Dianne Ramadan (02) 5124 3242 dianne.s.ramadan@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Nurse Consultant (Low Dependency Unit)

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 40424)

Gazetted: 26 May 2021

Closing Date: 15 June 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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the AMHU LDU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU HDU and MHSSU/12b to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

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Behavioural Capabilities

Proven advanced clinical experience in a leadership role.

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

Strong organisational skills with a high degree of drive.

Eligibility/Other Requirements

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing.

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

Recent 12 months experience in an Acute Mental Health Facility 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.

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 National Police Check.

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

Contact Officer: Shaun Bayliss (02) 5124 5406 Shaun.Bayliss@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

Justice Health Services

Social Worker

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 14464)

Gazetted: 26 May 2021

Closing Date: 15 June 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

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)

ACT Forensic Mental Health Services is seeking an enthusiastic and motivated social worker to provide quality mental health assessments and social work interventions, including counselling, NDIS liaison, and release planning, to adults and young people presenting with serious mental illness within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will be required to work collaboratively with a multidisciplinary team of nursing, medical, and allied health professionals and other agencies to support continuity of care as people enter, reside in, and exit custody.

If you have resilience, curiosity, and unconditional regard for your clients, then forensic mental health is the place for you. Allied Health professionals working within FMHS are supported via access to regular clinical supervision, a collaborative and multidisciplinary team environment, and ongoing professional development allowance appropriate to area of service provision. Flex time, flexible working arrangements, part-time work options, and financial support for relocation costs are also available.

About You

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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

Position Requirements/Qualifications:

Mandatory:

Membership or eligibility for professional membership of the Australian Association of Social Work (AASW).

Registration under the ACT Working with Vulnerable People Act 2011

Minimum 1 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

Notes:

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 cigarette smoke.

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.

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 National Police check.

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

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

Clinical Services

Mental, Justice, Alcohol and Drug Services

Justice Health Services

Psychologist/Clinical Psychologist/Forensic Psychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 45175, several)

Gazetted: 26 May 2021

Closing Date: 22 June 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/>

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.

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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)

ACT Forensic Mental Health Services is seeking an enthusiastic and collaborative psychologist to conduct high level mental health assessments for external stakeholders including; community and inpatient mental health services, the ACT Civil and Administrative Tribunal (ACAT), and the ACT Courts. You will prepare professional clinical reports including structured risk assessments for problem behaviours (i.e., violence, stalking, sexual offending, fixation), provide specialist consultation and liaison to support community mental health services in the management of complex clients, and contribute to ongoing quality improvement, research and education.

If you have curiosity, adaptability, and excellent communication skills, then Forensic Mental Health has a career for you. Allied Health professionals working within FMHS are supported via access to specialist clinical supervision, a collaborative and multidisciplinary team environment, and ongoing professional development including training in specialist assessment tools and interventions. An additional Mental Health allowance, flex time, flexible working arrangements, part-time work options, and financial support for relocation costs are also available.

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

About You

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Behavioural Capabilities

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

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Position Requirements/Qualifications:

Mandatory:

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

Minimum three years (ideally five years) post-qualification work experience

Desirable:

Area of practice endorsement in either clinical or forensic psychology

Approved or eligible for approval as a Psychology Board of Australia Supervisor

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

Current driver's licence

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

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

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

Clinical Services

Executive

Chief Operating Officer

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48385)

Gazetted: 24 May 2021

Closing Date: 9 June 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.

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

The Executive Assistant position reports to the Chief Operating Officer through the Business Manager. The role also works closely with the senior leadership team, including the Clinical Executive Directors across Canberra Health Services.

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Behavioural Capabilities

A demonstrated understanding of the workings of a Senior Executive Office in a complex, fast-paced working environment.

High level professional communications skills, with demonstrated capability to effectively communicate with senior executive staff and stakeholders.

Ability to adapt and be flexible to accommodate changing priorities and provide responsive assistance to meet the Chief Operating Officer's needs.

Eligibility/Other Requirements:

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 a period of eight months with the possibility of extension.

Contact Officer: Liza Marando (02)5124 8688 liza.marando@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 Skills

Construction - Cabinetmaking

Cabinetmaking Teacher

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51690)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: The Construction department is seeking a full-time teacher for the delivery of Cabinet Making trade subjects. This position is based at CIT Bruce. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources.

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

Eligibility/Other Requirements:

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 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (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 teachers 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.

The successful applicants must have as a minimum of Certificate III in Cabinet Making MSF31113 or equivalent

Notes: This is a temporary position available for 12 months with the possibility of extension up to 5 years.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: All applicants are required to provide a written response addressing the Selection Criteria and provide a current resume with two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Abel (02) 6205 3820 Karen.Abel@cit.edu.au

Education and Training Services

CIT Trade Skills

Plumbing

Plumbing – Senior Teacher

Teacher Level 2 \$110,445, Canberra (PN: 37001, expected vacancy)

Gazetted: 21 May 2021

Closing Date: 4 June 2021

Details: CIT is seeking an experienced senior teacher to fill the role of Teacher Level 2 in CIT Trade Skills, Plumbing 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 Plumbing team to ensure consistently high education and training outcomes.

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

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

Eligibility/Other Requirements:

Mandatory Qualifications And/Or Registrations/Licencing:

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

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and an Advanced Diploma in Adult Learning and Development (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.

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

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). It's only the diploma that is required now.

All teachers 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.

Qualifications:

Construction Occupations Licence - Plumber, Drainer, Gasfitter

Desirable

Knowledge and experience of WHS practice and compliance.

Knowledge and experience in the ASQA requirements, ACT Standards and User Choice requirements.

How to Apply: Please submit a written response addressing the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Clarke (02) 6205 2280 Adrian.Clarke@cit.edu.au

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

CIT Education and Training Services

CIT Education Services

Education Projects

Head of Department

Manager Education Level 1 \$128,012, Canberra (PN: 51712)

Gazetted: 21 May 2021

Closing Date: 4 June 2021

Details: Canberra Institute of Technology (CIT) Education Services is seeking a vocational education leader who demonstrates the ability to build connections and lead an evolving environment.

You will have skills and experience in leading the creation of quality Vocational Education and Training (VET) programs and flexible learning and assessment resources. You will have deep knowledge of the VET Quality Framework and its application to a large Registered Training Organisations (RTO).

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:

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).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

Desirable:

Bachelor of Education, Management or relevant higher-level qualification.

Notes: This position is being re-advertised, previous applicants will need to re-apply. This is a temporary position available immediately until 31 December 2021 with the possibility of extension up to one year. 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 report only.

How to Apply: Please submit a maximum two-page pitch with a maximum six-page curriculum vitae (stating qualifications) with two referee reports (including current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 Elizabeth.Tomaras@cit.edu.au

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

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

Shared Services

Partnership Services

Record Services / Physical Records Support

Record Services Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 01465, several)

Gazetted: 24 May 2021

Closing Date: 3 June 2021

Details: Do you enjoy a challenge that allows you to utilise your inventory and sentencing skills?

Do you have a high attention to detail, demonstrated experience and solid understanding in a range of records management functions and systems?

Record Services is currently seeking Record Services Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. This position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse.

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:

This position requires the ability to work in a manual handling environment. A driver's licence (C-Class) is essential.

Notes: These are temporary positions available immediately for up to 12 months with the possibility of extension and/or permanency.

How to Apply: Applicants must ensure they provide a personal pitch (one page maximum) describing the importance of following a process, ensuring a high attention to detail and working effectively as a team member and provide examples of when you have demonstrated these skills and your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Procurement Development Section

Procurement Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51909)

Gazetted: 20 May 2021

Closing Date: 27 May 2021

Details: Procurement ACT Division comprises two branches – Goods and Services and Policy and Capability. The Goods and Services Branch provides procurement related guidance and services to other agencies and also manages more than 20 whole-of-government contracting arrangements to support efficient and effective purchasing across government.

The Policy and Capability Branch provides procurement policy advice to government and supports delivery of procurement outcomes through systems management, reporting and data analysis and capability training for Procurement ACT staff and across Government. The Procurement Policy and Capability branch is split into three teams – Policy Development Team, Capability Team and Policy Governance Team. This position is part of the Policy Development team. The Policy Development team works collaboratively with other teams in Procurement ACT to develop, advise on and implement, procurement legislation, policies and procedures that are effective, practical and can be readily applied to procurement activities.

The role will be involved in the fast-paced, high-profile work to deliver against recommendations from a recent review. This includes development of a new policy and delivering legislative amendments for the *Government Procurement Act 2001* and Government Procurement Regulation 2007.

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: This is a temporary position available immediately until 30 September with possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please apply by providing a one page Expression of Interest and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyla Kerkow (02) 6207 6709 kyla.kerkow@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Procurement Policy Development Section

Assistant Director, Procurement Policy Development

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51917)

Gazetted: 21 May 2021

Closing Date: 28 May 2021

Details: Procurement ACT Division comprises two branches – Goods and Services and Policy and Capability. The Goods and Services Branch provides procurement related guidance and services to other agencies and also manages more than 20 whole-of-government contracting arrangements to support efficient and effective purchasing across government.

The Policy and Capability Branch provides procurement policy advice to government and supports delivery of procurement outcomes through systems management, reporting and data analysis and capability training for Procurement ACT staff and across Government.

The Procurement Policy and Capability branch is split into three teams – Policy Development Team, Capability Team and Policy Governance Team. This position is part of the Policy Development team.

The Policy Development team works collaboratively with other teams in Procurement ACT to develop, advise on and implement, procurement legislation, policies and procedures that are effective, practical and can be readily applied to procurement activities. The role will support the development and implementation of new procurement policy, processes, and guidance.

The role will be involved in the fast-paced, high-profile work to deliver against recommendations from a recent review. This includes development of a new policy and delivering legislative amendments for the *Government Procurement Act 2001* and *Government Procurement Regulation 2007*.

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 up to 30 September 2021 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please apply by providing a one page expression of interest and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyla Kerkow (02) 6207 6709 kyla.kerkow@act.gov.au

Australian School-based Apprenticeship - Aboriginal and Torres Strait Islander Employment Pathway Program Trainee \$9.45 - \$11.32 per hour plus super (determined by schooling completed), Canberra (PN: ASBA, several)
Gazetted: 21 May 2021

Closing Date: 4 June 2021

Details: The Chief Minister, Treasury and Economic and Development Directorate (CMTEDD) is looking for enthusiastic year 10 and 11 Aboriginal or Torres Strait Islander students to join their Employment Pathway Program (EPP). The EPP is an entry level development opportunity that gives students the chance to combine paid work and training while completing their final years of secondary schooling. Throughout the 18-month program students will complete an Australian School-based Apprenticeship achieving a nationally recognised vocational qualification. Students will work on average one day per week and receive access to mentoring and support throughout the program. On successful completion of both the ASbA and the ACT Senior Secondary Certificate, EPP participants will be engaged on a full-time permanent basis through our Vocational Education Pathway (VEP) program.

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

Note: ASbAs will be paid for work and study hours. These are temporary part-time positions at approximately 11 hours per week with possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this opportunity appeals to you please send your curriculum vitae to CMTEDDpeopleandcapability@act.gov.au.

Contact Officer: Andrea Skarszewski (02) 6207 1987 andrea.skarszewski@act.gov.au

Shared Services

Finance Operations

Accounts Payable

Finance Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 07727, several)

Gazetted: 24 May 2021

Closing Date: 31 May 2021

Details: Shared Services Finance Operations has a temporary vacancy for an Accounts Payable Officer, for six months with the possibility of extension and/or permanency in the Accounts Payable Team.

This is a fantastic opportunity for a motivated individual to be part of a dynamic team working in an innovative, and challenging environment.

Working collaboratively with the Accounts Payable team, this position is responsible for the accurate and timely processing of vendor invoices, purchase order creation and resolving customer queries. The successful candidate must possess excellent communication skills and have a high level of attention to detail and accuracy.

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: Previous experience working with Oracle R12 and Convergex Procure2Pay systems, will be highly regarded. This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Notes: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency.

How to Apply: Applications should include a current curriculum vitae with your personal pitch of no more than two pages, to support your ability to fulfil the requirements of this role. These requirements are outlined within the Professional and Behavioural Capabilities in the Position Description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Miller (02) 6205 0748 Sharon.Miller@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

People and Capability

Assistant Director of Communication

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51919)

Gazetted: 24 May 2021

Closing Date: 10 June 2021

Details: Are you a big picture thinker with an eye for detail?

We're looking for a someone with a passion for great communication and the ability to apply their skills to communication tasks ranging from strategy development to drafting content on IT services and branch happenings.

This role is part of a small team responsible for leading the internal communication and engagement strategy for Customer Engagement Services Branch, supporting staff through organisational change, providing communication advice to colleagues across Digital, Data and Technology Services, and developing customer facing communication. In this diverse role, you will lead our internal branch communications and develop and implement campaigns and communication products for our customers across ACT Government.

The person we're searching for has excellent listening skills, an inquisitive mind and is a whizz at interpreting technical content and explaining it to a non-tech audience.

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:

Minimum four years' experience in a communication related role.

A tertiary qualification in a communications field would be highly regarded but is not essential.

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

How to Apply: Please include a current curriculum vitae as well as a one-to-two-page pitch addressing the requirements outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lora Krile (02) 6207 0771 Lora.Krile@act.gov.au

Access Canberra

Customer Coordination – Applications and Approvals

Call Centre Operator

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 40530, several)

Gazetted: 21 May 2021

Closing Date: 28 May 2021

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you! The Applications and Approvals team within Access Canberra is seeking a highly motivated customer focused Call

Centre Operator to handle our public lines. The Call Centre team provides a phone service relating to a broad range of services including building approvals, development approvals, construction occupations licensing, Worksafe enquires and other Access Canberra enquires. Our staff are required to think outside the box to ensure our customers have a seamless experience.

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

Notes: There are several part-time positions available at 25 hours per week and the full-time salary noted above will be paid pro-rata. Standard hours are 9.30am to 2.30pm Monday to Friday (excluding public holidays).

Occupants of this position may be required to work outside these hours occasionally. 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 review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keryn Borrett (02) 6207 5278 Keryn.Borrett@act.gov.au

Policy and Cabinet

Executive Branch Manager, Cabinet, Assembly and Government Business

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E287)

Gazetted: 20 May 2021

Closing Date: 3 June 2021

Details: The Cabinet, Assembly and Government Business Branch of Policy and Cabinet Division provides whole of government coordination and secretariat services to the Head of Service and the Chief Minister to support Cabinet. The area also facilitates the passage of Government business in the Legislative Assembly.

We are seeking a suitably experienced leader for the position of Executive Branch Manager to lead the branch in delivering key functions associated with Cabinet and the Assembly, as well as coordinating advice for Cabinet on the delivery of the government's agenda, while fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS.

The position requires outstanding leadership, relationship management, strategic, and communications skills.

Applicants should have a proven record in complex policy development and delivery, as well as a strong commitment to public service values.

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.

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

How to Apply: Applicants should submit a two page statement of claims based around the selection criteria which draw from the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Ms Wilhelmina Blount, wilhelmina.blount@act.gov.au or (02) 6205 4330

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

ICT Support Officer

Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 31013)

Gazetted: 24 May 2021

Closing Date: 7 June 2021

Details: Customer Engagement Services Branch under Digital, Data, Technology Solutions (DDTS) is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Software and Licensing Team, the ICT Support Officer is required to provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Applicants will have a high level of organisational skills, excellent attention to details and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and Excel would be considered advantageous.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sergio Soto (02) 6207 0786 sergio.soto@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection

Building Compliance

Technical Advisor - Structural Engineering

Senior Professional Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50905)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: Access Canberra are seeking an experienced Structural Engineer to join the compliance assessment team. This role is part of the ACT Governments commitment to strengthen the regulation and integrity of the ACT building industry. The role requires an experienced structural engineer to support the Construction Occupations Registrar and the Building Planning and Compliance team by providing specialist technical capability. In investigating building quality issues, the Structural Engineer will quickly, and with confidence assess defects by analysing designs and undertaking observations to make recommendation in terms of safety and compliance. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Eligibility/Other Requirements:

Minimum qualification of a bachelor's degree in structural engineering or a civil engineering degree with a major in structural engineering.

A minimum of 5 years of recent relevant experience at a senior level undertaking structural design and inspection of various Class 2 to 9 building classifications, with experience and strong working knowledge of, post-tension and reinforced concrete, steel, and timber design.

Notes: The team is located at our Mitchell office.

How to Apply: Applicants should submit a two page pitch relevant to the Selection Criteria, please include a curriculum vitae and details of two referees (one must be a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Robertd Thompson (02) 6207 6115 Robertd.Thompson@act.gov.au

Access Canberra

Engagement Compliance and COVID 19 Response

COVID 19 Compliance

Engagement and Compliance Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 48972, several)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work?

Then this may be the opportunity for you! Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken over 8000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely. 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:

Skills/experience needed:

- You will be required to work outside of business hours – such as evening and weekends – as well as during the standard working day.
- You will be confident to engage and educate businesses through strong communication skills.
- You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.
- You will be flexible in how you approach your work and be able to plan and prioritise workflow both individually and in a team environment.
- You will provide support to the team where required.
- You will have experience working in an operational Directorate/agency.
- You must hold a current full driver licence.

Note: These are temporary positions available until 4 Jan 2022 with a possibility of extension or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Send through a copy of your curriculum vitae and contact details of two referee reports. Send us a 'pitch' of no more than two pages outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

Applications should be submitted via the Apply Now button.

Contact Officer: Jessica Riesen (02) 6205 2935 jessica.riesen@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Lease Compliance and Occupational Licensing

Licensing Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 13582)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: Do you know how to read and interpret legislation? Do you have the skills to undertake licence application assessments? Have great attention to detail? If the answer is yes, then come and join the Lease Compliance and Occupational Licensing Team.

The Lease Compliance and Occupational Licensing team have a short-term vacancy to fill. We are looking for someone who has experience in administering licensing and registration laws. If you are motivated and enjoy working as part of a busy team then we would like to hear from you.

The Lease Compliance and Occupational Licensing team is part of the wider licencing teams within Construction, Utilities and Environment Protection Branch. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*.

The team performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. This section is also responsible for providing administrative support for compliance activities in relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*.

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 now until 12 November 2021 with the possibility of extension up to 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. 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, a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashlea Tolsher (02) 6207 1958 Ashlea.Tolsher@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Senior Building Trade Inspector Work Health and Safety

Senior Building Trade Inspector \$130,018, Canberra (PN: 37638)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: Are you a trade qualified professional with experience and qualifications in Work Health and Safety? If yes then the Construction, Utilities and Environment Protection Branch of Access Canberra would like to hear from you.

We have a vacancy for a person who is passionate about the safety of our staff. We need someone who can lead the continual improvement of our internal safety culture both in the office and on site. The successful applicant will have experience delivering and implementing Work Health and Safety business practices, management systems and procedures in a construction context. You will need to be eligible to be licenced as a construction occupation as well as holding Diploma of Work Health and Safety.

If you enjoy working with a large and diverse team in a range of contexts, if you like providing advice and implementing changes to achieve good safety outcomes then please consider applying for this role.

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 suitable applicant must be eligible to be licenced in a construction occupation and must have a Diploma of Work Health and Safety.

How to Apply: Please respond to the Selection Criteria in the form of a two page pitch giving examples that demonstrate you have the Qualifications, Skills, Knowledge and Behaviours to perform this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krystal Eppelstun (02) 6207 4844 Krystal.Eppelstun@act.gov.au

Shared Services

Partnership Services

Digital Records Support

Electronic Document and Records Management System Project Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48346)

Gazetted: 25 May 2021

Closing Date: 16 June 2021

Details: The Digital Records Support (DRS) Project team are looking for an enthusiastic new member to assist us deliver Whole of Government recordkeeping projects across the ACT Government. This person will be experienced in delivering support to Electronic Document and Records Management System (EDRMS) environments and

possess an understanding of project management principles. You will be adaptable and resilient in an environment with high operational tempo and a constantly changing landscape.

Digital Records Support (DRS) is essential in supporting Directorates in transitioning to one of the approved Whole of Government (WHOG) EDRMS platforms. The EDRMS Project Officer will assist a small, dynamic team to liaise with Directorates, provide administrative support and develop training resources. You will have sound communication skills to provide training to a variety of stakeholders and help develop communication strategies for change management and project updates. You will also be team oriented and assist the Business as Usual (BAU) team when required to ensure service desk requests related to the EDRMS platforms are completed. If you are a positive, dedicated, and motivated person who is keen to look outside the box, and are willing to provide project and system support, training and change management processes to a variety of stakeholders then you are encouraged to apply.

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.

How to Apply: Applicants are asked to submit a three page pitch addressing the Capabilities in the Position Description along with a current curriculum vitae and two referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda McCormack (02) 6207 5259 Amanda.McCormack@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Data and Strategy

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49764)

Gazetted: 26 May 2021

Closing Date: 2 June 2021

Details: Are you a champ at jigsaw puzzles? Build LEGO like the LEGOMasters? Play well with others to solve problems and anticipate issues before they arise? If so, Access Canberra have the position for you!

The Strategy team within Fair Trading and Regulatory Strategy branch is looking for an Assistant Director with excellent leadership and collaborative skills as well as an ability to problem solve that is second to none.

The work is varied and fast-paced and will involve leading a small team to work collaboratively with the leadership teams of each branch across the agency. This team will need to be able to change focus quickly across a number of major projects and will also need to be able to respond to strategic issues as they arise.

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: This is a temporary position available from 21 June 2021 for a period of six months with 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.

How to Apply: If looking at the big picture is something you enjoy and if you love finding solutions to problems then send us a one page pitch outlining how you meet the selection criteria and are the best candidate for the job. Include your curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 linda.muscat@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.

Workforce Capability and Governance

Whole of Government Workforce Strategy and Capability

Workforce Strategies

Director, Executive Programs

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 52112)

Gazetted: 25 May 2021

Closing Date: 11 June 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

The Director, Executive Programs is responsible for ensuring whole-of-ACTPS executive development programs and initiatives utilise an evidence-based approach to deliver capability and capacity improvement across the service.

You will form part of a small, dedicated team responsible for the design, implementation and evaluation of whole-of-service executive development initiatives including SES Induction, leadership development, executive career profiling and coordinated mobility.

Preparing clear, evidence-based advice to senior Governance and Advisory boards, engaging with stakeholders from across the ACTPS, as well as communicating evaluation results and progress will regularly feature as part of this role. 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:

Qualifications and experience in a field related to strategic human resources, organisational psychology or adult development is highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit no more than two pages explaining why you're a great fit for the role, including relevant examples to demonstrate your skills, capabilities, knowledge and experience. Applicants are encouraged to contact the contact officer to learn more about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson (02) 6205 5303 Janet.Wilson@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Technical Services Delivery

Senior Backup and Disaster Recovery Specialist

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14286)

Gazetted: 24 May 2021

Closing Date: 14 June 2021

Details: The Technical Services Delivery team are seeking a Senior Backup and Disaster Recovery Specialist to join our team. The successful application will have demonstrated experience and knowledge in provisioning and maintaining modern storage and backup technologies within a complex environment.

Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

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. Selection may be based on application and referee reports only.

How to Apply:

Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Torley (02) 6207 8457 Robert.Torley@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

Director-General

Executive Level 4.2 \$410,504 - \$427,396 depending on current superannuation arrangements, Canberra (PN: E911)

Closing Date: 13 June 2021

- Deliver exceptional outcomes for the ACT community
- Career-defining opportunities
- Substantial remuneration packages

The ACT Public Service (ACTPS) is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and surrounding region under a 'one service' structure. The ACTPS consists of nine administrative units and employs around 24,500 staff.

In this important and influential position, you will be responsible for the governance, leadership and management of a large and complex human services Directorate that supports vulnerable Canberrans. You will be expected to provide reliable, timely and robust advice to multiple Ministers and Cabinet in relation to policies and programs, collaborate closely with the Head of Service and other Directors-General and agency heads, and develop strong and enduring relationships with a range of government and non-government stakeholders. You will also have statutory responsibility as both the Territory Parent and Commissioner for Social Housing. As a member of the ACTPS Strategic Board, you will be expected to play a key part in the leadership of the ACTPS and in the promotion of a culture that reflects agreed service-wide values.

To be a strong contender for either of these positions, you will need to be an exceptional leader and manager with a substantial and relevant record of achievement, preferably gained in a large, complex and politically sensitive organisation. Your impressive policy development and strategic direction-setting skills will be complemented by sound judgement, a strong focus on outcomes, the ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect. Appropriate tertiary qualification will be expected.

Remuneration: The position attracts a remuneration package ranging from \$410,504 to \$427,396 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$337,841.

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.

Before applying, please obtain the candidate information document relating to your preferred position by emailing admin@ianhansen.com.au. If, after reading the document, you require further information, please contact Ian Hansen on 0408 306 769. Applications close on 13 June 2021.

Inclusion and Participation

Executive Unit

Executive Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 36580)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: There's a piece of our puzzle missing - are you the perfect fit? Inclusion and Participation is seeking applications from high performing candidates for the position of Executive Assistant within our Executive Unit.

We are looking for an enthusiastic team member who has excellent organisational and communication skills and who can work in a dynamic and fast-paced team.

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

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to 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. Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit an Expression of Interest as a two-page statement that demonstrates relevant skills and experience against the Selection Criteria. Please include a current curriculum vitae and contact details of at least two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Cutrupi (02) 6205 3883 Renee.Cutrupi@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

Administration Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 36134)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: The Child Development Service (CSD) is seeking to fill the position of Administration Officer. This is a temporary position available for 11 months.

The Administration Officer will coordinate the day-to-day operations and the provision of excellent customer service to the Child Development Service clients and staff. In your role you will be required to have an understanding of clinical services, processes and activities undertaken by the clinical teams and associated staff. The Child Development Service is committed to providing the best service possible and supports staff in professional development to achieve this. This position reports to the Corporate Officer.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office and database systems.

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 is a temporary position available for a period of 01 July 2021 up till 13 May 2022.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Ohara (02) 6205 3758 jenna.ohara@act.gov.au

Office of the Director-General

Organisational Governance

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 55632)

Gazetted: 20 May 2021

Closing Date: 27 May 2021

Details: Community Service Directorate (CSD) is seeking an experienced officer for the Ministerial Liaison Officer (MLO) position for its Governance Unit. The MLO is responsible for monitoring all in-coming and out-going correspondence and briefs for the five CSD portfolio Ministers, including tracking and following up and assisting with the distribution and handling of these documents throughout the Directorate. The successful applicant will have strong interpersonal and liaison skills and have the capacity to work to tight deadlines. Experience in using an Electronic Document and Records Management System (EDRMS) is an advantage.

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, trans-gender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Experience in using an Electronic Document and Records Management System (TRIM), and the use of Microsoft Office applications.

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

How to Apply: Please provide a response to each of the Selection Criteria outlining experience and/or ability, focusing on experience in Total Records and Information Management (TRIM) with a maximum of 400 words per criteria. Along with a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda McCoy (02) 6205 0457 Linda.McCoy@act.gov.au

Children, Youth and Families

Executive Branch Manager, Child and Youth Protection Services, Operations

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E758)

Gazetted: 21 May 2021

Closing Date: 13 June 2021

Details: Children, Youth and Families (CYF) works in partnership with the community to protect children and young people from being harmed and from harming others. CYF also works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Child and Youth Protection Services (CYPs) has a statutory responsibility to support children, young people and families requiring a care or justice response.

The Executive Branch Manager, Child and Youth Protection Services (Operations) is responsible for the provision of an array of statutory services to ACT children and young people and their families.

The position occupant has responsibility for key performance indicators pertaining to children and young people in ACT statutory systems, legislation, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in youth justice and care and protection at both a local and national level.

The position will report directly to the Executive Group Manager, Children, Youth and Families.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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: If the above role sounds like you and you want to be part of an organisation that supports the community, please submit no more than four pages addressing the capabilities and Job Specific criteria, a current curriculum vitae and contact details of two referees. Your application will be treated in the strictest of confidence.

Note: This position is being re-advertised and previous applicants will be considered and do not need to reapply.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Pappas (02) 6205 6922 helen.pappas@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

Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E716)

Closing Date: 13 June 2021

- Deliver exceptional outcomes for the ACT community
- Career-defining opportunities

- Substantial remuneration packages

The ACT Public Service (ACTPS) is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and surrounding region under a 'one service' structure. The ACTPS consists of nine administrative units and employs around 24,500 staff.

In this challenging and rewarding role, you will be responsible for the Directorate's performance in the public education schooling sector which consists of 89 schools and over 50,000 students. As a key member of the Territory's second largest Directorate, you will work closely with the Director-General and other school leaders and stakeholders to achieve system-wide improvements in learning and development outcomes for all students. You will support the Director-General with the provision of high-level policy and operational advice to Ministers and the Government and have the drive to achieve improved levels of student and family engagement, particularly in relation to Aboriginal and Torres Strait Islander students and students experiencing disadvantage. You will also be expected to act from time to time in the absence of the Director-General.

To be a strong contender for either of these positions, you will need to be an exceptional leader and manager with a substantial and relevant record of achievement, preferably gained in a large, complex and politically sensitive organisation. Your impressive policy development and strategic direction-setting skills will be complemented by sound judgement, a strong focus on outcomes, the ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect. Appropriate tertiary qualification will be expected.

Remuneration: The position attracts a remuneration package ranging from \$361,128 to \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

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.

Before applying, please obtain the candidate information document relating to your preferred position by emailing admin@ianhansen.com.au. If, after reading the document, you require further information, please contact Ian Hansen on 0408 306 769. Applications close on 13 June 2021.

Executive Group Manager, Service Design and Delivery

Temporary Vacancy (4 June 2021 to 3 September 2021, with a possibility of extension up to 6 months)

Education Directorate

Service Design and Delivery

Position: E107

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 20 May 2021

The Executive Group Manager Service Delivery and Design reports to the Deputy Director-General and is part of the Directorate's Senior Executive Team and Corporate Executive team.

The position requires a person with exceptional executive leadership and management skills as well as expertise in service design, continuous improvement and an understanding of the relationships between the Directorate, Government, Minister, peak bodies and community. This position is available from 4 June 2021 to 3 September 2021, with a possibility of extension up to 6 months. The period of this short-term vacancy will not exceed 6 months.

The position requires superior skills in developing and implementing new service models, improvement strategies, program reform and the ability to think strategically. Excellent interpersonal, organisational and communication skills are critical for this role.

High level analytical and negotiating skills, superior judgment in relation to financial management and organisational improvement and the capacity for innovation and value adding are necessary.

To apply: Applications should include a one page expression of interest and a current Curriculum Vitae including the details of two referees to David Matthews via email, david.matthews@act.gov.au by COB Monday 24 May 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS executives Band 1 and above.

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

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

Office For Schools

Tuggeranong

Wanniassa Hills Primary

School Leader C

School Leader C \$126,542, Canberra (PN: 11047)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: The following outline the inherent duties of the role:

As a member of the executive team, provide leadership in the development, implementation and achievement of school and system priorities

Provide effective leadership for the Junior Primary Team (Preschool – 2) especially in delivering high quality pedagogy, assessment and reporting, linked to the Australian and Cambridge University curriculum

Ability to provide coaching and mentoring to staff and role model exemplary classroom practice to build capacity across the school. Particular areas of expertise would include Readers and Writers Workshop, Letters and Sounds and Visible learning

Undertake an appropriate teaching load and fulfil administrative and other duties as required.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Manders (02) 6142 0600 John.Manders@ed.act.edu.au

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

Office for schools

South / Weston

Mount Stromlo High School

Laboratory Assistant (Mount Stromlo High School)

School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 00840)

Gazetted: 20 May 2021

Closing Date: 27 May 2021

Details: Are you looking for a great opportunity in a dynamic school setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the Science faculty.

Mount Stromlo High School is looking for an enthusiastic and innovative Science Assistant to support the science faculty with best practice and processes ensuring a high standard and level of accuracy.

Your major activities include but are not limited to:

Provide technical knowledge and advice to support teachers and students in the implementation of educational programs.

Coordinate the operations of a science laboratory including labelling of chemicals, calculations to prepare chemical stock solutions, and maintenance of live specimens.

Undertake research and trial experiments to identify safe and relevant class demonstrations; prepare experiments and materials for demonstrations and practical lessons.

Manage the safe storage, handling and disposal of equipment, chemicals, biological and biochemical materials in accordance with relevant legislation/policy.

Produce and maintain Chemical Management Manifest and Material Safety Data Sheets in accordance with relevant legislation/policy.

Monitor, source and evaluate resources in relation to school needs; obtain quotes and/or make purchases as required; maintain work area budget and/or monitor expenditure against budget.

Provide general administrative support such as preparing standard correspondence, data entry, records management, student reporting, photocopying and secretariat support.
Contribute to work area planning and decision making in support of school outcomes and business improvement.
Recommend, coordinate and oversee modifications and/or repairs of equipment/machinery to ensure operational efficiency.

Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, undertake risk assessments and initiate appropriate action.

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.

Desirable:

Certificate III in relevant Laboratory Technology or relevant experience in a science context.

First Aid qualification, or willingness to undertake appropriate training.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the contact officer.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Darren.King@ed.act.edu.au (02) 6142 3444 Darren.King@ed.act.edu.au

Office for Schools

North Canberra / Gungahlin

O'Connor Cooperative School

Building Service Officer

Building Service Officer 2 \$60,382 - \$63,127, Canberra (PN: 36457)

Gazetted: 21 May 2021

Closing Date: 28 May 2021

Details: O'Connor Cooperative School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer.

The duties of the position require a high degree of manual activity.

Applicants should possess an appropriate level of functional physical fitness.

The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Please see Duty Statement and Selection Criteria attached in the Position Description attached for more information.

Eligibility/Other Requirements:

Mandatory:

Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety .

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps.

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

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Notes: 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/or ability regarding the Duty Statement and Selection Criteria in the Position Description attached.

Please also include a separate curriculum vitae; contact details of at least two referees and include copies of any other relevant documentation including trade certificate, Working with Vulnerable People Card, First Aid etc.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Loudon (02)6142 0345 Jenny.Loudon@ed.act.edu.au

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

Office for Schools

Tuggeranong

Namadgi School

Information Technology Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 20657)

Gazetted: 21 May 2021

Closing Date: 28 May 2021

Details: Namadgi is a Pre-School to Year 10 School, offering a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. We are seeking a motivated individual with well-developed organisational skills, independent work ethic, and time management to fill the role of Information Technology Support Officer.

They require excellent communication and customer service skills and have the ability to work effectively as part of a team and within a busy work environment that has competing demands.

This position involves close daily contact with students, staff, parents and the school community. The Communications, IT and AV Officer works closely with the Principal and Business Manager.

Key Responsibility:

While working in collaboration with the school executive/leadership team to provide ICT support to Namadgi School applicants will;

Take a leadership role in the management, development and improvement of the school network that includes IT security, hardware and software repairs and upgrades. Liaise with outside agencies as necessary.

Provide network support to all staff across the complex, students and community.

Design and implement a variety of reports using various database packages.

Promote the use of the network facilities with particular attention to providing staff with professional development support in using the network and related software packages.

Undertake administrative tasks related to the operation of the school's networks including record keeping of stock, maintaining budgets, equipment and room booking sheets.

Eligibility/Other requirements:

It is desirable that applicants have completed, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

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: Please provide a two-page pitch outlining your experience and abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Flint (02) 6142 0900 janet.flint@ed.act.edu.au

Office For Schools

North Gungahlin Network

Black Mountain School

Allied Health School Leader

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 42349)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: Black Mountain School is seeking an experienced allied health professional to join the school leadership team. The successful applicant will have strong leadership skills and work collaboratively with school leaders to develop and lead an innovative interprofessional practice team approach within the school to wholistically support students with complex needs. The ideal applicant will have a demonstrated understanding of evidence-based universal, selected and targeted supports and be familiar with specialist education settings.

This role will be pivotal in providing advice and guidance on best practice when working with students and will work closely with the leadership team to build the capacity of staff to improve the safety and wellbeing of students and staff.

Eligibility/Other Requirements:

This position is for allied health professionals who are from psychology, social work, occupational therapy or speech pathology disciplines.

The candidates from professions that are registered (Occupational Therapy and Psychology) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

For Social Work and Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A minimum of three years work experience is required (five years is desirable).

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.

Possession of a current driver's licence and access to a private vehicle.

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

How to Apply: Please submit your current curriculum vitae, statement of claims against the Selection Criteria (maximum three pages) and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Patrick (02)62056377 Sally.Patrick@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Director - Technical Solution Architect

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 32975)

Gazetted: 24 May 2021

Closing Date: 10 June 2021

Details: This is a critical leadership position to lead and direct overarching solution designs to improve and assist in selecting tools or products that improve business efficiency. Crucial is the understanding of the WhoG technology direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with all levels of the organization across diverse areas and multiple stakeholders to select and implement solutions, building strategic and tactical relationships inside and outside the organization to support ACT Education's growth.

As the Technical Solution Architect you will play a role in positioning solution design, you will be both hands on and a leader in the technical design, analysis, development and management, solving some of Education's biggest challenges. You will also contribute to the branches strategic service delivery by supporting digital capabilities and contributing to information sharing frameworks.

Ideally you have ten years or more experience and understanding of data and software development skills and should have a technical development or architecture background.

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.

Degree qualification in related field or equivalent experience is highly desirable.

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

How to Apply:

In two pages or less tell us

Why you want the role;

What you would bring to the role and what you would get out of it; and

Describe an achievement that you are most proud of.

A current curriculum vitae

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

If you require further information please email ebm.dsst@act.gov.au to arrange a time to speak with Kelly Bartlett

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett Please email ebm.dsst@act.gov.au to arrange a time to speak with Kelly Bartlett

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Staffing Officer

School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 44802)

Gazetted: 24 May 2021

Closing Date: 31 May 2021

Details: Caroline Chisholm School is seeking a highly motivated individual to work as a Staffing Officer across Caroline Chisholm's (Pre-school to Year 10) P-10 dual campus school. The successful applicant will work closely with the Business Manager and the leadership team and be required to show a considerable degree of independence and consistently exercise sound judgment, confidentiality and discretion. The applicant will possess excellent time management, communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

This role is responsible for -

Organising relief staff to cover staff absences across the P-10 school, assisting with staff timetabling. Reconciling staff leave submissions and relief staff bookings,

Preparing and lodging staff short term and long-term contracts,

Providing advice and support to executive and all staff and maintain processes that contribute to the efficient and effective management relating to Staffing/HR matters,

Record management relating to HR and staffing related matters,

Providing support in both front offices as required and general administrative duties including first aid support.

Eligibility/Other Requirements:

Competent in the use of Microsoft Office 365, Google Drive, School Admin System (SAS), Schools Staffing Expenditure Monitoring System (SSEMS) and SIMS (School Staffing Integrated Management System).

This role requires current first aid qualifications.

This position is also required to work six days during stand down periods between school terms (two days within each stand down period) to undertake duties as directed by the Business Manager. This can be negotiated with the Principal or Business Manager prior to commencing in this role.

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: Selection may be based on application and referee reports only. This position requires some flexibility around the core working hours to assist with meeting the demands of the relief recruitment role.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of three pages) and provide a current curriculum vitae and the names and contact of two referees. A current referee report is required to be submitted with the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonia Jamieson (02) 6142 3529 Sonia.Jamieson@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Telopea Park School

Building Service Officer

Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 41830)

Gazetted: 21 May 2021

Closing Date: 11 June 2021

Details: Telopea Park School/Lycée Franco-Australien de Canberra provides a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. This unique school operates under a Bi-national agreement between the French and Australian governments to deliver a high quality bilingual education program for students from kindergarten to year 10. The English stream in the high school provides learning through an International Baccalaureate Middle Years Program. In the pursuit of excellence, responding to changing educational and training needs through high quality learning and effective resourcing for staff and students is a priority.

We are looking for a motivated individual who has initiative and is able to work individually or as part of team. The successful applicant will have demonstrated well-developed organisational skills, a strong work ethic, proven time management and well developed skills in the building industry. They will also have the skills to manage the school's physical infrastructure, providing support to staff and students to develop and access learning. This position will work closely with the Business Manager on a daily basis to deliver functional, reliable and fit for purpose educational spaces to the school, including identification and implementation new and emerging technologies.

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:

An industry recognised trade qualification or extensive equivalent work experience.

Good understanding of the Google and Microsoft office suite, Outlook, Word and Excel.

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.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps, Electrical Test and Tag, General Construction Induction (White Card Training)

Notes: This is a temporary position available for a period of 21 June 2021 up to 27 January 2022 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: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Weeks (02) 6142 3388 hayden.weeks@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Schools Resourcing and Finance

Senior Finance Officer, SSEMS Support

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51912, several)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: The Schools Resourcing and Finance team is looking for two Senior Finance Officers who can assist with the implementation and ongoing support of the new Schools Staff Expenditure Monitoring System (SSEMS) and other school finance related roles. To be successful in joining the team you will need to be a motivated, well organised person who can work independently and as a team member. To be successful in the role of Senior Finance Officer, SSEMS Support, you will possess experience in accrual-based public sector accounting and strategic budgeting, have strong analytical skills to analyse financial data, high level communication skills both written and oral, and the ability to develop and implement innovative solutions to complex problems.

Eligibility/Other requirements:

Tertiary accounting or equivalent qualifications is highly desirable.

Advanced excel skills would be an advantage.

Notes: There are two temporary position available for a period of 01 July 2021 up to 31 December 2021 with the possibility of permanency.

How to Apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Selection Criteria which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Camille Sides (02) 6207 6224 camille.sides@act.gov.au

School Improvement and Performance

Belconnen Network

Melba Copland Secondary School

Executive Assistant

School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 40490)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in engaging, nurturing and educating a community. Melba Copland Secondary School (MCSS) is a dual campus secondary school situated in the West Belconnen region of Canberra. It is the only government school in the Canberra region providing secondary education for all students from years 7 to 12 and offering both the International Baccalaureate Middle Years program (MYP) and Diploma Program (DP). MCSS provides a rich education for 21st century learners in a context of Excellence, Integrity and Harmony. The Executive Assistant plays an integral role within the school community and the school's improvement agenda, ensuring the school is a safe, happy and a positive environment where students love to learn. They provide valuable, enabling support to the Principal and senior executive team while working collaboratively with the rest of the school leadership team and the school community to support student outcomes.

This is demonstrated daily by:

- A proven understanding of the workings of a school and challenges it offers as a dynamic working environment;
- High level of professional communications skills, with demonstrated capability to effectively communicate with senior executive staff, school staff and external stakeholders
- Strong organisational skills with a high degree of initiative and drive.

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

Eligibility/Other Requirements:

- Prior to 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.

Desirable:

- First aid qualifications, or willingness to undertake appropriate training.

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

How to Apply: Please apply, 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 referee's reports.

Applications should be submitted via the Apply Now button

Contact Officer: Leon Sanft (02) 6142 0333 leon.sanft@ed.act.edu.au

Business Services

Governance and Community Liaison

Legal Liaison

Administration Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 03079)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: The Education Directorate delivers high quality education services through government schools, registers non-government schools, registers and regulates home education, early childhood learning centres and supports vocational education and training in the ACT.

The Administration Officer within the Governance and Community Liaison branch will play a critical role in supporting the efficient operation of the team in meeting its operational requirements. In a high-paced and dynamic environment, the Administration Officer may work closely with the Branch Executive and Senior Director Legal Liaison and other key staff to manage the team's workflow.

The contact officer for this position is the Senior Director Legal Liaison, Governance and Community Liaison Branch of the Education Directorate.

Notes: This is a temporary position available immediately for a period up to 31 October 2021 with the possibility of permanency. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written application of no more than two pages, a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

Business Services

Strategic Finance and Procurement

Assistant Director Schools Staff Expenditure Monitoring System

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51914)

Gazetted: 25 May 2021

Closing Date: 8 June 2021

Details: The Schools Resourcing and Finance team is looking for an Assistant Director who can assist with the implementation and ongoing support of the new Schools Staff Expenditure Monitoring System (SSEMS) and other school finance related roles.

To be successful in joining the team you will need to be a motivated, well organised person who can work independently and as a team member.

To be successful in the role of Assistant Director SSEMS, you will possess experience in accrual-based public sector accounting, strategic budgeting and resource management skills, excellent analytical ability to analyse financial data, high level communication skills both written and oral, and the ability to implement innovative solutions to complex problems.

Eligibility/Other Requirements:

- Tertiary accounting or equivalent qualifications is highly desirable.
- Experience in analysing data and advanced excel skills would be an advantage.
- Experience with whole of government human resource systems is also highly desirable.

Note: This is a temporary position available from 1 July 2021 up until the 31 December 2021 with the possibility of permanency.

How to Apply: Potential candidates should include a supporting statement of no more than two pages addressing the Selection Criteria which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Camille Sides (02) 6207 6224 camille.sides@act.gov.au

School improvement

Belconnen Network

Business Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51916)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Aranda Primary School is in Aranda. Our enrolment area includes Aranda and Cook. We have 616 students enrolled across Kindergarten to Year 6, 41 teaching staff and eight support staff.

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.

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role.

Financial qualification or relevant experience.

Notes: 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 your response of no more than two pages and no less than 11 point font addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Pearce (02) 6142 3030 Scott.Pearce@ed.act.edu.au

Business Services

Governance and Community Liaison

Office of the Executive Branch Manager

Executive Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 33388)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: The Governance and Community Liaison Branch is seeking an enthusiastic and motivated Executive Assistant who is organised, proactive, flexible, has a keen eye for detail, has experience with Outlook and records management systems and is able to work to competing priorities and deadlines. The vacancy is currently until the end of 2021 but there is a possibility of extension or permanency.

Notes: This is a temporary position available for a period of 14 June 2021 up to 31 December 2021 with the possibility of extension and/or permanency.

How to Apply: Applicants should provide a curriculum vitae and written application of up to two pages describing how their Skills, Knowledge, Behavioural Capabilities and experiences relate to the duties of the position. Selection may be based on this written submission and referee reports only, while still ensuring that the selected applicant/s is suitable and will be able to fulfil the required duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6207 9264 kristen.laurent@act.gov.au

Office for Schools

Tuggeranong Network

Calwell High School

Building Services Officer

Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 28956)

Gazetted: 25 May 2021

Closing Date: 1 June 2021

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Building Service Officer 3 (BSO). The BSO position is an essential part of a school. It involves maintenance of the school buildings and grounds to a high standard, accessing safety and security hazards, completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs. This is a job which has a lot of competing responsibilities and so the ability to prioritise is essential. Being able to work as part of a team and recognise the importance of their role to the education of students are essential to the role.

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

Eligibility/Other requirements:

Mandatory

Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement.

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps.

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.

Desirable

An industry recognised trade qualification or equivalent work experience

Notes: This is a temporary position available for a period of 28 June 2021 up to 07 January 2022 with the possibility of permanency.

How to Apply: Please submit your response addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the contact officer. All mandatory qualifications will need evidence at time of interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elissa East (02) 6142 1932 elissa.east@ed.act.edu.au

School Performance and Improvement

North and Gungahlin

Dickson College

Hospitality Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 35406)

Gazetted: 24 May 2021

Closing Date: 7 June 2021

Details: Dickson College is seeking a highly motivated, dynamic and innovative classroom teacher of Hospitality. Applicants must be suitably qualified to teach VET courses and will also be required to teach in an

additional teaching area. The successful applicant will demonstrate best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

Eligibility/Other Requirements:

Mandatory:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

SIT20316 Certificate II in Hospitality

TAE40116 Certificate IV in Training and Assessment (or the equivalent qualification)

Highly Desirable:

Ability to teach in another subject discipline.

Notes: This is a temporary part-time position available at (22:03) hours per week available from 12 July 2021 until 1 July 2022. The above full-time salary will be pro-rata. Full-time hours may be considered based on the staffing needs of the college.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Cowell (02) 6142 0169 Jenny.Cowell@ed.act.edu.au

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

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

Planning and Urban Policy

Senior Planning Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 25331)

Gazetted: 26 May 2021

Closing Date: 11 June 2021

Details: The Environment, Planning and Sustainable Development Directorate is seeking a suitably skilled individual to administer the Territory Plan, including managing the statutory and administrative processes in accordance with the *Planning and Development Act 2007*. You will provide high level policy and technical advice; and for the first 12 months, contribute to the progression of reform work for the ACT Planning System Review and Reform Project.

Eligibility/Other Requirements: A tertiary qualification in town/urban planning, architecture, landscape architecture, urban design, environmental planning or a related discipline is highly desirable. Significant work experience in the urban planning or related field is highly desirable.

Note: This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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: Response to Selection Criteria of no more than 350 words per criteria, together with curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Engagement and Executive Support

Communication and Engagement

Senior Communication and Engagement Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42972)

Gazetted: 20 May 2021

Closing Date: 3 June 2021

Details: The Engagement and Executive Support Section's vision is to lead in the delivery of innovative, client focussed, government and communication services to the Environment, Planning and Sustainable Development Directorate and the ACT community.

The communications and engagement team is responsible for developing communication and engagement strategies for directorate projects. The team also provides media management, events and campaigns, advertising and marketing, website management, social media and internal communications support. It is also responsible for supporting the Ministers offices for all communication and media issues.

The communication and engagement team is looking for a motivated, experienced communicator who can deliver high-quality communication education campaigns and community engagement activities.

Eligibility/Other Requirements:

Highly Desirable: Tertiary qualifications in communications, public relations or journalism, marketing, with a record of achievement in the design and delivery of community engagement and education campaigns.

Note: This is a temporary position available for a period for six 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.

How to Apply: Please demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. We encourage you to be creative with your Expression of Interest!

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Cooper (02) 6207 2397 natalie.cooper@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

ACT Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Financial Assistance Scheme, Senior Assessor

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 31852)

Gazetted: 21 May 2021

Closing Date: 9 June 2021

Details: Victim Support ACT (VSACT) is seeking a highly organised individual with strong assessment and interpersonal skills to join the Financial Assistance Scheme (FAS) team within the ACT Human Rights Commission.

Duties of the Senior Assessor include:

Progressing a caseload of complex applications for victims of crime financial assistance

Making timely, accurate and well-reasoned decisions in accordance with legislation

Providing information and referrals for clients with additional support needs

Providing oversight, advice and support to junior FAS team members

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 a 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.

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

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should address the Selection Criteria and indicate how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Platt (02) 6207 4941 Katrina.Platt@act.gov.au

Legislation Policy and Programs
Liquor, Racing and Gaming Policy
Liquor, Racing and Gaming
Senior Legal Policy Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38743)

Gazetted: 20 May 2021

Closing Date: 10 June 2021

Details: The Liquor, Racing and Gaming Policy team within the Civil and Regulatory Law Branch is seeking applications for a Senior Policy Officer.

The Liquor, Racing and Gaming Policy team is responsible for providing legal policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. This includes supporting the Government's regulatory and harm reduction initiatives and the delivery of gaming related commitments made under the Parliamentary and Governing Agreement of the 10th Assembly.

The team works closely with Access Canberra, as the regulator, the community and industry stakeholders to formulate policy and legislation advice to Government and to develop and implement initiatives.

Senior policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic team that makes a significant impact on the lives of Canberrans.

Eligibility/Other Requirements: Relevant tertiary qualifications in Law, Economics or a related field or significant study towards gaining qualifications would be highly desirable.

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

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Sparke (02) 6207 0580 Megan.Sparke@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

Infrastructure Delivery Partners
Social Project Management
Project Officer

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 36231)

Gazetted: 24 May 2021

Closing Date: 7 June 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!

Infrastructure Delivery Partners provides:

- Advice to government on major infrastructure projects;
- Project management of the Capital Framework (TCF);
- Advice and administration on capital works procurement;
- Managing and delivering the majority of Territory funded capital works projects;
- Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;
- Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites;
- and
- Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

In this role you will contribute to or manage the delivery of a range of infrastructure projects within time, cost and scoping targets as well as provide project management, procurement and contract management services on behalf of Directorates.

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

Eligibility/Other Requirements:

Mandatory:

- hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- hold a relevant building degree; or
- have significant building or Infrastructure knowledge and/or project management experience. Desirable:
- Experience in the delivery of health, justice and community safety infrastructure projects.

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

How to Apply: 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: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Built Form and Divestment

Affordable Housing

Client Liaison Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 52093)

Gazetted: 25 May 2021

Closing Date: 15 June 2021

Details: The Suburban Land Agency is looking for an enthusiastic and organised team member to support us in delivering the Affordable Home Purchase Scheme for the ACT Government. Working to assess customer eligibility and liaise with key stakeholders, applicants should be able to provide support, coordination and administration with competing priorities. We are looking for candidates who can be flexible and adapt to new situations, with sound communication skills. You should be able to establish relationships well and work with people from diverse backgrounds. We are looking for a valuable team member who is a confident communicator and has experience working with a range of Information Technology (IT) systems to manage the customer experience. This is an exciting opportunity to work with a small team to help eligible community members become homeowners.

How to Apply: Please review the attached Position Description for details of the duties and responsibilities for this role. Applicants should submit:

Response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the attached Position Description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and Why you are the best person for the job.

A current Curriculum Vitae including details of your work history.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Valeri (02) 6207 2855 Teagan.Valeri@act.gov.au

Suburban Land Agency

Development Delivery

Greenfield, Gungahlin

Senior Development Manager

Infrastructure Officer 5 \$156,876, Canberra (PN: 14144)

Gazetted: 20 May 2021

Closing Date: 10 June 2021

Details: The Suburban Land Agency is looking for a highly experienced Project Manager with skill and tenacity to undertake the role of Senior Development Manager in the Agency's Gungahlin Team. The role is complex and therefore your organisational skills teamed up with a level proactive drive is something we are looking for. We want to seek those with a track record of success for complex project delivery. You will head up the delivery of sustainable and people-focused neighbourhoods from concept design through to construction completion. This entails:

Managing the design, delivery and be accountable for a range of greenfield development projects from conception through to completion. This includes project management, obtaining necessary environmental and statutory approvals, preparing consultant briefs, undertaking procurement and contract management, coordinating design and planning documentation, coordinating the preparation of sales documents and assisting with developing, implementing and monitoring financial feasibility plans, budgets and business plans.

Managing key stakeholders associated with project delivery, including government directorates and agencies, community groups, business and industry groups, and the Agency's Executive and Board.

Delivering on the Territory's agenda, including showcasing affordable living, a safe and healthy population, social inclusion, housing choice and environmental sustainability.

Applying strategic thinking on development approaches, such as creative place-making and design-led built form quality that promotes connectivity and active living, better public places for people and positive environmental and social outcomes.

Applying well developed probity and project governance, having detailed experience in procurement, contract management and Government and Cabinet approval processes.

Manage, supervise, and lead a multi-disciplinary team of stakeholders including staff, consultants and contractors to deliver the key objectives of the Agency.

Set priorities amongst a large number of competing issues, manage workload priorities, work to multiple deadlines and deliver high quality outputs and high quality advice to the Agency's Executive, Board, and Ministers.

Collaboratively problem solve issues with a range of stakeholders in business, government and the community and exercise sound judgement to develop innovative solutions in a fast moving work environment.

If you have the demonstrated ability to address the Position Description, we look forward to receiving an application from you.

Eligibility/Other requirements: Positions classified as an Infrastructure Officer require the occupant to:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Griffith (02) 6207 8724 andrew.griffith@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

Transport Regulation

Director- Transport Regulation

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46925)

Gazetted: 26 May 2021

Closing Date: 9 June 2021

Details: The Transport Regulation team in the Strategic Policy and Customer Branch is responsible for a range of road safety and transport matters and reports to the Minister for Transport and City Services. This position sits within the Transport Regulation team. The team develops and implements policy and legislation relating to road safety and transport regulation. The team reviews and implements reforms to the ACT's road transport laws and policy as well as preparing briefings for National Ministerial and Senior Officials meetings and participating in national working groups on road safety and transport reform.

The team is seeking a Director with experience in regulatory reform, project management and procurement to introduce mobile device detection cameras into the ACT's Road Safety Camera Program. *The ACT Road Safety Action Plan 2020-2023*, includes an action to investigate the use of mobile device detection cameras in the ACT. The role requires someone with strong communication skills, a proven ability to deliver quality products within set timeframes and experience developing and implementing regulatory reform. Experience in project management including procurement activities and assessing privacy implications is also highly desirable. The successful candidate will be required to develop and promote positive relationships with stakeholders (internal and external), suppliers and represent the Directorate.

Eligibility/Other Requirements: Regulatory and/or Legislative Policy Development experience or qualifications in a relevant field will be highly regarded.

Notes: This is a temporary vacancy 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. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

City Services

Development Coordination

Development Planning - traffic team

Assistant Director, Traffic Assessment and Modelling

Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 50263, several)

Gazetted: 24 May 2021

Closing Date: 7 June 2021

Details: The Assistant Director, Traffic is responsible for custodianship of ACT Government reference transport and traffic models (Trans CAD or Aimsun software) and supervising consultants in the build of transport models, including implementing processes and procedures for how models are accessed by external parties.

The position provides high level professional outputs and analysis on technical traffic/transport modelling approaches to support the Development Coordination Branch, and other teams as required. This may include technical advice on the interpretation and implications of transport and traffic modelling results in support of various activities (project and infrastructure planning, development approvals, operational road policy decisions) that require inputs from transport and traffic models.

The role also works closely with Roads ACT and contributes to the development of business cases and investment submissions and policy documents consistent with ACT Capital frameworks and funding guidelines.

This position requires an individual with a background in either traffic modelling, transport policy/planning/transport impact assessment and an appreciation of the relationship between transport demand, project planning, and network objectives in developing ACT Government infrastructure investment strategies.

Eligibility/Other Requirements: Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines with a minimum of five years' experience.

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

How to Apply: Applications should include:

- A supporting statement of two - three pages outlining experience and/or ability and addressing the requirements outlined in the attached Position Description - 'What You Require'.
- Contact details of at least two referees.
- A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Wyatt (02) 6205 4200 tim.wyatt@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.

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics and Waste

Business Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 38604)

Gazetted: 20 May 2021

Closing Date: 3 June 2021

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. ACT NoWaste designs, commissions, and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BAS) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by:

Ensuring ACT NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer ACT NoWaste business systems – weighbridge system and Salesforce platform modules (kerbside collection services system, contract management system and licensing and compliance system);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for kerbside collections; and

Provide input in to Transport Canberra and City Services (TCCS) and external data reporting requirements.

The Business Support Officer works within a small team and reports to the Business Systems Officer. The role is responsible for supporting the systems for the Branch, providing business reporting as well as supporting other administrative tasks.

The primary responsibilities for this position include:

Support daily operations of the weighbridge system for all locations;

Support daily operations of the waste systems (WSMS, WRMS, etc.);

Support system stakeholder liaison activities to resolve customer enquiries and complaints;

Prepare waste reports (operational and strategic) from a number of waste management systems and more generally in ACT NoWaste;

Contribute to data reconciliations to ensure data integrity is maintained;

Provide a highly professional, responsive and customer-oriented approach;

Support user acceptance testing and documentation update for all systems;

Actively participate in the analysis of ACT NoWaste business practices and procedures with a specific focus on continuous improvement and the achievement of operational service excellence; and,

Provide support and assistance to ACT NoWaste management and staff as required.

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 has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your response to the Selection Criteria in the attached description. Please limit your response to two pages. Two referee reports must be submitted with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie.Papin@act.gov.au (02) 6207 0342 Valerie.Papin@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Corporate

Finance

Assistant Director (Finance)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47096)

Gazetted: 24 May 2021

Closing Date: 31 May 2021

Details: The position will support the Chief Financial Officer in providing leadership to the team responsible for managing the financial function of WorkSafe ACT.

This includes assisting in the delivery of a range of financial accountability functions within WorkSafe ACT including budget preparation, financial reporting, financial analysis and planning and adherence to the Financial Management Act. The position liaises across the whole of ACT Government and with various external stakeholders to build and maintain effective relationships by ensuring accountability and improving financial management practices.

The successful person is required to have a strong background in finance and an understanding of data analysis systems such as Oracle, the Government Budget Management System (GBMS), TM1 and CDM; a good attention to detail; and an ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders including members of WorkSafe ACT.

Eligibility/Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position:

Highly developed understanding of budget processes and requirements and experience in the preparation of budget-related documents.

Demonstrated extensive experience working in financial management including the preparation of monthly and annual financial statements and liaising and collaborating with external auditors.

Notes: This is an expected permanent position. 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 address the Selection Criteria under Professional/Technical Skills and Knowledge and Behavioural Capabilities on the Position Description (maximum two pages) and attach an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Midori Kobayashi (02) 6205 3943 Midori.Kobayashi@worksafe.act.gov.au

Regulatory Policy and Licensing

Licensing

Assistant Director (Systems and Licensing)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51879)

Gazetted: 20 May 2021

Closing Date: 10 June 2021

Details: WorkSafe ACT was established as a fully independent office in July 2020, headed by the Work Health and Safety Commissioner who is the Territory's regulator.

The Assistant Director, Systems and Licensing is a new position that will have responsibility for the identification, development and implementation of strategic priorities for WorkSafe ACT.

In this position, you will be responsible for the day-to-day operations of the Team, including:

The implementation and continuous improvement of the regulator's case management system (Salesforce).

The continued development and implementation of WorkSafe ACT's Standard Operating Procedures and operational policies.

Delivery of the ACT's labour hire licencing scheme, and

WorkSafe ACT's licensing function.

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:

Knowledge of work health and safety and workers' compensation legislation and issues is desirable.

Knowledge of licensing functions and issues is highly desirable.

Tertiary qualifications in a related area are desirable but not essential.

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. 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 written application demonstrating your suitability for this position by addressing the criteria described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary McGivern (02) 6207 0925 Gary.McGivern@worksafe.act.gov.au

APPOINTMENTS

ACT Integrity Commission

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

Jack Raitt, Section 68(1), 31 May 2021

Canberra Health Services

Registered Nurse Level 2 \$94,409 - \$100,061

Najmeh Alyasin, Section 68(1), 24 May 2021

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

Jasmine Camilleri, Section 68(1), 20 May 2021

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

Michael Chua, Section 68(1), 24 May 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Callum Frank, Section 68(1), 27 May 2021

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

Cassandra Heffernan, Section 68(1), 27 May 2021

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

Joseph Jenkins, Section 68(1), 20 May 2021

Registered Midwife Level 3.2 \$122,360

Peta Kleinig, Section 68(1), 31 May 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Mary Muller, Section 68(1), 17 May 2021

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

Nadine Ellis, Section 68 (1) 11 May 2021

Health Service Officer 3 \$53,168 - \$54,896

Elizabeth Hilario, Section 68 (1) 24 May 2021

Health Service Officer 3 \$53,168 - \$54,896

Thomas Philip, Section 68 (1) 24 May 2021

Health Service Officer 3 \$53,168 - \$54,896

Martin Brown, Section 68 (1) 24 May 2021

Health Service Officer 3 \$53,168 - \$54,896

Esther Afful, Section 68 (1) 24 May 2021

Health Service Officer 4/5 \$54,896 - \$60,679

Marlene Maldonado, Section 68 (1) 24 May 2021

Health Service Officer 5 \$57,809 - \$60,679

Peter Nash, Section 68 (1) 25 May 2021

Health Service Officer 5 \$57,809 - \$60,679

Robert De Graaf, Section 68 (1) 24 May 2021

Health Professional Level 3 \$95,883 - \$101,033

Vanya Anderson, Section 68 (1) 24 May 2021

Canberra Institute of Technology

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

Lauren Stephen, Section 68(1), 21 May 2021

Chief Minister, Treasury and Economic Development

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

Max Arthur, Section 68(1), 24 May 2021

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

Karen Butters, Section 68(1), 31 May 2021

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

Julijana Desa, Section 68(1), 21 May 2021

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

Alyx Ford, Section 68(1), 1 June 2021

Building Trade Inspector \$97,071 - \$110,397

Glenn Hunt, Section 68(1), 27 May 2021

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

Yany Kraljevic, Section 68(1), 3 May 2021

Building Trade Inspector \$97,071 - \$110,397

Paul Ledbrook, Section 68(1), 27 May 2021

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

Jordan Leitch, Section 68(1), 1 June 2021

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

Rachael Lumber, Section 68(1), 1 June 2021

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

Rebecca McMillan, Section 68(1), 1 June 2021

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

Chloe Ogilvy, Section 68(1), 1 June 2021

Building Trade Inspector \$97,071 - \$110,397

Allan Rose, Section 68(1), 27 May 2021

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

Asterie Twizeyemariya, Section 68(1), 27 May 2021

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

Sarah Walmsley-Stonehouse, Section 68(1), 27 May 2021

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

Femke Withag, Section 68(1), 19 May 2021

Community Services

Health Professional Level 1/2 \$63,671 - \$93,203

Nidhi Tyagi, Section 68(1), 17 May 2021

Director of Public Prosecutions

Prosecutor Associate \$73,248 - \$75,492

Crystal Holt, Section 68(1), 24 May 2021

Environment, Planning and Sustainable Development

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

Keith Amos, Section 68(1), 27 May 2021

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

Samuel Byrne, Section 68(1), 24 May 2021

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

Anna Haiblen, Section 68(1), 24 May 2021

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

Olivia Merrick, Section 68(1), 18 May 2021

Justice and Community Safety

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

Malage Dharmaratne, Section 68(1), 19 May 2021

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

Audrey Marco, Section 68(1), 20 May 2021

Major Projects Canberra

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

Cameron Musgrove, Section 68(1), 24 May 2021

Transport Canberra and City Services

Bus Operator - Training \$71,642

John Aislabie, Section 68(1), 24 May 2021

Bus Operator - Training \$71,642

James Feneri, Section 68(1), 24 May 2021

Bus Operator - Training \$71,642

Reece Jones, Section 68(1), 24 May 2021

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

Adriaan Nel, Section 68(1), 24 May 2021

Bus Operator - Training \$71,642

Ravi Pal Singh, Section 68(1), 24 May 2021

TRANSFERS

Canberra Health Services

Shakira Spiller

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 04552) (Gazetted 27 September 2020)

Chief Minister, Treasury and Economic Development

Hayden Brown

From: Infrastructure Officer 2 \$87,822 - \$101,039

Major Projects Canberra

To: Technical Officer Level 4 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 30707) (Gazetted 23 March 2021)

Matthew Hart

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11707) (Gazetted 10 February 2021)

Community Services

Phyo Wai

From: Child and Youth Protection Professional Level 3 \$104,674 (up to \$112,639 on achieving a personal upgrade)

Community Services

To: Child and Youth Protection Professional Level 3/Child and Youth Protection Professional Level 4 \$102,353 - \$125,587

Community Services, Canberra (PN. 10413) (Gazetted 7 April 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Akinyemi Emmanuel

From: Information Technology Officer Class 2 \$87,715 - \$100,388

ACT Health

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

ACT Health, Canberra (PN. 50751) (Gazetted 1 April 2021)

Canberra Health Services

Canberra Health Services

Sharon Brew

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17238) (Gazetted 9 September 2021)

Ashwin Kumar

From: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Canberra Health Services

To: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services, Canberra (PN. 23043) (Gazetted 15 April 2021)

Canberra Health Services

Beatrice Mwaniki

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 24606) (Gazetted 11 February 2021)

Clinical Services

Payal Singh

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. 50779) (Gazetted 16 April 2021)

Canberra Institute of Technology

Education and Training Services

Business and Leadership

Business

Mohammed Alam

From: Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Canberra Institute of Technology

To: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology, Canberra (PN. 51529) (Gazetted 25 May 2021)

Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff). Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Education and Training Services

CIT Trade Skill's

Automotive, Metals and Logistics

Adrian Gibbons

From: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology

To: †Teacher Level 2 \$110,445

Canberra Institute of Technology, Canberra (PN. 48308) (Gazetted 1 April 2021)

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure Group

ACT Property Group

Integrated Facilities Management

Grant Cusack

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

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$131,141 - \$148,993

Chief Minister, Treasury and Economic Development, Canberra (PN. 45634) (Gazetted 12 March 2021)

Economic Development

Skills Canberra

Analytics and Policy Services

Shun Deng Fam

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31373) (Gazetted 18 February 2021)

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Education

Benjamin McMahon

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50142) (Gazetted 21 December 2020)

Economic Development

Skills Canberra

Vocational Education Training Promotion and Support

Shane Schembri

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 25196) (Gazetted 6 April 2021)

Access Canberra

Office of the Deputy Director-General

Rachael Short

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

ACT Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36223) (Gazetted 3 March 2021)

Access Canberra

Projects, Governance and Support

Government and Business Coordination

Julie Whild

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36997) (Gazetted 2 March 2021)

Community Services

Housing ACT

Client Services

Development and Support

Laura Black

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

Community Services

To: †Senior Officer Grade C/Legal 1 \$67,893 - \$136,739

Community Services, Canberra (PN. 36801) (Gazetted 12 March 2021)

Children, Youth and Families

Child and Youth Protection Services

Melaleuca Place

Elizabeth Gay

From: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services

To: Child and Youth Protection Professional Level 3/Child and Youth Protection Professional Level 4 \$102,353 - \$125,587

Community Services, Canberra (PN. 14049) (Gazetted 7 April 2021)

Office of Director-General

Organisational Governance

Ministerial and Executive Governance

Linda McCoy

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

Chief Minister, Treasury and Economic Development

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

Community Services, Canberra (PN. 55630) (Gazetted 26 February 2021)

Education

School Improvement

Tuggeranong

Theodore Primary School

Jessica Crilly

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

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 03748) (Gazetted 31 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.

Justice and Community Safety

Emergency Services

Guy Cassis

From: FB6 (Station Officer) \$112,112

Justice and Community Safety

To: †FB7 (Commander) \$133,551

Justice and Community Safety, Canberra (PN. 41769) (Gazetted 20 May 2021)

Emergency Services

Bruce Chancellor

From: FB6 (Station Officer) \$112,112

Justice and Community Safety

To: †FB7 (Commander) \$133,551

Justice and Community Safety, Canberra (PN. 45960) (Gazetted 20 May 2021)

Legislation Policy and Programs

Criminal Law

Angela Lauman

From: Legal Officer Grade 1 \$67,893 - \$136,739

Justice and Community Safety

To: †Legal Officer Grade 2 \$148,564 - \$154,670

Justice and Community Safety, Canberra (PN. 42758) (Gazetted 2 March 2021)

Legislation, Policy and Program

Governance and Business Support

Shwu Leow

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

Major Projects Canberra

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

Justice and Community Safety, Canberra (PN. 38972) (Gazetted 19 April 2021)

ACT Parliamentary Counsel's Office

Legislative Drafting Section

Christina Maselos

From: Assistant Parliamentary Counsel 2 \$148,564 - \$154,670

Justice and Community Safety

To: †Assistant Parliamentary Counsel 3 \$165,814 - \$172,980

Justice and Community Safety, Canberra (PN. 42297) (Gazetted 3 May 2021)

ACT Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

Samuel Perillo

From: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$136,323 - \$143,578

Justice and Community Safety, Canberra (PN. 25426, several) (Gazetted 1 March 2021)

ACT Emergency Services Agency

Finance

Finance and Budgets

Yan Wang

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

Justice and Community Safety

To: †Senior Officer Grade A \$151,002

Justice and Community Safety, Canberra (PN. 50319) (Gazetted 22 March 2021)

Emergency Services

Christopher White

From: FB6 (Station Officer) \$112,112

Justice and Community Safety

To: †FB7 (Commander) \$133,551

Justice and Community Safety, Canberra (PN. 41771) (Gazetted 20 May 2021)

Transport Canberra and City Services

Territory and Business Services

Yarralumla Nursery

Shane Campion

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 18418) (Gazetted 12 April 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.

Chief Operating Officer

Governance and Ministerial Services

Ministerial and Cabinet

Sheldon Fenning

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

Community Services

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

Transport Canberra and City Services, Canberra (PN. 11314) (Gazetted 21 September 2020)

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Matthew Gray

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39668) (Gazetted 2 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.

Transport Canberra and Business Services

Planning and Delivery

Strategy, Planning and Policy

Luke Powter

From: Bus Operator \$79,471

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39765) (Gazetted 11 January 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.